

# TELPAS

## Texas English Language Proficiency Assessment System

### Reading Test Administrator Manual

Grades 2–12





# Contact Information/Resources

2017 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: ELL.tests@tea.texas.gov
accessing and navigating the TELPAS Online Training Center	Customer Service Center Telephone: 800-627-0225 Email: TELPAS.techhelp@support.pearson.com
accessing online resources or online test administration procedures and for online testing technical concerns or issues	Customer Service Center Telephone: 800-627-0225 512-989-5300 Fax: 512-989-5375 Email: pearsononlinetesting@support.pearson.com

2017 General Information Resources	
For general information related to	Access
student assessment program	TEA Student Assessment Division website at <a href="http://www.tea.texas.gov/student.assessment/">http://www.tea.texas.gov/student.assessment/</a>
ELL assessments	<a href="http://tea.texas.gov/student.assessment/ell/">http://tea.texas.gov/student.assessment/ell/</a>
TELPAS online basic training courses, online calibration activities, and related training materials	<a href="http://www.TexasAssessment.com/TELPASTrainingCenter/">http://www.TexasAssessment.com/TELPASTrainingCenter/</a>
TELPAS online reading test training and administration materials	<a href="http://www.TexasAssessment.com/TELPAS/">http://www.TexasAssessment.com/TELPAS/</a>
TELPAS online reading test student tutorials	<a href="http://TexasAssessment.com/TELPAS-tutorials/">http://TexasAssessment.com/TELPAS-tutorials/</a>
online testing technology information	<a href="http://www.TexasAssessment.com/technology/">http://www.TexasAssessment.com/technology/</a>

2017 Resource Materials	
Resource materials available online	Located at
<i>2017 Test Security Supplement</i>	<a href="http://tea.texas.gov/student.assessment/security/">http://tea.texas.gov/student.assessment/security/</a>
Accommodation Resources	<a href="http://tea.texas.gov/student.assessment/accommodations/">http://tea.texas.gov/student.assessment/accommodations/</a>
Language Proficiency Assessment Committee Resources	<a href="http://tea.texas.gov/student.assessment/ell/lpac/">http://tea.texas.gov/student.assessment/ell/lpac/</a>
<i>TELPAS Assessment Management System User's Guide</i>	<a href="http://www.TexasAssessment.com/TELPAS/">http://www.TexasAssessment.com/TELPAS/</a>



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# Calendar of Events

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Spring 2017	
Events	Dates
Administration procedures training for holistically rated assessments	By 2/13
Online training courses for holistically rated assessments	
• Assembling and Verifying Grades 2–12 Writing Collections	Opens 1/18
• Basic Training Course for Kindergarten and Grade 1	Opens 1/30
• Basic Training Course for Grades 2–12	Opens 1/30
Online calibration window	Opens 2/13
Writing samples for TELPAS writing collections	Beginning 2/13
Test administrator training for grades 2–12 reading	By 3/3
TELPAS assessment window	3/6–4/5
TELPAS data verification window	4/6–4/7
Districts receive TELPAS standard and optional reports	4/28

# Icons Used in This Manual

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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 Coordinator Manual Resources webpage.



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 language learners (ELLs) in kindergarten through grade 12 in four language domains: listening, speaking, reading, and writing. TELPAS assesses students in alignment with the Texas English Language Proficiency Standards (ELPS), which are part of the Texas Essential Knowledge and Skills (TEKS). Student performance is reported in terms of the four English language proficiency levels described in the ELPS: beginning, intermediate, advanced, and advanced high. TELPAS results are used in accountability and performance-based monitoring indicators.

The assessment components for grades K–1 and 2–12 include the following:

- Grades K–1
  - holistically rated observational assessments of listening, speaking, reading, and writing
- Grades 2–12
  - multiple-choice online reading tests in six grade clusters: 2, 3, 4–5, 6–7, 8–9, and 10–12
  - holistically rated student writing collections
  - holistically rated observational assessments of listening and speaking

Students' answers to the reading tests, ratings from the holistically rated assessments, and all other student data are submitted through the TELPAS Assessment Management System.

The instructions in this manual explain the responsibilities of reading test administrators for the spring 2017 TELPAS administration. Testing coordinators and other personnel with oversight roles should be familiar with the contents of this manual, the *2017 TELPAS Rater Manual*, and the TELPAS information in the *2017 District and Campus Coordinator Manual*. Assessment procedures must be followed exactly so that all individuals eligible for testing are assessed in a uniform manner.

In rare circumstances that prevent a student from testing online, the Texas Education Agency (TEA) may grant approval for a paper administration of the reading test for grades 2–12. This manual does not contain instructions for administering a paper TELPAS reading test. If you are directed to administer a paper test, you will need to follow the instructions in the *TELPAS Supplement for Paper Administrations*, which is shipped with the TELPAS test booklets.



Calendar of Events



ARD Resources  
LPAC Resources

## 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 coordinator will inform you of the schedule to follow.

## 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 information 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 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 information includes students' answers to the reading tests for grades 2–12, the holistic proficiency ratings of each student, rater information, any reading test accommodations used, and any reasons for why a student was unable to be assessed. Instructions for submitting this information are provided in this manual.

## Eligibility Requirements

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

The rare circumstances in which a student may not be required to participate in one or more TELPAS language domains include:

- **ARD Decision:** In rare cases, it may be necessary for the admission, review, and dismissal (ARD) committee, in conjunction with the language proficiency assessment committee (LPAC), to determine that an ELL 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.
- **Newly Enrolled ELL—Holistically Rated Domains:** An ELL 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 test.

# Test Security and Confidentiality Requirements

All assessment instruments as defined under TEC §39.023 and §39.027, are considered secure, and the contents of these tests, including student information used or obtained in their administration, are confidential. As specified in the *Test Security Supplement* in 19 TAC Chapter 101, each person participating in the student assessment program is required to maintain and preserve the security and confidentiality of all test material and student data, and must also handle this information in strict accordance with the instructions contained in this manual and in the *Test Security Supplement*.

## Test Security

Test security involves accounting for all secure materials and confidential student information before, during, and after each test administration. Districts must ensure that the only individuals permitted to have access to these materials and information are district personnel who meet the requirements to participate in the Texas student assessment program, have been trained, and have signed the appropriate oath. 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. Documents used to account for materials, such as the shipping notice that arrives with the shipments of materials from the contractor and the Materials Control Forms, should be completed accurately and carefully maintained in a location that would prevent them from being compromised.

## Confidentiality Requirements

Maintaining the confidentiality of the TELPAS program involves protecting the contents of all secure test materials, including test booklets; online assessments and test tickets; and TELPAS calibration activities and components for holistically rating student performance. This requires compliance with, but is not limited to, the following guidelines.

- All testing personnel who participate in statewide testing must undergo training and sign the appropriate security oath affirming that they understand their obligations concerning the security and confidentiality of the TELPAS program **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 an online assessment before, during, or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials. If circumstances necessitate that an online assessment be examined, permission **must** first be obtained from TEA.

- 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 TEA.
- Only students may respond to test questions.
- Test administrators who have permission to view secure materials in order to provide an approved accommodation 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. As a reminder of this obligation, these individuals are required to sign a separate section of the test administrator oath.
- No person may review or discuss student responses during or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials.
- No person may receive or provide answers to student profiles during TELPAS calibration activities.

Upon completion, the TELPAS Student Rating Roster and the writing collections must be submitted to the campus coordinator for storage.

## Penalties for Prohibited Conduct

In accordance with 19 TAC §101.3031(b)(2) and as described in the *Test Security Supplement*, 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, is subject to the following penalties:

- placement of restrictions on the issuance, renewal, or holding of a Texas educator certificate, either indefinitely or for a set term
- issuance of an inscribed or non-inscribed reprimand
- suspension of a Texas educator certificate for a set term
- revocation or cancellation of a Texas educator certificate without opportunity for reapplication for a set term or permanently

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 the penalties above.

Release or disclosure of confidential test content is a class C misdemeanor and could result in criminal prosecution under TEC §39.0303, Section 552.352 of the Texas Government Code, and Section 37.10 of the Texas Penal Code. Further, 19 TAC §249.15 stipulates that the State Board for Educator Certification may take any of the above actions based on satisfactory evidence that an educator has failed to cooperate with

TEA in an investigation. In addition, any irregularities in test security or confidentiality may result in the invalidation of students' assessments.

## Measures Implemented by TEA to Ensure Test Security and Confidentiality

Maintaining the security and confidentiality of the Texas student assessment program is critical to ensuring valid test scores and providing standard and equal testing opportunities for all students. In accordance with TEC §39.0301, TEA has engaged in ongoing efforts to improve the security of the state assessment program, including a comprehensive 14-point plan designed to assure parents, students, and the public that test results are meaningful and valid. More information about the recommendations for implementation of the 14-point Test Security Plan can be found on the Student Assessment Test Security webpage.

## Security Oaths and Confidentiality Statements

All district and campus personnel who participate in state-mandated testing or handle secure test materials must meet the eligibility requirements detailed in this manual, be trained, and sign a security oath. Any person who has more than one testing role (for instance, a TELPAS rater who also serves as a reading test administrator) must receive appropriate training and sign a security oath for **each** role. Security oaths are available in Appendix A of this manual.

All TELPAS raters, writing collection verifiers, and test administrators must undergo training and sign the appropriate security oath affirming that they understand their obligations concerning the security and confidentiality of the TELPAS program **before** handling secure test materials or administering assessments. Districts are required to securely maintain these oaths for a period of five years after a test administration.



*Test Security  
Supplement*

## 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

Serious irregularities constitute severe violations of test security and/or confidentiality and can result in the individual(s) responsible being referred to the TEA Educator Standards and Certification Legal Division for consideration of disciplinary action. Examples of serious violations involve, but are not limited to, the following:

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

- discussing secure test content, student responses, or student performance
- scoring student reading tests, either formally or informally
- duplicating, recording, or capturing electronically secure test content unless specifically authorized by TEA or by the procedures outlined in the test administration manuals
- fraudulently exempting or preventing a student from the administration of a required state assessment
- receiving or providing unallowable assistance during the TELPAS calibration activities (e.g., taking notes, providing answer sheets, or verbally 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 in conduct described in the items listed above or in any other serious violation of security and confidentiality

## Procedural Irregularities

Procedural irregularities are less severe, more common, and typically the result of minor deviations in testing procedures. Examples of procedural irregularities involve, but are not limited to, the following:

### Eligibility Error

- Eligible students were not administered the grades 2–12 reading test or were not rated in one or more of the required domains.
- Ineligible students were assessed.

### Individualized Education Program (IEP) Implementation Issue

- A student receiving special education services was provided an unapproved or undocumented accommodation or was not provided a prescribed accommodation.
- A student receiving special education services was administered the wrong test.

### Improper Accounting for Secure Materials

- A rater, test administrator, campus coordinator, or district coordinator lost or misplaced writing collections or other secure materials.
- A campus coordinator did not ensure that raters returned confidential materials.

### Monitoring Error

- A test administrator left a room unattended when students or secure materials were present or when secure online tests were open and visible.
- Secure online tests were left open and visible during a lunch break, a short break taken in the testing room, or restroom breaks.

- Testing personnel did not monitor students during a break.
- 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.
- A student was allowed to remove secure materials from the testing area.

### Other Procedural Errors

- A test administrator failed to issue the correct materials, or students were provided nonallowable materials.
- Testing personnel who were not properly trained were allowed to rate students, administer tests, or handle secure materials.
- A test administrator failed to use the test administration materials or failed to read aloud the bolded, scripted test administration directions verbatim as outlined in the test administration materials.
- A TELPAS writing collection was not submitted in accordance with required assembly criteria.
- A student was issued the incorrect test ticket for the TELPAS reading test.

## Reporting of Testing Irregularities

Each person participating in the Texas student assessment program is responsible for reporting any violation or suspected violation of test security or confidentiality. Campus staff should notify their campus or district coordinator if they witness an irregularity or suspect that one has occurred. The district coordinator (or his or her designee) is responsible for investigating all testing violations, whether confirmed or alleged. All confirmed testing irregularities must be reported to the TEA Student Assessment Division. All incidents involving alleged or suspected violations that fall under the category of a serious irregularity must be reported to TEA as soon as the district coordinator is made aware of the situation. Testing personnel should contact TEA if they are unsure about whether an irregularity has occurred or if they are unclear regarding what constitutes a serious violation.

## Student Cheating on State Assessments

If a district determines that a student has been involved in cheating on a state assessment, the district is required to invalidate the student's test and complete the Locally Determined Disciplinary Action (LDDA) form to report any disciplinary action taken against students who participated in the cheating incident.

Submission of a separate Online Incident Report form 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.

For more information, refer to the *Test Security Supplement*.



*Test Security  
Supplement*

## General Information About TELPAS Reading for Grades 2–12

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The TELPAS domain of reading in grades 2–12 is assessed through online multiple-choice tests. The reading tests are designed specifically for ELLs, whose ability to demonstrate general reading skills is often obscured by their emerging understanding of the English language. The tests measure English reading ability according to the TELPAS English language proficiency continuum, which is aligned to the ELPS and based on the stages of second language acquisition of ELLs. Test results help school personnel understand the educational needs of ELLs by providing a measure of the students' current reading proficiency levels and annual progress in learning to read and comprehend the types of texts they encounter in instructional settings.

The TELPAS reading assessments for grades 2–12 consist of six grade cluster tests:

Grade Clusters for 2–12 Reading
2
3
4–5
6–7
8–9
10–12

TELPAS reading 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.



## Testing Accommodations

The following accommodations, or Designated Supports, are available to eligible students taking the TELPAS reading tests.

- Designated supports approved locally:
  - Individualized structured reminders
  - Amplification devices
  - Projection devices
  - Manipulating test materials
  - Basic transcribing
  - Large print
- Designated supports that require TEA approval:
  - Photocopying test materials
  - Extra day
  - Other

Specific information regarding student eligibility criteria and special instructions or considerations may be accessed on the Accommodation Resources webpage. If a student was allowed a Designated Support, it must be indicated at the time of testing.

Information concerning accommodation policy and procedures is found in the *Educator Guide to Accessibility within the STAAR Program* on the Accommodation Resources webpage.

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 obtain approval from TEA for a paper administration. Instructions for administering large-print paper tests can be found in the *TELPAS Supplement for Paper Administrations*, which is shipped with the TELPAS test booklets. Braille tests are not available.

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 and reading selections may not be translated.
- Test questions, answer choices, and selections may not be rephrased, clarified, or read to students.



Accommodation  
Resources

# Test Administrator Checklist

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This checklist will help you keep track of the activities involved in preparing for the administration, conducting the administration, and returning materials. 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 procedures.
- ☐ Start and monitor test sessions if so directed.
- ☐ Enter score code and accommodations, or Designated Supports, information online for grades 2–12 reading test if so directed.

## Complete Administration Process

- ☐ Prepare materials for return.

# Prepare for Administration

## Attend training session on administration procedures.

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All TELPAS reading test administrators are required to have annual training in the administration procedures for TELPAS. Your campus coordinator will schedule and conduct your training session. Read this manual beforehand and bring it to the training session. Make note of any questions you have and ask them at that time. In addition, carefully review the oath of test security and confidentiality for test administrators located in Appendix A. Your oath must be signed in the appropriate section 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 guiding students through the opening of their tests to get the test started. 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 be assigned one of the following online testing roles, as applicable. Your training will cover your assigned responsibilities.

The online test administrator refers to the person who may start and stop the test session and print student test tickets in the Assessment Management System, and during the test session, guides students through opening their tests, and beginning the test itself. In addition, the online test administrator is responsible for maintaining test security, managing any interruptions to testing, and resuming the students in the session when they are ready to continue the test.

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 reading test.

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.



Assessment  
Management  
System  
Training Site

## NOTES



*TELPAS  
Assessment  
Management  
System  
User's Guide*

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 reading tests. Although the basic steps for test session management are covered in this manual, the user's guide provides more detailed information about certain tasks related to online testing. Technology personnel with an oversight role in online testing should also refer to the TELPAS section of the *2017 District and Campus Coordinator Manual*.

## Prepare students for online testing.

TELPAS online reading test student tutorials 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 for the following reasons:

- Students will increase their familiarity with the TestNav app and tools.
- There are no sample questions at the beginning of the TELPAS reading tests.

The tutorials include instructions to be read aloud as students learn to use the TestNav app and become familiar with the variety of test question formats. Students then have the option of working through approximately 20 representative questions independently to practice using the TestNav app.

The time you spend on the tutorials should take into account your students' language needs and computer familiarity.

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

As with the administration directions for the TELPAS reading test, the tutorial directions are designed to take into account the language needs of ELLs 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

The student tutorials for each grade cluster are available at the TELPAS Online Reading Test Student Tutorials webpage.



TELPAS Online  
Reading Test  
Student Tutorials

## Become familiar with the administration directions.

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

The TELPAS reading administration directions take into account the difficulties that some ELLs 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 or suitable 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 and reading selections, however, must not be translated.)

The instructions you read aloud to students will help them understand the nature of the TELPAS reading 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 reading selections are interspersed with easier selections so that the most difficult selections are not grouped together or all toward the end of the test. A student who expresses concern about a selection that is too difficult to understand should be encouraged to continue working through the test, as easier selections are likely to follow.

# 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. After students have been entered into the system, and key student identification information has been verified, they must be assigned to a test session. Students must be placed in test sessions before they can take the online reading test. Your campus coordinator may assign you the role of online session administrator so that you can create and modify test sessions.

Student responses for paper administrations of TELPAS reading tests are submitted through the Assessment Management System. Steps for creating separate test sessions for students approved by TEA for a paper administration of TELPAS are found in the *TELPAS Supplement for Paper Administrations*. The steps listed below are specific to online administrations of TELPAS.

## Creating and Adding Students to a Test Session

Before creating a new test session, contact your campus coordinator or online session administrator to ensure that TestNav has been configured. If your campus coordinator directs you to create a test session, complete the following steps:

1. Log in to the Assessment Management System.  
If the current test administration is not the 2017 Spring TELPAS Grades K–12 administration, click the menu in the upper right of the page and select “2017 Spring TELPAS Grades K–12” from the list.
2. Go to *Testing > Sessions*.
3. Open the task list and select “Create / Edit Sessions.” Click **Start**.
4. Click *Create Session* and enter the required details.  
You must enter a session name and select a campus before the remaining session details can be selected. Select the appropriate reading test from the Test Assigned dropdown menu. Select “Online” from the Form Group Type dropdown menu. Scheduling a date and time for a new session is intended primarily for planning purposes. A test session will not start until you click the **Start** button and unlock the session on the *Students in Sessions* screen, regardless of the scheduled start date and time.
5. To add students to the session, go to the *Students* field and click “Add students to session.” Select from the available students in the dropdown menu. Click the student name to add the student to the session.
6. Click the **Create** button after entering all session details. Refer to the *Assessment Management System User’s Guide* for more detailed information, including screen shots, about modifying test sessions.



Assessment  
Management  
System

Assessment  
Management  
System

## Generating and Printing Student Test Tickets

Each student must have a student test ticket in order 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 student test tickets for students in a particular 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.
2. Click a session to select it from the list.
3. Open the Download Resources menu and select the option to print all testing tickets or selected testing tickets under Test Tickets.
4. Use your browser's print function to print the test tickets on paper.

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

## Preparing TELPAS Reading Test Sessions

A week before the TELPAS administration window opens, sessions must be prepared. This step occurs after proctor caching. If your campus coordinator directs you to prepare 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.
2. Click a session to select it from the list.
3. Click the **Prepare Session** button.
  - While the prepare process is running, a session will appear in a "Preparing" status. Once the process is complete, the session will appear in a "Ready" status. The session is now ready to start.
  - Testing tickets for TestNav are available once a session is in "Ready" status.

**NOTE:** The prepare session process runs in the background, so users may perform other tasks while a session prepares.



## 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

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.



*Assessment  
Management  
System  
User's Guide*

Assessment  
Management  
System

# Conduct Administration

## Ensure proper testing environment and proper testing procedures, and answer questions.

---

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 reading 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 allowed time for testing.
- Every effort should be made to administer the TELPAS reading test 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.

The 2017 TELPAS reading test 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 reading test is **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. 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.
- 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 they submit their tests online, students may be allowed to quietly read books or leave the testing room.
- 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 or reading selections into another language;
- rephrase or add information to test questions or reading selections;
- provide reading 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.

## Computer Monitor Glare

Glare from computer monitors may cause student fatigue. If a student experiences glare, correct this by adjusting the student’s seating or the angle of the computer screen, or by taping 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.

During breaks, students must not discuss the contents of the test. At grades 6 or higher, allow only one student at a time to take a restroom break. At grades 2–5, the entire class may take a restroom break, if necessary. If taking restroom breaks with younger students, the students must remain together and be closely monitored by a trained test administrator to ensure the contents of the test are not discussed.

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 TEA's 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.

Assessment  
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System

# Start and monitor test session.

## Starting and Monitoring a Test Session

The following instructions explain how to

- start a test session
- monitor student status during a test session
- exit a student's test
- resume a student's test
- stop a test session

### Starting a Test Session

Before starting a test session, contact your campus coordinator or online session administrator to ensure that proctor caching activities have been completed. 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. From *Testing > Students in Sessions*, add test session(s) to the Sessions list on the left of the page.

If the current test administration is not the 2017 Spring TELPAS Grades K–12 administration, click the menu in the upper right of the page and select “2017 Spring TELPAS Grades K–12” from the list.


2. Click a session to select it from the list.
3. Review the session details, then click the **Start** button to start the session.
4. Click the *Unlock* icon on the lock/unlock slider to unlock all student tests in the session.

**NOTE:** If a student is added after a session is started, the student will be in a locked status and must be unlocked individually. To unlock the student, click the dropdown menu in the “Student Test Status” column and select “Unlock.”

## Monitoring a Test Session

After a test session is started and students log 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. Below is a description of each possible status.

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 <b>same</b> 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 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 rating entry form **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."



## 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 accommodations information online for grades 2–12 reading test if so directed.

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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. You or other designated testing personnel will be responsible for entering any reading test accommodation information for students. If you are assigned to enter this information and have any questions, ask your campus coordinator for assistance.

If a student has been approved to take a paper administration of the grades 2–12 TELPAS reading tests, all holistic ratings, reading test information (including student responses), and other student information must be entered into the Assessment Management System.

### Entering Score Code and Accommodations Information

In most cases, a score code designation should be entered when the test is marked complete. However, if a student submitted a test and a score code needs to be chosen, or if accommodations information needs to be entered, you will need to make these selections from the *Edit Student Tests* screen.

1. If the current test administration is not the 2017 Spring TELPAS Grades K–12 administration, click the menu in the upper right of the page and select “2017 Spring TELPAS Grades K–12” from the list.
2. Go to Testing > Student Tests, and search to find the student test(s) you want or click the down arrow next to the **Search** button to reveal and select the option to show all results.
3. Select the student test(s) you want to edit by selecting the box next to each student test.
4. Open the task list and select “Edit Student Tests” and click **Start**.
5. Select the student test you wish to edit under Student Tests. Select the reading score code designation and accommodations information for the student.
6. Click the **Save** button.
7. Repeat steps 5 and 6 until score code and accommodations information are entered for all selected students.

If at any time information on the *Edit Student Tests* screen is entered or changed, the **Save** button must be clicked. You can navigate to the next student's test by clicking the test name in the **Student Tests** column.

## Score Codes

A student's test is automatically scored when the student clicks the **Submit Final Answers** button at the end of the test. It is not necessary to make a selection in the Score Code drop-down menu for a test to be scored.

In the event that a student does not take or complete the reading test for grades 2–12, one of the following score codes must be selected when marking the student's test complete.

### A = Absent

Student absent throughout the testing window.

A student should **NOT** be marked absent if the student was absent on the testing days but also fits one of the score designations below.

### X = ARD Decision

Student does not participate in the grades 2–12 reading test on the basis of the student's disability, as determined by the ARD committee in conjunction with the LPAC and documented in the student's IEP.

The test should be a meaningful measure of English language proficiency in reading for the vast majority of ELLs receiving special education services. A decision not to assess a student should be rare.

### O = Other Student Not to Be Scored

Student experiences a test administration irregularity or illness during testing.

## Marking a Test Complete

A student's test should only be marked complete in the event that a student does not take or complete the reading test or if the student forgot to select the **Submit Final Answers** button and simply exited out of the test.

If a student has accidentally logged in as another student or the test administrator has logged in a student who is absent on that day of testing, do **NOT** mark the test as complete.

If your campus coordinator directs you to mark a student's test as complete, complete the following steps:

1. Return to the *Session Details* screen and select the checkbox next to the student's name.
2. Click the **Mark Test Complete** button to go to the *Mark Test Complete* screen.

## NOTES

3. Enter the “do not score” reason for marking the test complete.

**NOTE:** If you are marking the test as complete due to a student forgetting to submit, choose Score as the reason on the *Mark Test Complete* screen.

4. Click the **Save** button.

The student’s status will then appear as “Marked Complete.”

Some user roles do not have access to the **Mark Test Complete** button. If you do not have access to the button, contact your campus coordinator for instructions for completing score code information.

**NOTE:** The student cannot take the test if the student’s test is marked complete. If you mistakenly mark a student’s test complete, contact your campus coordinator.

## Accommodations Information

If a student was allowed an accommodation, or Designated Support, it must be indicated on the *Edit Student Details* screen. The following accommodations are included for TELPAS:

- General Accommodation (GA)—Select the check box next to “General Accommodations” if an applicable designated support accommodation was made available to the student.
- Extra Day (XD)—Select the check box next to “Extra Day” if this accommodation was approved by TEA and made available to the student. An Accommodation Request Form must be submitted to and approved by TEA before a student receives an Extra Day accommodation.

**If the student does not receive testing accommodations, do not select any check boxes.**

Refer to the *Testing Accommodations* section of this manual for more information regarding designated supports. Information about accommodations used by the student is collected as part of federal reporting requirements but is not associated with student performance.

Contact your campus coordinator if you have questions about entering scoring or accommodations information. If necessary, the Customer Service Center can be contacted at 800-627-0225.

## Absent Students

Every effort should be made to administer the TELPAS reading tests to students who are absent on a given day of testing. If students are not present for the test session for which they were originally scheduled, they should be moved to another test session later in the testing window.



Accommodation  
Resources

# Complete Administration Process

## Prepare materials for return.

---

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

Return the following TELPAS materials to the campus coordinator:

- signed oath of test security and confidentiality
- seating chart
- Session Roster(s)
- student test tickets (secure documents)
- scratch paper
- this manual
- any other testing resources as instructed

Your oath will be kept on file for at least five years.

## NOTES

TestNav 8  
Online Support

## Starting the TELPAS Reading Test

Before starting the TELPAS reading 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.

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. This can be done before or after students arrive. If test administrators follow these steps before students arrive, they must ensure that test security is maintained at all times.

To log students into the reading 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 Test Now** button.
5. Click the **Start Section** button to go to the reading 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.

## Administration Directions—Grades 2–5

## NOTES

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 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 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, as described on page 13.



TestNav 8  
Online Support

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 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.**

**For students logging in to TestNav:**

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

**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.**

*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 includes your grade.**

**Click the *Start Test Now* button. Next, click the *Start Section* button.**

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

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

*Assist any students whose computers do not display this screen.*



**SAY**      **Let’s look at this screen together. Look at the top of your computer 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, close TestNav and log the student in to the test again. 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 the grade. Make sure it includes 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, close TestNav and log the student in to the test again. 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 on them? Raise your hand if you do not see the buttons.**

*Help any students having difficulty finding the blue 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 in grades 3–5 who have not completed the TELPAS reading 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.

*Point to the **Bookmark** button.*

**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.

*Point to the **Review** button and assist any students having difficulty. After helping any students who need it, continue.*

**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. The important thing is that you do your best on the parts of the test you can understand.

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.*

**SAY**

When you finish the test, you will see a stop sign. 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.*

**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.*

## NOTES

*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, and explain again that he or she may leave answers blank if a passage is too difficult to understand. 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. The entire class may take a restroom break. Refer to pages 23–24 for information about exiting the online test during breaks.*

*As students 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.” 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. 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.*

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

# Administration Directions—Grades 6–12

## NOTES

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. You must launch TestNav on each student's computer and have a printed student test ticket for each student. The test session must be started 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 13.



TELPAS  
Introduction  
Screen for Test  
Administrators

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 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.**

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.

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

## NOTES

**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.*

**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.

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

**Click the *Start Test Now* button. Next, click the *Start Section* button.**

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

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

*Assist any students whose computers do not display this screen.*

**SAY** Let's look at this screen together. Look at the top of your computer 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, close TestNav and log the student in to the test again. 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 the grade. Make sure it includes your grade. Raise your hand if you do not see the 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 test again. 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 reading 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 selection 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 tool one time. When you are done, turn the tool off by clicking 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.

*Point to the **Bookmark** button.*

**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.

*Point to the **Review** button and assist any students having difficulty. After helping any students who need it, continue.*

**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. The important thing is that you do your best on the parts of the test you can understand.

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.

*When students are ready, continue.*

**SAY** You will have all the time you need to complete the test. 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. Then please be quiet until everyone has finished. After you have submitted your test, I will collect your scratch paper and student test ticket. Are there any questions?

*Answer all questions before continuing.*

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

## NOTES

*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, and explain again that he or she may leave answers blank if a passage is too difficult to understand. 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. Allow only one student at a time to take a restroom break. Refer to pages 23–24 for information about exiting the online test during breaks.*

*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. 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.*

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# **Appendices**

## **Appendix A**

### **Oaths of Test Security and Confidentiality**



State of Texas  
County of \_\_\_\_\_

Texas Education Agency  
Student Assessment Program

2017

## Oath of Test Security and Confidentiality for Test Administrator

**This oath applies to all state assessments.**

**For All Test Administrators:** Complete this section **before** handling any secure test materials.

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following by initialing to the left of the statements below and including the date where applicable:

### Initials

- \_\_\_\_\_ I have received training on test administration procedures, and I understand my responsibilities concerning the administration of state assessments;
- \_\_\_\_\_ I am aware that testing procedures require me to actively monitor during test administrations;
- \_\_\_\_\_ I understand my responsibilities as a test administrator, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures;
- \_\_\_\_\_ I understand my obligations concerning the security and confidentiality of state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and
- \_\_\_\_\_ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Test Administrator

\_\_\_\_\_  
Printed Name of Test Administrator

\_\_\_\_\_  
County-District Number

\_\_\_\_\_  
District Name

\_\_\_\_\_  
Campus Name

\_\_\_\_\_  
Area Code/Telephone #

### **For Test Administrators Authorized to View Secure State Assessments**

Individuals who are authorized to conduct test administration procedures that involve viewing secure state assessments have an added responsibility of maintaining confidentiality. These procedures include but are not limited to: oral administration of paper tests, transcribing student responses from the test booklet, and particular accommodations, including embedded supports. As a reminder of this responsibility, these individuals are required to specifically confirm compliance with state confidentiality requirements by initialing to the left of each statement below.

\_\_\_\_\_ I have not and will not divulge the contents of the test, generally or specifically.

\_\_\_\_\_ I have not and will not copy any part of the test.

I do hereby certify, warrant, and affirm that I will fully comply with all the requirements governing the student assessment program.

\_\_\_\_\_  
Signature of Test Administrator

\_\_\_\_\_  
Date



State of Texas  
County of \_\_\_\_\_

Texas Education Agency  
Student Assessment Program

2017

## Oath of Test Security and Confidentiality for Technology Staff

FOR ALL TECHNOLOGY STAFF: Complete this section **before** accessing any secure test materials.

I do hereby certify, warrant, and affirm that I will fully comply with all applicable requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

\_\_\_\_\_ I have read the test security and confidentiality policies in the test administration materials, and I understand my obligation to maintain and preserve the security and confidentiality of all tests.

\_\_\_\_\_ I understand that student information is confidential and that I am obligated to maintain and preserve the confidentiality of this information.

\_\_\_\_\_ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

\_\_\_\_\_ I am aware that release or disclosure of confidential test items could result in prosecution under the Texas Education Code, Government Code, Administrative Code, and/or Penal Code.

I do hereby further certify, warrant, and affirm that I will comply with all requirements concerning test security and confidentiality.

Signed on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Technology Staff

\_\_\_\_\_  
Printed Name of Technology Staff

\_\_\_\_\_  
County-District Number

\_\_\_\_\_  
District Name

\_\_\_\_\_  
Campus Name

\_\_\_\_\_  
Area Code/Telephone #













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