

# Rater Manual

Holistic Administrations



**TELPAS**

**2023–2024**

Information about the Texas Assessment Program can be found on the [Student Assessment](#) website.

[Texas Educator Committees](#)

The Texas Education Agency encourages highly qualified educators to apply to participate in educator committees for the Texas Assessment Program. Click the link or scan the QR code for more information.



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# Resources

- [Texas Assessment Program](#)
- [TELPAS Resources](#)
- [Assessments for Special Populations](#)
- [Test Administration Resources](#)
- [Learning Management System](#)

Key Dates for TELPAS Holistic Administrations	
Online training opens	January 8, 2024
Online basic training courses for raters available	January 22, 2024
Calibration window opens for raters	February 5, 2024
Administration window	February 19–March 29, 2024
TIDE submissions due, including holistic ratings, score codes, and rater information	11:59 p.m. (CT) March 29, 2024

# General Information

## About This Manual

The instructions in this manual explain the responsibilities of holistic raters for the Texas English Language Proficiency Assessment System (TELPAS) administration. Test administrators must carefully read this manual prior to administering TELPAS holistic assessments. Test administration policies and procedures must be followed as written so that all testing conditions are uniform statewide. Raters are required to have this manual with them when holistically rating students. For special holistic or paper administrations of TELPAS

# Policies and Procedures

In cooperation with district testing coordinators, campus coordinators will designate raters and assign them students to be rated. Designated raters are responsible for holistically rating the English language proficiency of assigned students in accordance with the prescribed holistic rating procedures. Rater training requirements must be completed, and assessment procedures in this manual must be followed. After training, raters will:

- assess the English language proficiency of students and assign one of four ratings: beginning, intermediate, advanced, or advanced high.

these rare and unavoidable circumstances, a special paper or holistic administration of a TELPAS assessment may be given. Any student who is administered a special holistic administration of TELPAS listening, speaking, or writing must have his or her ratings entered in the template available through the *Holistic Rating Upload* task and submitted in TIDE. Refer to the [Special Administration of an Assessment](#) page of the *District and Campus Coordinator Resources* for more information.

For the 2023–2024 school year, the six-week test administration window for TELPAS is February 19–March 29, 2024. Each district should establish a local schedule to administer the online assessments and complete the holistic ratings. District personnel should plan to test during the first five weeks of the testing window and reserve the last week to upload holistic ratings in TIDE. District personnel must verify that all

# Test Security and Confidentiality

Maintaining the security and confidentiality of all components



District coordinators should contact the [TEA Student Assessment Division](#) for guidance in resolving accommodation errors.

**Examples:**

- A student was provided an unallowable accommodation.
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- A student was administered the same assessment more than once in an administration (e.g., a holistic version and an online version).
- An eligible student (e.g., an EB student whose parents waived district ESL services) was not administered an assessment.
- An ineligible student was incorrectly administered an assessment.
- District testing personnel failed to upload ratings from TELPAS holistic administrations in TIDE.
- District testing personnel failed to properly account for all eligible testers.

## Training Errors

Training errors involve mistakes in training, calibration, or test security oaths.

### Examples:

- Personnel were permitted to administer assessments or handle secure materials even though they were not properly trained or did not sign a test security oath.
- Raters for TELPAS did not follow proper training or calibration procedures.

## Serious Testing Violations

Incidents caused by district testing personnel that violate the security and confidentiality of an assessment are considered serious violations. District coordinators must report serious violations to the state according to the requirements of the Texas Education Code (TEC) 103.103 (e) and 103.103 (f).

- failing to report to an appropriate authority that an individual has engaged in or is suspected of engaging in conduct described above or in any other serious violation of security and confidentiality.

## Penalties for Violating Security and Confidentiality of Assessments

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

- invalidating student test results;
- referring certified educators to the State Board for Educator Certification (SBEC) for sanctions in accordance with TAC [§247](#), Educators' Code of Ethics, and TAC [§249](#), Disciplinary Proceedings, Sanctions, and Contested Cases; and
- lowering the school district's or charter school's accreditation status or a school district's, charter school's, or campus's accountability rating in accordance with Texas Education Code (TEC) [§39.003](#) or appointment of a monitor, conservator, or management team to the school district or charter school in accordance with TEC

Specifically, TAC [§249.17](#) indicates a mandatory minimum sanction of a one-year suspension of the certificate for an educator who is found guilty of intentionally manipulating the results or violating the security or confidentiality of any statewide assessment.

As stated in TEC [§39.0303](#), Secure Assessment Instruments, Criminal Penalty, a person commits an offense if:

- the person intentionally discloses the contents of any portion of a secure assessment







- The trainings are specific to grade clusters, and raters



# Kindergarten–Grade 12 Holistic Rating Training Flowchart



## Attend Monitored Calibration Sessions

Campus coordinators schedule and conduct monitored calibration sessions.

- New raters are required to successfully complete rater calibration activities.
- Returning raters are not required to repeat calibration activities if they have successfully completed the activities at least once. However, campus coordinators have the discretion to require returning raters to complete calibration activities or other training.
- Calibration activities must be completed in a monitored setting.
- Most raters will need 1–2 hours to complete a calibration set.
- Calibration sets 1 and 2 may be completed in one session or in separate sessions. Once a rater completes a set, he or she cannot revisit that set on another day.
- The use of headphones is required for raters to complete the calibration activities for the listening and speaking domains.
- Raters are provided the calibration passcode once they have logged in for their calibration session and must only access calibration sets during the monitored calibration session.
- Raters may use a copy of the PLDs during their calibration activities. Raters may also be provided with scratch paper, as requested. Copies of the PLDs and any scratch paper used during the calibration session must be destroyed.
- Calibration activities must be completed individually. Collaborating or discussing responses to calibration activities is **NOT** allowed.
- Raters must begin with calibration set 1. If raters are successful on set 1, they should provide a copy of their certificate to the proctor.
- If raters are unsuccessful on set 1, they should be notified as to how to proceed to set 2.
- Educators are not authorized by TEA to serve as TELPAS raters unless they have successfully completed calibration activities at least once. If a rater does not successfully calibrate by the end of set 2, the rater may still be authorized to serve at the discretion of the district. District testing personnel are required to provide rating support for these teachers so that their assigned students are assessed consistently with the PLDs.
- After completing a calibration set, a rater's summary page will indicate a Pass or Fail and how many responses were correct out of the total number. Only raters who have passed the calibration will receive a certificate of completion in LMS.
- Certificates will be available to print immediately after successful completion of a calibration set.
- Calibration certificates must be maintained at the local level.

It is a serious testing violation to record, discuss, or share answers from the rating practice and calibration activities. TELPAS testing violations must be reported as indicated in the “Test Security and Confidentiality” section of this manual.

After entering the passcode for a calibration set, raters are required to read a statement and affirm that they will complete the rating activities independently. While collaboration is encouraged for holistically rating students, it is imperative that rater calibration is performed individually to ensure that raters can apply the PLDs accurately and consistently.

Individuals are not authorized by TEA to serve as TELPAS raters unless they complete the state-required training and calibration activities.

## Review and Sign an Oath of Test Security and Confidentiality

- Raters, proctors, verifiers, and other campus personnel participating in the TELPAS administration must complete an [Oath of Test Security and Confidentiality](#) after training and before handling secure test materials and content.
- Raters, proctors, verifiers, and other campus personnel must initial each item on the test security oath, as applicable.
- In addition, raters and other campus personnel who are responsible for uploading holistic ratings in TIDE must confirm compliance with security requirements by completing specific sections of the test security oath.
- A copy of the completed test security oath (electronic or paper) must be submitted to the campus coordinator.

The campus coordinator is the contact person for all assessment-related matters on campus. Any questions that arise during testing should be directed to the campus coordinator.

# Prepare for Holistic Administrations

## Understand Responsibilities

Raters must:

- complete all training requirements before rating students in the applicable domains;
- maintain confidentiality of test materials, including materials containing personally identifiable information and ratings;
- rate students in kindergarten and grade 1 in all four domains; and
- rate students in grades 2–12 in the applicable domains.

## Receive Test Materials from Campus Coordinator

Raters must have the required test materials, including access to online documents or printed copies of the following (available via the [TELPAS Resources](#) webpage):

- TELPAS Proficiency Level Descriptors
- TELPAS Student Rating Roster
- TELPAS Writing Collection, as needed

## Prepare to Rate Students

- Prior to rating students, raters should review the appropriate portions of the [TELPAS Educator Guide](#), which reinforces key points from the basic training course.
- Make copies of the PLDs for all students being rated. Put the students' names on the copies of the PLDs and use them to make individual notes about observations of students' English language proficiency.

## Collaborate as Needed

- Raters should keep in mind the value of collaboration with other teachers and school personnel during preparation to determine students' proficiency ratings.

# Rate Students



# Complete Holistic Administrations

## Collect Test Materials

- Collect TELPAS Student Rating Rosters and TELPAS Writing Collection documents, as applicable.
- Raters must review the accuracy of any student data or test status information they have been asked to verify.
- Ensure each TELPAS Student Rating Roster and TELPAS Writing Collection document has been completed, signed, and dated.

## Return Test Materials to the Campus Coordinator

- Prior to returning materials, raters must account for all secure test materials.
- Raters must return all secure materials to the campus coordinator after the holistic administration process is complete. This includes completed TELPAS Student Rating Rosters and TELPAS Writing Collection documents.

## Enter Student Information in TIDE, as Applicable

Raters who have been assigned by the campus coordinator to submit holistic ratings, enter and update score codes, verify student demographic information, or enter other information in TIDE must receive access information and additional training.

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