FAQ's - TELPAS Training For Campus Test Coordinators
Wednesday January 27, 2021 & Thursday January 28, 2021

TELPAS Online Basic Training Course	
Do new teachers need to sign up for an account on the Pearson training website?	Yes. A teacher creates a new account if they have never had one before.
How often should a rater complete the Online Basic Training Course?	The Online Basic Training (OLBT) must be completed by all new raters or those who have not calibrated in the past 3 years. A TC can at his/her discretion require raters to complete the online basic training.
Can teachers access their certificates if they have previously completed the certified online basic training course?	Yes. Only training history from last year or this year will be available.
How do we know who needs OLBT vs Calibration Activities?	All raters must calibrate annually. The Online Basic Training (OLBT) must be completed by all new raters or those who have not calibrated in the past 3 years. A TC can at his/her discretion require raters to complete the online basic training.
Will teachers receive another certificate if they take the Online Basic Training again?	Yes.
Will there be a more in depth training on how to administer the online speaking/listening/reading test in TestNav?	Yes, we will offer that training on February 10 for ES and February 11 for MS and HS.
CALIBRATIONS	
What is the link to the Pearson Online Training Center?	https://tx.scoring.pearsonassessments.com/scoring/
If a teacher calibrated last year do they need to complete the calibration activities again?	Yes, raters must calibrate every year.
Should all teachers calibrate or just those with EL students?	All teachers who will be raters must calibrate.
Is there a limit to how many calibration sessions we can schedule?	There is not a limit on the number of calibration sessions you schedule for raters, however, raters are only given two opportunities to calibrate.
Can teachers calibrate remotely?	Yes, teachers may calibrate remotely as long as they are monitored virtually.
DAN	
How do we request access to DAN?	If a Lead TC or other campus staff do not have access to DAN, submit a systems access request through the district Support Hub app.
Do all Lead TCs have access to DAN?	Stakeholders designated as Lead TC on January 4, 2021 have access to DAN. Newly assigned TCs will need to request access by submitting a Support Hub request.
Is DAN access different for CTC and teachers?	Yes. If the CTC is non-rostered, they should have received school access in DAN. All rostered staff receive teacher access.
Will ratings be entered into DAN?	No. There will be a separate document (TELPAS Student Rating Roster) where the raters will put their rating. You can find it on the Assessment website under Assessments > TELPAS > TELPAS Forms
Is DAN required?	DAN is the platform we are using to store grades 3-12 writing samples this year. Writing samples can be done on paper but must be uploaded to the DAN platform. This is not optional.
Will teachers create the EL groups in DAN and give access to the verifiers?	Groups will be created and shared by the Test Coordinator. A TELPAS role will be given to those staff members who are identified as raters or verifiers by the TC.
Will face to face students have to use DAN for writing samples or is it just for remote learners?	All students, remote or in-person, will use Seesaw and DAN.
If the assessment has been created by the assessment department, how will teachers create the prompt in DAN?	Teachers need to communicate the prompt through their normal online platform, not in DAN.
Would the spell check interfere with the writing portion?	Spell check will be disabled in DAN.
When will the assessment be available in DAN?	It will be available February 3. Students can begin writing on February 8.

DOCUMENTATION	
Do I keep the inventory in my testing documentation?	For TELPAS ALT keep the Observational Behaviors in the students LPAC folder. For TELPAS, this year student writing collections will not be placed in the LPAC folder, they will be stored electronically on the district level.
PARENT LETTER	
Has a letter been drafted to inform parents of the TELPAS assessment and process?	Yes, there is a parent one pager on our website in English and Spanish. Parent Letter
MANUALS	
Will campuses receive paper manuals?	Campuses will receive 5 TELPAS Test Administrator Manuals. The Rater Manual is only available online. You may email or print copies as needed.
POWERPOINT PRESENTATIONS	
Where may one find the TELPAS PowerPoint Presentations?	On the Assessment website under Test Coordinator Resources > CTC PowerPoints 20-21 The staff training PowerPoint is under the Assessment tab > TELPAS
RATERS/ASSEMBLERS/VERIFIERS	
Who can be an Assembler and Verifier?	A teacher (core or specials) can be an assembler or verifier, however, teachers selected to be raters cannot be a verifier.
Should assigned raters be responsible for creating the groups in DAN and then share the group with the verifier/assembler?	Yes.
Can K-1 teachers, who rate their own students, serve as grade 3-5 verifiers?	No. K-1 teachers do not have access to the DAN platform.
If a rater is on sick leave and did not finish rating would a TC have to assign a new rater to those writing samples?	The rating process can be completed remotely, however, we strongly suggest having additional raters available in the event a rater becomes unavailable to rate.
How may I locate the EL Roster?	Access PowerSchool > System Report > DISD EL Placement Roster
Where are the ratings recorded?	Ratings should be recorded on the TELPAS Student Rating Roster sheet and entered by the TC into the Pearson Access Next system.
WRITING SAMPLES	
What is the process for collecting writing samples virtually?	Writing samples will be submitted in SeeSaw (grade 2) and DAN (grades 3-12).
When can campus's begin collecting writing samples?	February 8, 2021 is the first day to collect writing samples.
How can campuses ensure authenticity of writing samples collected from remote learners.	Teachers should collaborate with the students' teacher to determine the authenticity of writing samples and ensure that what is written reflects the student's current proficiency levels.
What if we can't collect at least 5 writing samples to complete the writing collection?	All efforts should be made throughout the testing window to collect authentic student writing. If the collection is incomplete, contact your DWTC for guidance.
Who creates the writing prompts?	Writing prompts can be created by departments, the TC or by individual teachers. Prompts can be recorded on the Writing Sample Worksheet which can be found on the Assessment website under Assessment > TELPAS > TELPAS Forms. Writing Sample Worksheet
Should students handwrite or type their essay into Seesaw or DAN?	Typing or writing can be a student/school decision. Keep in mind, we are testing online so it may be helpful to familiarize students with typing.
May we print out the writing collections for easier rating?	You may export the samples but keep in mind, in COVID times you should think of how to handle all events electronically in the event someone is not available.
Should I shred handwritten samples once they have been uploaded into SeeSaw or DAN?	Store handwritten samples in the blue LPAC insert inside the student's cumulative folder.

Can students handwrite their sample and then upload them into SeeSaw/DAN?	Yes.
Will only remote learners upload their samples into SeeSaw/DAN?	All TELPAS students are required to type their sample or upload a picture of their handwritten sample into SeeSaw or DAN.
Who is responsible for the writing samples of students who enroll after February 22, 2021?	The receiving campus is responsible for reading, listening, speaking for students who enroll after Feb 22. The sending campus is responsible for the holistic rating.
Can we start having the teachers collect writing samples once they have been trained but before they pass the calibration?	Yes, the first day for writing is February 8, 2021
In DAN, are we creating an assessment prompt for the students to type their essays?	No. The assessment has already been created. Campus will communicate the prompt to the students and then the student will type/upload an essay into DAN.
What are the guidelines for creating prompts?	Create your prompts based on the requirements outlined in the TELPAS Rater Manual (Pages 23-28).
Are we required to place writing samples in the LPAC folders?	Writing samples will be stored electronically this year.
Can students save their progress after each essay, without submitting?	Yes.
Can students pre-write?	A student can write their essay on paper and then immediately type it into the appropriate online platform.
SEESAW	
Will students in grade 2 write their samples and upload a picture of their writing samples into Seesaw?	Yes.
May we use Seesaw for face to face students?	Yes. Writing samples of face to face or remote learners will be uploaded in Seesaw.
Can a folder be created in Seesaw instead of creating another class?	They should create a class as directed.
Will grade 2 samples need to be printed and stored in the cumulative folders?	Grade 2 samples will be stored electronically, but printing is an option.
Access the link for a sample Seesaw assignment created by a Test Coordinator.	Sample Seesaw Assignment Page
Will Seesaw settings be changed/updated so that there can be more than 2 teachers per class?	Up to 10 co-teachers can be assigned in Seesaw.
Is there a way to disable spell check in Seesaw or on an iPad for second grade?	Students are not typing responses in Seesaw. Students will take a photo or upload an image of their handwritten work.
TEA FAQ's	
TEA Spring Guidance	https://tea.texas.gov/sites/default/files/covid/FAQs-for-Spring-2021-Assessments.pdf
TECHNOLOGY/DEVICES	
Do students need to be on the district network to have testing apps loaded/updated to their chromebooks?	No. TestNav updates are being pushed out, therefore remote students will receive updates.
Is there an app on the iPads for TELPAS testing?	Yes. Install TestNav 8.15 through the self service app.
What is the latest version of TestNav that should be on student devices?	The newest version of TestNav is 8.15
Can students use their own chromebooks to take the TELPAS Reading, Listening and Speaking Tests?	Students should use their assigned district devices that have the updated TestNav application.
Can students use their own earbuds and use the mic on their device?	Students must use headsets that meet the minimum system requirements. The Assessment department has verified that the Apple AirPods and wired earbuds successfully passed the audio test within the TELPAS Tutorial. We encourage you to test mic'd headsets prior to the online testing window.

Will the Assessment department be providing the required earphones?	Not this year. Each campus was provided 25 sets initially, and we have encouraged campuses to buy additional headsets each year.
TESTING	
Can students test online remotely for reading, listening and speaking?	No. Students must report to the campus to take the online assessments.
What if parents refuse to send their virtual students to school for online assessments?	The student would not be eligible for reclassification and or will not exit in 20-21.
Can the TELPAS tutorials be completed remotely?	Yes, tutorials can be completed remotely.
Can teachers test their own students?	Yes.
TRANSPORTATION	
Will parents of remote learners need to apply for transportation or will students be able to walk to the bus stop and ride the bus?	Individual campuses will need to contact the Transportation Department and make arrangements for remote learners.