

# TELPAS Calibration- Preparing for and Conducting Monitored Calibration Sessions

## Designate Staff to Conduct Monitored Calibration Sessions

1. Testing coordinators or other designated personnel must serve as a proctor for monitored calibration sessions. The number of proctors needed depends on the number of raters being trained.
2. Proctors may be LPAC chairs, campus administrators, school counselors, or other suitable staff but must not be teachers serving as TELPAS raters or personnel serving as TELPAS centralized raters this year.
3. Proctors must have received administration procedures training and sign the appropriate security oath.
4. Calibration sessions can be proctored in person or in a monitored virtual session (i.e.: Hangouts, Teams, Zoom).

## Calibration Grade Clusters

Raters must know their assigned grade cluster to select the appropriate online training. Raters should consult with their campus coordinator if they are unsure of their assigned cluster.



Note: It is strongly encouraged to have at least two additional people calibrate who can serve as centralized raters in the event a rater is unable to complete the rating process.

Grade clusters are:

- K-1
- 2
- 3-5
- 6-8
- 9-12

## Plan and Schedule Monitored Calibration Sessions

1. The calibration window begins on February 8 and will be available in the [Pearson training site](#).
2. Monitored calibration sessions must be completed before raters holistically rate their assigned students for TELPAS.
3. Test Coordinators are responsible for verifying the completion of the online basic training course before new raters can access calibration activities.
4. The number of calibration sessions needed depends on the number of raters who must be trained to rate the ELs on each campus. Breakout rooms with additional proctors may be helpful if you have a large number of raters.
5. Most raters will need 1-2 hours to complete a calibration set, and each calibration set must be completed in one session.

6. Schedule calibration sessions in advance and share the calendar with staff. Calibration sessions should be completed by February 26. Submit the dates for campus calibration sessions using this link: [TELPAS Calibration Dates](#)
  - The test coordinator should set up virtual sessions and share links.
  - It is strongly recommended that separate sessions are scheduled for calibration sets 1 and 2. As a reminder, once a rater completes a set, he/she cannot visit that set on another day or attempt both sets on the same day.
7. Ensure raters have a copy of the [PLDs](#) and scratch paper accessible during calibration.
8. A printer should be available for printing certificates. Alternatively, certificates can be downloaded, saved and emailed to show proof of calibration.
9. Raters must begin with calibration set 1. If successful, a certificate will be available in the scoring summary tab of the TELPAS Online Training Center. The certificate should be printed and turned in to the proctor.



Note: If a staff member does not successfully calibrate with set 1, he/she will need to review the online basic training and complete the TELPAS Writing Simulation Exercise before attempting calibration set 2 on a different day.

## Conduct Monitored Calibration Sessions

Ensure that a trained proctor is available to actively monitor the calibration session. If using breakout rooms, then you must have a proctor for each breakout room. Proctors must be able to see raters on the screen for the duration of the calibration session. Proctors should have all raters move the computer around the room so the proctor can check the room prior to beginning the calibration activities. The proctor should check to make sure there are no other electronic devices, the only items accessible are the PLDs and scratch paper, and that the rater is alone. Proctors must ensure chat and messaging features are disabled during the virtual sessions. If there is an issue, then a rater must unmute and alert the proctor.

Campuses must maintain a roster of participants for each calibration session. A fillable PDF version of the roster is available in Appendix A.

Ensure proctors have the correct calibration passcodes for the day of the session. A list of daily calibration passcodes will be emailed to the lead test coordinator each week and must be kept secure.

Raters must be given the correct passcode for the day once they have logged in for their calibration session. Make sure raters understand in which grade cluster they should calibrate.

Raters should not be allowed back into a calibration set after the passcode used to access the set has expired, including going back to review completed calibration sets.

Remind staff that it is a violation of state assessment procedures to record, discuss, or share answers to the rating practice and calibration activities. TELPAS testing violations must be reported as indicated in the “Test Security and Confidentiality Requirements” section in the TELPAS Rater Manual. Remind staff of expectations of professionalism. TEA monitors calibration sessions for anomalies.

Raters should use a copy of the [PLDs](#) during their calibration activities. Raters can use scratch paper, if needed. All copies of the PLDs with notes taken or scratch paper used by raters during the session must be destroyed.

8. After completing a calibration set, raters immediately see results and annotations explaining the correct ratings.
9. Raters must begin with calibration set 1. If raters are successful on set 1, a certificate will be available from the scoring summary tab to print and turn in to the proctor. Raters may print an extra copy of their certificate for their own records.
10. If raters are unsuccessful on set 1, notify raters of local procedures on how to proceed to set 2. If a rater completes the calibration activities but is not successful:
  - If the individual is needed to serve as a rater, the campus must implement rater support procedures such as reviewing the online basic training and completing the TELPAS Writing Simulation Exercise before the rater may attempt second calibration attempt.
  - If a rater fails both attempts, a second rater who has successfully calibrated will be assigned by the campus TC to ensure that the rater's students are evaluated consistent with the rating rubrics. The additional rater should have successfully calibrated in the same grade cluster.
  - Individuals are not authorized to serve as raters unless they complete all required training components.
11. Collect calibration session roster and calibration certificates for documentation. Collect copies of PLDs, scratch paper, and any other materials with notes used during the calibration session to be destroyed.

## Calibration Certificates

**Training certificates and professional development hours.** A certificate of successful completion is issued within the TELPAS Online Training Center when a rater demonstrates sufficient calibration (70 or better for grades 2-12; 70 or better for grades K-1) on a calibration set.

- Two hours are awarded for calibration.

Certificates will be available to print immediately after completion of a practice set or successful completion of a calibration set, but it may take up to 24 hours for emailed certificates to arrive in a user's inbox.

Certificates will be saved in the TELPAS Online Training Center year to year, but as a best practice, it is still recommended that educators print and keep a copy of their certificates.

After successfully calibrating, go to the scoring summary tab of the TELPAS Online Training Center to access a certificate. Print a copy and turn it in to the session proctor.

## Maintaining Required Documentation

Training certificates and session rosters from monitored calibration sessions- in person or virtual, will serve as documentation for demonstrating raters' completion of holistic rating training requirements. These documents should be retained for 5 years.

## TELPAS Monitored Calibration Instructions

The instructions on the following page can be printed or shared electronically with staff. Be sure to edit the campus specific information shown in red.

# TELPAS Monitored Calibration Instructions

Step 1	Login at <a href="http://www.TexasAssessment.com/TELPASTrainingCenter/">http://www.TexasAssessment.com/TELPASTrainingCenter/</a>	
Step 2	Choose appropriate Grade Level Cluster	<ul style="list-style-type: none"><li>• K-1</li><li>• 2</li><li>• 3-5</li><li>• 6-8</li><li>• 9-12</li></ul>
Step 3	Click on Calibrations	
Step 4	Choose appropriate calibration set	1 or 2
Step 5	Enter passcode provided by proctor	<i>(insert passcode)</i>

## **If you pass,**

Notify *(insert TC name)* to print your proof of completion.

*To print, go to the Scoring Summary Tab of the TELPAS Online Training Center to access a certificate of successful completion of the calibration portion of your training.*

## **If you do not pass,**

You **MUST** review the PLDs, complete the online basic training course, and complete the TELPAS Writing Simulation Exercise before attempting the second/last calibration session scheduled on *(insert date)*. DO NOT CONTINUE!

## Appendix A



