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Documents

2011-2012

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TELPAS Planning  
Calendar

Campus Rater List

Basic Training Monitoring  
Form

Basic Training Certificates  
for New Raters

Calibration Certificates  
for All Raters

Supplemental Support  
Sessions (Agenda/Sign  
In/Certificate)

TELPAS Writing Collection  
Non-Acceptance Forms



Student Rating Rosters

TELPAS Power Points

TELPAS Resources




# January 2012 TELPAS Planning Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14 <i>TELPAS Foundation Training ITEC</i>
15	16 <i>Assembling &amp; Verifying Course Window Available</i>	17 	18	19	20	21
22	23 <i>TELPAS Manuals Arrive in Districts (23-27)</i>	24	25	26	27	28
29 <i>January 30th— Online Basic Training Course for New K-1&amp; 2-12 raters available. &amp; Supplemental Support Provider Recorded Web-based training available.</i>	30	31		January 12th—13th (3:30—5:30) TELPAS Webinars on Test Nav set up, tutorials for students and		



# February 2012 TELPAS Planning Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 <i>District TELPAS Training Elementary AM Secondary PM</i>	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Feb 20th—Calibration Window opens for new and returning raters (first 2 sets) TELPAS Writing Collection Window	21 Opens	22 	23	24	25
26	27	28	29 <i>3rd and Final Calibration set available</i>			



# March 2012 TELPAS Planning Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Spring Break						
18	19	20	21	22	23	24
TELPAS Online Reading Assessment Window						
25	26	27	28	29	30	31
March 9th—April 5th TELPAS Writing, Listening, Speaking rating will be entered.						









# CERTIFICATE OF ATTENDANCE



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*has successfully completed 4 clock hours  
of training for the supplemental support of TELPAS raters.*

*Date:* \_\_\_\_\_



*Gloria Zyskowski*

Gloria Zyskowski  
Deputy Associate Commissioner  
Student Assessment



*Criss Cloudt*

Criss Cloudt  
Associate Commissioner  
Assessment, Accountability, and  
Data Quality





# Texas English Language Proficiency Assessment System (TELPAS)

WRITING COLLECTION COVER SHEET  
SPRING 2012



Student Name \_\_\_\_\_  
Campus Name \_\_\_\_\_  
Enrolled Grade Level \_\_\_\_\_  
Number of Writing Samples \_\_\_\_\_  
Signature of TELPAS Rater \_\_\_\_\_  
Signature of Additional Rater \_\_\_\_\_  
(if applicable)

Writing Rating \_\_\_\_\_



(Verification checklist is on reverse side.)

## WRITING COLLECTION VERIFICATION CHECKLIST SPRING 2012

This checklist may be used by both the TELPAS rater and the verifier to ensure that the writing collection meets all criteria in this manual. The boxes in the "Rater" column indicate checks that the rater is responsible for during the assembly of the collection. The boxes in the "Verifier" column indicate tasks that the verifier must complete.

*Please initial each box.*

	<u>Rater</u>	<u>Verifier</u>
1. At least 5 writing samples are included. ....	<input type="checkbox"/>	<input type="checkbox"/>
2. At least 1 narrative designed to elicit past tense is included. ....	<input type="checkbox"/>	<input type="checkbox"/>
3. At least 2 academic samples from mathematics, science, or social studies are included. ....	<input type="checkbox"/>	<input type="checkbox"/>
4. No samples show evidence of borrowed/copied language or heavy use of reference materials. ....	<input type="checkbox"/>	N/A
5. No samples have been polished through editing by parents, peers, or teachers. ....	<input type="checkbox"/>	N/A
6. No samples are written primarily in a language other than English. ....	<input type="checkbox"/>	<input type="checkbox"/>
7. No samples show brief, rushed, or incomplete writing. ....	<input type="checkbox"/>	N/A
8. No writing sample date is missing or prior to February 20, 2012. ....	<input type="checkbox"/>	<input type="checkbox"/>
9. No sample is missing the student's name. ....	<input type="checkbox"/>	<input type="checkbox"/>
10. No sample shows teacher corrections. ....	<input type="checkbox"/>	<input type="checkbox"/>

The verifier's signature is required below once the writing collection meets all assembly criteria.

\_\_\_\_\_  
Printed Name of Verifier

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Verifier



## TELPAS Student Rating Roster Spring 2012

Use the table below to list each student you rate, the student's grade level, the student's ratings, and the specified rater information. For each domain assessed, indicate the student's English language proficiency rating: B=beginning, I=intermediate, A=advanced, and H=advanced high. If, in consultation with your campus coordinator, it is determined that a student is unable to be rated in a domain, mark "E" (Extenuating Circumstances) or "X" (ARD Decision) in accordance with the instructions on page 42. Sign and date the roster and return it to your campus coordinator.

Student Name	Grade Level	Rating				Rater Information	
		Listening	Speaking	Writing	Reading (K-1 only)	A (1-8)	B (1-3)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

**TELPAS Rater of Above Students**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Additional Rater (if applicable)\***

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Campus Principal**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

**Rater Information**

A. What is the relationship of the rater to the student?

- 1 Bilingual Education Teacher
- 2 ESL Teacher
- 3 Elementary General Education Teacher
- 4 Middle or High School General Education Teacher of Foundation (Core) Subject(s)
- 5 Special Education Teacher
- 6 Gifted and Talented Teacher
- 7 Teacher of Enrichment Subject(s)
- 8 No Domains Rated (E or X in every domain)

B. Did the rater collaborate with others familiar with the student's progress in learning English?

- 1 Yes
- 2 No
- 3 No Domains Rated (E or X in every domain)

**NOTE:** If your rater information is the same for each student you rate, you may fill in the information in the first row and draw an arrow downward through the rest of the rows.

\* Your district may require second or additional ratings as part of a rating verification process. This roster, the TELPAS writing collection cover sheet, and the online submission should reflect final student ratings.

Student Name: \_\_\_\_\_  
 Campus: \_\_\_\_\_  
 Verifier: \_\_\_\_\_

ID# \_\_\_\_\_  
 Grade: \_\_\_\_\_  
 Date: \_\_\_\_\_



**TELPAS Kinder & 1<sup>st</sup>**  
**Writing Collection for LEP Students**  
 (Beg., Int., Adv., ESL, Parental Denials)  
**February 2012**

TELPAS Rater: \_\_\_\_\_  
 \*Rating: \_\_\_B \_\_\_I \_\_\_A \_\_\_AH  
 (\*TELPAS Descriptors for Writing)

Additional Rater: \_\_\_\_\_

*REQUIRED STUDENT SAMPLES		
Date Collected	Subject	Teacher
	1. Language Arts	
	2. Social Studies	
	3. Other: _____ (Science, Math, Lang. Arts, Etc.)	

\* This writing collection must be placed in the Special Programs Folder (SPF) for each LEP student. Writing collection is subject to TEA audit for rating verification. Schools are required to keep the writing collection in the student's SPF for two school years.

\* Note: TEA will not require a collection of writing samples for students in Kindergarten.

Student Name: \_\_\_\_\_  
 Campus: \_\_\_\_\_  
 Verifier: \_\_\_\_\_

ID# \_\_\_\_\_  
 Grade: \_\_\_\_\_  
 Date: \_\_\_\_\_



**TELPAS Grades 2-12**  
**Writing Collection for LEP Students**  
 (Beg., Int., Adv., ESL, Parental Denials)  
**February-2012**

TELPAS Rater: \_\_\_\_\_ Additional Rater : \_\_\_\_\_

\*Rating: \_\_\_ B \_\_\_ I \_\_\_ A \_\_\_ AH  
 (\*TELPAS Descriptors for Writing)

**5 \* REQUIRED STUDENT SAMPLES**

Date Collected	Types of Writing Samples <i>*Assembling Writing Collections TELPAS Manual pg.19-22</i>	Teacher
	<b>1. Type 3</b> Narrative writing about a past event	
	<b>2. Type 6</b> Expository or procedural writing from: <input type="checkbox"/> science <input type="checkbox"/> mathematics <input type="checkbox"/> social studies	
	<b>3. Type 6</b> Expository or procedural writing from: <input type="checkbox"/> science <input type="checkbox"/> mathematics <input type="checkbox"/> social studies	
	<b>4. Type</b> <input type="checkbox"/> 1 Basic descriptive writing on a personal / familiar topic <input type="checkbox"/> 2 Writing about a familiar process <input type="checkbox"/> 3 Narrative writing about a past event <input type="checkbox"/> 4 Personal narrative and reflective pieces <input type="checkbox"/> 5 Expository and other writing on a topic from language arts <input type="checkbox"/> 6 Expository or procedural writing from science, mathematics, and social studies classes	
	<b>5. Type</b> <input type="checkbox"/> 1 Basic descriptive writing on a personal/ familiar topic <input type="checkbox"/> 2 Writing about a familiar process <input type="checkbox"/> 3 Narrative writing about a past event <input type="checkbox"/> 4 Personal narrative and reflective pieces <input type="checkbox"/> 5 Expository and other writing on a topic from language arts <input type="checkbox"/> 6 Expository or procedural writing from science, mathematics, and social studies classes	

\* This writing collection must be placed in the Special Programs Folder (SPF) for each LEP student. Writing collection is subject to TEA audit for rating verification. Schools are required to keep the writing collection in the student's SPF for two school years.