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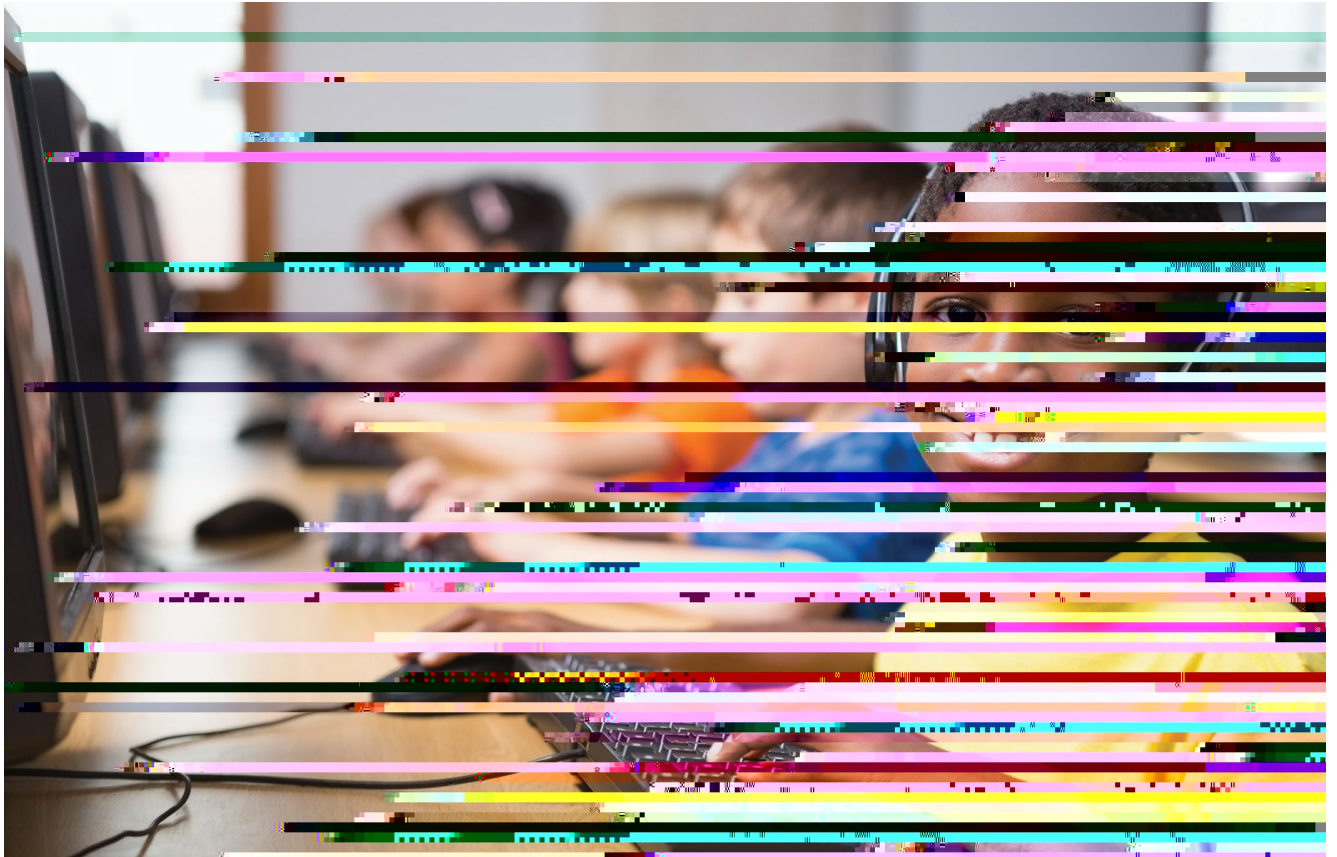
The Texas Education Agency encourages highly qualified educators to apply to participate in educator committees for the Texas Assessment Program. Click the link or scan the QR code for more information.

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

All students enrolled in Texas public schools or open-enrollment charter schools, including virtual schools, are required by federal and state law to participate in the Texas Assessment Program. EB students enrolled in kindergarten through grade 12 who are not over the age of 21 are required to be assessed annually in English language proficiency until they are determined to be k6<

addition, district personnel should verify that all students have been accounted for by 11:59 p.m. (CT) on March 28, 2025.

Maintaining the security and confidentiality of all components of the Texas Assessment Program is critical for ensuring fair and equal testing opportunities for all Texas students. Given the many uses of student performance data and the need to assure educators, parents, students, and the public that test results are meaningful and valid, it is imperative that all individuals participating in the Texas Assessment Program preserve the integrity of test content and student data through strict adherence to the instructions and procedures contained in the *District and Campus Coordinator Resources* and the test administration materials.

Training on test security and administration procedures should be provided annually to ensure a standardized test administration and the best testing experience for Texas students. Annual training is especially important for understanding and implementing new or updated policies and procedures. Lack of annual training typically results in testing incidents that may impact students' test scores, campus and district accountability ratings, and, ultimately, an educator's teaching certificate.

TELPAS Alternate is a secure assessment instrument. The contents of these assessments, including student information used or obtained in their administration, are confidential. Secure materials include all TELPAS Alternate Observable Behaviors ratings. Observable Behaviors Inventory documents become secure once student ratings are recorded on them. Test security involves accounting for all secure materials before, during, and after each test administration.

There are two different types of testing incidents that might result from district testing personnel actions taken before, during, and after testing—procedural testing irregularities and serious testing violations. Testing personnel should understand the distinctions between different types of testing incidents so that any that occur may be properly reported and addressed.

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Improperly accounting for secure materials typically involves late, lost, or missing materials; failure to maintain the security of the materials; or improperly accounting for students' tests, responses, or

Fraudulently exempting or preventing a student from participating in the administration of a required state assessment	District personnel must ___ falsify or misrepresent students' personal information, demographic information, or eligibility status.
Encouraging or assisting an individual to engage in the conduct described above or in any other serious violation of security and confidentiality	District personnel must ___ encourage others to participate or aid others in participating in serious testing violations.
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	District personnel must report any potential serious testing violations.

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 app10.6 (e9.)ʃ0 c4 (n)1..1 (n)-9.7 (.341 TD10.7 (3B (nd)-7.2 (st)-o(d)-8.6 (

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- These holistic training modules prepare teachers to use their knowledge and observations to measure an EB student's ability to understand and use English when engaging in social and academic learning environments.

Attend Training

- All test administrators and other campus personnel participating in the TELPAS Alternate administration are required to receive annual training in test security and administration procedures, as well as training in procedures unique to this administration.

- Test administrators or other campus personnel who are responsible for submitting student ratings in DEI must be provided with additional training in specific security protocols regarding transferring student ratings. Tampering with or changing student ratings is strictly prohibited. As a reminder of this obligation, these individuals are required to complete a specific part of a test security oath.

- Campus coordinators will schedule and conduct training sessions before testing begins. Required topics for test administrator training include:

  Test security

    test security procedures and test security oaths rt7-10.6 (u)923.4 ()-10.2 (d)19n1 (a)-1.20 Tw 33.7

Entering and verifying student data in TIDE, as applicable

score codes

program information

Returning materials to the campus coordinator

Review and Sign an Oath of Test Security and Confidentiality

- Test administrators, principals, and other campus personnel participating in the TELPAS Alternate administration must complete an Oath of Test Security and Confidentiality after training and before handling secure test materials and content.

- Test administrators, principals, and other campus personnel must initial each item on the test security oath, as applicable.

- Test administrators and other campus personnel who are responsible for submitting holistic ratings in DEI 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 before, during, or after test administration should be directed to the campus coordinator.

Understand Responsibilities

Test administrators must:

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Collect Test Materials

- Collect Observable Behaviors Inventory documents and any other testing resources used.

- Ensure

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