

## Completing TELPAS Test Information Changes

Districts are required to submit score code information, holistic ratings, years in U.S. schools, students with interrupted formal education (SIFE), and unschooled asylee/refugee information (if applicable) for each student required to participate in the Texas English Language Proficiency Assessment System (TELPAS) administration. If these fields were miscoded during the test administration, changes can be submitted manually in the [State of Texas Assessments of Academic Readiness \(STAAR®\) Alternate 2, TELPAS, and TELPAS Alternate Assessment Management System](#) or by using the TELPAS Test Information Changes Form, as described below.

### Submitting Changes Manually in the Assessment Management System

To manually edit score codes or holistic ratings, go to *Setup > Students*, search for and select the student, then select the “Manage Student Tests” task, and click the **Start** button. Edit the score code or holistic ratings for the desired test, then click the **Save** button to save your changes.

To manually edit years in U.S. schools, SIFE, or unschooled asylee/refugee information, go to *Setup > Students*, search for and select the student, then select the “Register Students” task, and click the **Start** button. Edit years in U.S. schools, SIFE, or unschooled asylee/refugee, then click the **Save** button to save your changes.

### TELPAS Test Information Changes Form

The process to request changes to the TELPAS score codes, holistic ratings, years in U.S. schools, SIFE, and unschooled asylee/refugee information involves entering data into a comma separated value (CSV) file that will be imported to the Assessment Management System.

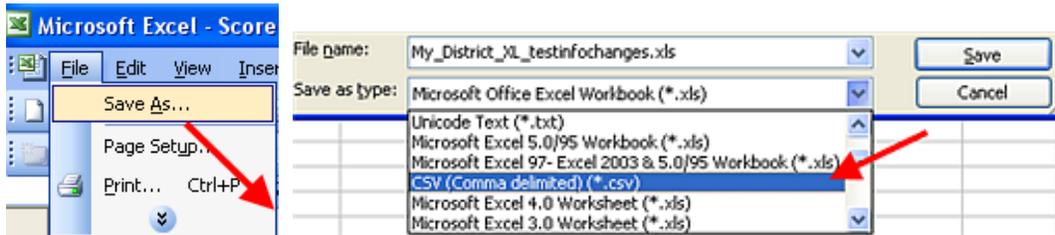
### How do I complete the TELPAS Test Information Changes Form?

1. Access the form on the [Texas Resource Center](#) under *Resources > Additional Resources > Additional Resources*.
2. Complete a row for each change necessary to each language domain. You may complete the rows by typing in the cells or selecting from the options provided in the dropdown menus.
  - Student information must be completed in order for your changes to be processed. Failure to complete the student information properly or omission of information will result in an error.
    - The student information (name, DOB, and grade) you submit MUST match the information in the Student Data File that was posted online on July 16, 2021.
    - The PEIMS ID submitted must be identical to the PEIMS ID submitted during the administration window.
  - Changes to years in U.S. schools, SIFE, or unschooled asylee/refugee information may be entered only once and for any domain in which a score code or holistic rating change is entered. If the only change necessary is to years in U.S. schools, SIFE, or unschooled asylee/refugee information, the *domain* field does not need to be completed.
3. For the July 16–July 23, 2021 test information changes window, do not use columns L and M of the form. Leave these columns blank.
4. As you complete the form, correct errors as prompted.

### How do I submit the TELPAS Test Information Changes Form?

1. Verify that all of your changes are complete.
2. When your changes are final, go to the File menu at the top left of the file and select “Save As...” Then save the file to your desired file directory as a CSV file type. This type of file will allow Pearson to collect the changes you need and update the information in the system.

**NOTE:** Depending on your software, you may have several CSV file types from which to choose. Windows PC users may select any CSV file type; however, Mac users MUST select the “CSV (Windows)” file type to avoid errors in their file submission.

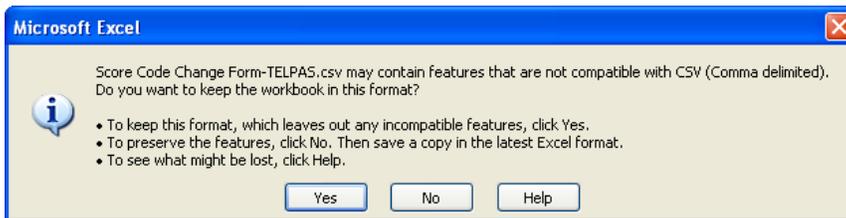


When you save as CSV, you may be prompted with the following messages:

- If you are prompted with a message about multiple sheets, click the **OK** button.



- If you are prompted with a message regarding the format of your file, click the **Yes** button.



3. Log in to the Assessment Management System and navigate to *Setup > Import / Export Data*.
4. Select "Import / Export Data" from the task list and click **Start**.
5. Choose "Score Code/Test Taken Information Import" from the Type drop-down list.
6. Under Source File, click the **Browse** button and navigate to the CSV file you saved.
7. Click the **Process** button to submit the file for processing.

## Errors

Prior to submitting your file, it is recommended that you review the file for potential errors. Examples of common errors resulting in a rejected file include the following:

- Student's *Name* and *DOB* submitted do not match those from the July 16 data file.
- Student's *PEIMS ID* does not match the number submitted during the administration window.
- *Domain* field is not completed for a change requested to a score code or holistic rating.
- *Score Code* field for a holistically rated domain is coded incorrectly (i.e., "A – Absent" or "O – Other Student Not to Be Scored").
- *Holistic Rating* field was selected for a domain that was not holistically rated.

If you experience issues creating, saving, or submitting your file, please review these instructions carefully. If these instructions do not help you resolve the issue, call the Customer Support Center at 800-627-0225.