

**[SUBJECT: July 13, 2020, Upcoming TELPAS Activities]**

To the District and ESC Testing Coordinator Addressed:

This communication is to inform you of the following upcoming activities for the 2020 Texas English Language Proficiency Assessment System (TELPAS) administration.

**2020 TELPAS ADMINISTRATION**

- Test Information and Score Code Changes

Districts may make corrections to the following required fields: score code, holistic rating, years in U.S. schools, students with interrupted formal education (SIFE), and unschooled asylee/refugee information (if applicable) for each student who participated in the 2020 TELPAS administration. The window for submitting corrections is **July 17–24, 2020**. Changes must be submitted by July 24 to be included in the updated report cards and data files. Districts can continue to make corrections after July 24 and will be able to view weekly updated files in the [STAAR Alternate 2, TELPAS, and TELPAS Alternate Assessment Management System](#), but these changes will not be reflected in the updated report cards and data files.

Districts should submit all corrections at one time to avoid an additional processing fee and complete all fields to avoid a delay in processing the request. The TELPAS Test Information Changes Form (Excel template) and TELPAS Test Information Changes Instructions can be found on the [Texas Resource Center](#), under *Resources > Additional Resources*.

Corrections to students' score codes may be made in the Assessment Management System under *Setup > Students*. Search for and select the student, and then select the "Manage Student Tests" task. To request updated TELPAS Report Cards and labels, check the box for Printed SRC/Label (charge applies), and complete the Purchase Order Number field on the "Manage Student Tests" task.

- Speaking Rescore Requests

District testing coordinators may request rescoring of the 2020 TELPAS speaking test on behalf of school personnel or parents who want to have an individual student's test rescored. To make a request, district coordinators must complete the 2020 TELPAS Speaking Rescore Request Form and attach the completed form in a Support Request in the Assessment Management System. The form can be found on the [Texas Resource Center](#) under *Reporting > Forms*. The deadline to submit rescore requests is 5:00 p.m. (CST), **July 31, 2020**.

For more information on using the Assessment Management System, go to <http://www.TexasAssessment.com/technology>. For questions and assistance regarding the information in this communication, contact the Customer Service Center using the [live chat feature](#), the [Pearson Customer Support Form](#), or by calling 800-627-0225.