Levelland Independent School District

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TO: Building Principals

SUBJECT: TELPAS Verifiers

Each campus that administers the TELPAS to its ELL students must have a designated verifier for the TELPAS This person should be an administrator or counselor who is responsible for verifying the contents of the writing collections on the campus. I have attached a list of responsibilities that the verifier will have.

Please list the name of the verifier for your campus below:

Name of Verifier:_____

Name of Campus:_____

Please return this to me by February 6, 2013

Verifying the Writing Collection Components

In conjunction with the district coordinator and principal, the campus coordinator will designate one or more persons to verify the contents of the writing collections on the campus. Note that TELPAS raters and paraprofessionals are **NOT** permitted to perform this function. Note also that training in verifying tasks and TELPAS administration procedures for the holistically rated components is required for TELPAS writing collection verifiers.

The writing collection verifier must complete the verification checklist in Appendix C to ensure that

- each collection contains at least five total writing samples;
- each writing collection includes at least one narrative about a past event and at least two academic writing samples from science, social studies, or mathematics;
- all writing assignments include the student's name and date;
- no writing samples come from before February 18, 2013;
- no papers showing teacher corrections are included;
- no worksheets or question-answer assignments are included; and
- each collection includes samples written primarily in English.

Collections that do not meet the requirements will be returned to the rater. Once the collection meets the above requirements, the verifier will initial and sign the verification checklist on the reverse side of the writing collection cover sheet. This affirms that the writing collection has been assembled correctly, as described above.

In cooperation with the district coordinator, campus coordinators will establish a process and timeline for the review of the collections. It is recommended that the verification of the writing collections occurs before ratings are assigned.

Note that the *rater* is responsible for assembling the writing collections according to all criteria in this manual. The rater, not the verifier, is solely responsible for ensuring that the following types of papers are NOT included in the collections:

- papers containing language directly copied from a textbook, lesson, or other written source
- papers in which the student relies heavily on a dictionary or thesaurus
- papers that have been polished through editing by peers, parents, or teachers
- papers that are brief, incomplete, or obviously reflect writing that was rushed

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