

**Texas English Language Proficiency  
Assessment System  
Writing Collection  
Spring 2024**

The Texas English Language Proficiency Assessment System (TELPAS) writing collection should be kept in the

# TELPAS Writing Collection Verification Checklist

## Spring 2024

This checklist is to be used by both the teacher assembling the writing collection and the verifier to ensure that the writing collection meets all criteria in the applicable manual or instructions. The boxes in the "Teacher" column indicate confirmations that the teacher is responsible for making during the assembly of the collection. The boxes in the "Verifier" column indicate tasks that the verifier must complete. Each box should be initialed.

	<u>Teacher</u>	<u>Verifier</u>
At least five writing samples are included. . . . .	<input type="checkbox"/>	<input type="checkbox"/>
At least one writing sample designed to elicit past tense is included. . . . .	<input type="checkbox"/>	<input type="checkbox"/>
At least two academic writing samples from mathematics, science, or social studies are included. . . . .	<input type="checkbox"/>	<input type="checkbox"/>
No writing samples show evidence of borrowed/copied language or heavy use of reference materials. . . . .	<input type="checkbox"/>	N/A
No writing samples have been polished through editing by parents, guardians, peers, or teachers. . . . .	<input type="checkbox"/>	N/A
No worksheets or question-answer assignments are included. . . . .	<input type="checkbox"/>	<input type="checkbox"/>
No writing samples are written primarily in a language other than English. . . . .	<input type="checkbox"/>	<input type="checkbox"/>
No writing samples show brief, rushed, or incomplete writing. . . . .	<input type="checkbox"/>	N/A
No writing sample date is missing or is dated prior to February 5, 2024. . . . .	<input type="checkbox"/>	<input type="checkbox"/>
No writing sample is missing the student's name. . . . .	<input type="checkbox"/>	<input type="checkbox"/>
No writing sample shows teacher corrections. . . . .	<input type="checkbox"/>	<input type="checkbox"/>

The teacher and verifier signatures are required below once the writing collection meets all assembly criteria.

\_\_\_\_\_  
Printed Name of Teacher

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

\_\_\_\_\_  
Signature of Teacher

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

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

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