About Testlet Information Pages (TIPs)

Testlet Information Pages (TIPs) provide test administrators with information specific to each testlet. Test administrators receive a TIP after each testlet is assigned to a student. Review the TIP before beginning the student's assessment.[1]

> HINT: The procedure Retrieve Testlet Information Page (TIP) in Test Management in the EDUCATOR PORTAL USER GUIDE describes how and where to access a TIP before testing.

The testlet form name is included on the TIP, as outlined in Figure 1.

Figure 1. Example Testlet Information Page header with the testlet form name.

Information in the TIP states whether a testlet is computer-delivered or teacher-administered and indicates the number of items on the testlet. The TIP for a teacher-administered testlet typically has much more information regarding materials to use during testing than the TIP for a computer-delivered testlet, except for students who are blind or have visual impairments. The materials for a computer-delivered testlet are all on the computer screens. The TIP also provides the following information for each testlet:

- **Materials Needed:** This field contains a list of the materials needed to administer the testlets. A description of any necessary attributes of the materials will be provided. For example, the materials may be three different small objects that are familiar to the student, each of which has a single word name (e.g., ball, pencil, and bag).
- **Materials Use:** This field contains a description of how the materials are used in the testlet to assess the skill. For example, the student will be able to indicate a specific object when the object's name is used.
- **Suggested Substitute Materials:** Substitute materials are often allowed. This section indicates whether materials may be substituted and sometimes recommends key attributes of substitute materials.

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[1] Not all states administer testlets for science. Contact your SEA with questions.

- **Accessibility Supports Not Allowed:** Although a test administrator may usually use all PNP Profile supports and take advantage of the flexibility described in the Practices Allowed and Practices Not Allowed sections of this manual, go to the list of Supports: Allowed and Not Allowed in the ACCESSIBILITY MANUAL for more information. Also, the TIP will indicate when a support is not allowed (e.g., calculator) or if other limits are included (e.g., when definitions or translation are not allowed).
- **Other Comments:** If a testlet has other unique instructions, they will appear here (e.g., testlets that require special setup before test administration).
- **Alternate Text:** For test administrators who will be delivering human read aloud that includes descriptions of graphics, alternate text descriptions of images are provided as additional pages after the main TIP.
- **Picture Response Cards:** The TIPs for teacher-administered testlets at the Initial linkage level are usually accompanied by picture response cards. Picture response cards are to be printed before test administration. In the best interest of the student, printing in color is highly recommended.

See the TEST ADMINISTRATION MANUAL for complete information about Testlet Information Pages.