

Note: Articles that have been updated since the previous newsletter will have “NEW!” in the title of the article. Articles will not be repeated more than 2-3 months. Please maintain a copy or have access to all articles throughout the year for your reference. Past 9-12 newsletters are located at this [link](#).

9-12 District Test Coordinator Bulletin February 2020

Key Dates

Fall 2019 Ohio’s State Tests (OST) – High School End-of-Course

February 18	Results for online tests available in the Online Reporting System
February 18-April 9	Rescore and verification request window open in TIDE
February 24	Results for paper tests, returned on time, available in the Online Reporting System
March 2	Results for paper tests, returned late, available in the Online Reporting System
March 2	Results for breach tests available in the Online Reporting System
March 23	Printed score reports due in district

Spring 2020 Ohio English Language Proficiency Assessment (OELPA)

February 3-March 27	OELPA 2020 test administration
January 21-March 25	Additional order window open in TIDE to request paper accommodation materials
March 27	Last day to enter responses for students testing with paper into the Data Entry Interface

Spring 2020 Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

February 3	Learning Characteristics Inventory assignments posted in TIDE
February 3	On-time test materials due in district
February 3-March 25	Additional order window open in TIDE to request paper accommodation materials
February 18-March 27	Spring 2020 AASCD Operational Field Test administration (online and paper)
March 27	Last day to submit online tests in the Secure Browser for online testing
March 27	Last day to submit tests using supplemental paper materials in the Secure Browser
March 27	Last day to enter responses in the Data Entry Interface for students testing with full paper tests

Spring 2020 Ohio’s State Tests (OST) – High School End-of-Course for English Language Arts, Mathematics, Science, Social Studies

February 3	On-time order window closes in TIDE to request materials
February 3	Supplemental information task closes in TIDE to indicate pick-up dates
February 3	Deadline to Pre-ID students testing on paper to receive printed Pre-ID labels
March 16	On-time test materials due in district
March 16-April 22	Additional order window open in TIDE to request English language arts materials
March 16-May 6	Additional order window open in TIDE to request mathematics, science and social studies materials
March 23-April 24	OST spring 2020 English language arts test administration
March 30-May 8	OST spring 2020 mathematics, science and social studies test administration

2019-2020 Ohio English Language Proficiency Screener (OELPS)

July 10, 2020	Last day for OELPS test administration
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2019-2020 Ohio Graduation Tests (OGT)

July 31, 2020

OGT 2019-2020 test administration window closes

Testing Dates

[Testing dates](#) for the 2019-2020 and 2020-2021 school years are posted on the Ohio Department of Education website.

OST, OELPS, OELPA, AASCD and OGT

Windows 7 Support

Microsoft announced that it will stop supporting Windows 7, Windows Server 2008 and 2008 R2 after Jan. 14, 2020. The most prominent aspect of this is that they will no longer provide security patches or updates. When an operating system manufacturer ends support for an operating system in the middle of the school year, the Department maintains support for that operating system until the end of the school year. Schools and districts should not need to upgrade from Windows 7 to administer assessments in Spring 2020. However, they may choose to do so in order to enjoy the benefits and security updates of an operating system fully supported by its manufacturer. Testing support for Windows 7 will no longer be available after the 2019-2020 school year. Districts that have not upgraded from Windows 7 by the end of the school year must plan to do so before the start of the 2020-2021 school year.

Rules Book Posted

The [2019 Ohio's State Tests Rules Book](#) was posted in September. Please review for the most current information on all state tests including OST, OELPS, OELPA, AASCD, Diagnostics, OGT and KRA. During the school year, the Office of Assessment will post any changes to the Rules Book master version under the heading *Changes* on the Rules Book page.

Scheduled System Maintenance

Cambium Assessment (AIR) will be conducting periodic maintenance of the testing systems to ensure system stability and reliability throughout the school year. These maintenance periods will occur approximately once a month on a Saturday and can last up to 24 hours. During a maintenance period some or all of these systems may be inaccessible:

- TIDE;
- Student Testing Site and Practice Test Site;
- TA Interface and TA Practice Site;
- Online Reporting System;
- Teacher Hand Scoring System;
- Data Entry Interface;
- TA Certification Course;
- Assessment Systems Inbox.

Maintenance Windows

- Saturday, Feb. 8, beginning at 9 a.m.

Ohio's State Tests (OST) – English Language Arts, Mathematics, Science, Social Studies

English Language Arts I State Assessment Information

In October, the Department released information regarding the elimination of the English language arts I state assessment for students in the class of 2023 and beyond. This document has recently been updated to address frequently asked questions regarding the availability of the ELA I test to current 9th graders as well as students in middle school who may be enrolled in a high school ELA I course. Further updates will be added to this document and communicated through the test coordinator bulletins. More details on the impact of eliminating the English language arts I test can be found on the [Department](#)

[website](#). For the spring 2020 administration districts with middle school students in a high school ELA I course will need to pre-ID students for the grade 8 ELA test in TIDE.

Bilingual English-Spanish Toggle Function

Beginning in the 2019-2020 school year, there is a new toggle function for the Ohio's State Tests (OST) which allows students to switch between English and Spanish forms at the push of a button. This new function replaces the stacked format of the bilingual tests. When toggling between languages, the testing system maintains all student responses, as well as the approximate place on the page. To provide students an opportunity to use the new function, all practice tests and released test items on OSTs in mathematics, science and social studies have been updated to include the toggle function and are available for use on the portal. English language arts items are not translated. To enable the toggle function, the Language setting must be changed to "Bilingual English-Spanish" on the test settings page before beginning the test.



The screenshot shows a user interface for 'Other Tools'. At the top, there is a header with a pencil icon and the text 'Other Tools'. Below this, there are two rows of settings. The first row has a question mark icon on the left, the text 'Modo permisivo' in the center, and a toggle switch on the right that is currently in the 'OFF' position. The second row has a question mark icon on the left, the text 'Language' in the center, and a dropdown menu on the right. The dropdown menu is currently set to 'Bilingual English-Spanish' and has a red rectangular box drawn around it.

Fall 2019 High School End-of-Course Test Administration

New! Student Results Data Files

District results for students who took the fall 2019 high school end-of-course tests online will be posted in the Online Reporting System (ORS) on **Feb. 18**. Students whose paper scorable answer documents were returned to DRC according to the instructions in the manual will be posted **Feb. 24**. Results for students whose scorable answer documents were returned late to DRC will be posted **March 2** in ORS. Students who tested using a breach form will have results posted **March 2**. Records that require discrepancy resolution will be reported after the records are resolved in TIDE.

New! Rescore and Verification Request Window

Districts may submit rescore and verification requests in TIDE from **Feb. 18-April 9**. Review the [Rescores and Verifications Guidance document](#) for instructions.

A district can submit a **rescore** request in TIDE if it believes a student's score does not reflect expected student achievement. There is a \$25 charge for processing rescore requests unless the rescore results in a score change.

A district can submit a **verification** request if the following applies:

- 1) The district believes the student tested and did not receive a score, or
- 2) The district believes a score was incorrectly assigned to a student who took a **paper** test.

Spring 2020 High School End-of-Course Test Administration

New! Test Windows

Please note that for spring 2020, there are **two test windows**; one for English language arts tests and one for the mathematics, science and social studies tests. Districts will schedule their 15-consecutive school day English language arts test administration during **March 23-April 24**. Districts will schedule their 15-consecutive school day mathematics, science and social studies

administrations during **March 30-May 8**. Make-up testing must be completed within each of the district's 15-consecutive school day test windows. The [Important Dates page](#) on the portal includes a summary of key dates.

New! Score Report Labels

Districts and schools that wish to receive a set of spring 2020 Ohio's State Tests score report labels must access the Score Report Label Requests task in the Ohio's State Tests 2019-2020 administration in TIDE, select "Yes" and click "Save" by **May 8**. All districts automatically receive printed Family Reports. If your district does not want to receive score report labels, no action is required

Pre-ID Window and On-time Order Window

Districts must ensure all participating students are preidentified in TIDE in advance of the test window and have the appropriate subject mode field set to "O" for online and "P" for paper. Refer to the [Guidance Document for 2019-2020 Ohio Pre-ID files](#) more information.

Districts whose students are using paper tests and who wish to receive printed Pre-ID labels must submit their Pre-ID data in TIDE by **Feb. 3** under the Ohio's State Tests 2019-2020 Administration task. Student test mode must be marked "P" for paper to receive a printed Pre-ID label.

Districts with students using paper for high school end-of-course English language arts, mathematics, science or social studies tests may submit their on-time orders in TIDE by **Feb. 3**. All orders are subject to Department approval. District test coordinators will place orders under the "Paper Orders High School EOC Spring 2020" administration task in TIDE. To access the Orders task, district test coordinators must first confirm their contact information and shipping address under the Contact info task. District test coordinators who wish to change their shipping address must contact the Ohio Help Desk at 1-877-231-7809 to request a change.

Paper Materials Pick-up Window

Districts will enter pick-up date(s) for their scorable materials under the Supplemental Information task in TIDE by **Feb. 3** for each of the spring 2020 administrations. The date must be no later than one business day after the conclusion of the district's 15-consecutive school day testing window for the English language arts tests and no more than one day after the district's 15-consecutive school day test window for mathematics, science and social studies tests.

Manuals

The spring 2020 Ohio's State Tests *Test Administration Manual (TAM)* is available for download from the [Administration Manuals and Guidance Documents](#) page of the portal. The *Test Administration Manual* must be reviewed by test coordinators and test administrators prior to the spring 2020 test administration. The *Test Administration Manual* includes key information regarding scheduling, test security, student Pre-ID and test eligibility, staff responsibilities, test status requests and other important policies and procedures. This information is applicable to all spring 2020 test administrations, including students testing online and on paper.

The *Test Administration Manual* also includes a series of appendices that can be downloaded as part of the *Test Administration Manual* or separately. The appendices cover important policies and procedures regarding oral translations, human read-aloud administrations, calculator policies and breach administrations. The appendices also include documents such as the *Test Incident Guidance Document* and *Special Testing Scenarios Guidance Document*. Lastly, the appendices include a series of checklists, including the District Test Coordinator Checklist, Test Administrator Checklist and the *Online Testing Highlights and Script*.

The *Supplemental Instructions for Paper Testing* manual will be available for download by early February. The *Supplemental Instructions for Paper Testing* includes policies and procedures specific to paper testing, such as important dates, distributing paper test materials, test-day procedures, oral scripts, returning test materials and more.

Ohio Graduation Tests (OGT)

2019-2020 OGT Test Administration

The test window for the 2019-2020 Ohio Graduation Tests is open through **July 31, 2020** for individuals who entered ninth grade for the first time before July 1, 2014. **In all cases, individuals are required to present a photo ID.**

Districts must Pre-ID individuals who are participating in the 2019-2020 OGT test administration. Remember to use the Student Pre-ID File Layout for the 2019-2020 school year.

The 2019-2020 OGT Test Administration Manual (OGT-TAM) is posted on the [Ohio Graduation Tests Resources](#) page of the portal.

Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

New! REVISED Spring 2020 AASCD 2.0 Operational Field Test (OFT) Administration Window

As a reminder, the spring 2020 AASCD Operational Field Test administration window changed from Feb. 18-April 10 to **Feb. 18-March 27, 2020**. *All testing and entry of student responses must be completed by 5 p.m. on March 27, 2020.*

To confirm test completion during the administration window, districts must run participation reports under the *Monitoring Test Progress* task in the Ohio State Tests 2019-2020 administration within [TIDE](#). Note that some reports update nightly, while others update in real time. For assistance with running participation reports in TIDE, please refer to the [2019-2020 TIDE User Guide](#).

All online and supplemental testers will test in the Student Interface via the [secure browser](#) or [secure test app](#). All full paper testers will have their responses entered into the [Data Entry Interface](#) by their test administrator. Please refer to the [2019-2020 Test Administrator User Guide](#) for more information on starting an AASCD session in the TA Interface. The *2019-2020 AASCD Data Entry Interface User Guide* will be available on the portal by **Feb. 3**. This user guide will provide information on how to submit responses for the Learning Characteristics Inventory Survey and how to submit responses for full paper testers. Districts should look for future communications on when the *2019-2020 AASCD Data Entry Interface User Guide* has been posted on the portal.

New! Learning Characteristics Inventory Survey Window Opening and Assignments Posted in TIDE

The window for administrators to enter data for the Learning Characteristics Inventory Survey opens on **Feb. 3**. Districts must go into [TIDE](#) under the Ohio State Tests 2019-2020 administration and confirm the student records that have been assigned the Learning Characteristics Inventory Survey by exporting a list of all preidentified student records that have the "LCI Assignment" field flagged in TIDE. This export can be obtained under the *Student Information* task by selecting View/Edit/Export Students and filtering the advanced search by "LCI Assignment," selecting the criteria you would like to filter by, and selecting "Search." For assistance with running this export, please reach out to the Ohio Help Desk at 1-877-231-7809 option 2 or OHHelpDesk@air.org.

Important: *Test administrators must enter their data into the survey prior to administering the spring 2020 AASCD Operational Field Tests for their students that have the Learning Characteristics Inventory Assignment.* Users can run participation reports in [TIDE](#) to confirm their completion of the Learning Characteristics Inventory Survey.

New! Spring 2020 AASCD Materials and Additional Order Window

Districts that placed orders in TIDE by Nov. 27 will have their materials delivered **Feb. 3**. Districts should take inventory of these materials according to section 4 of the [Spring 2020 AASCD Supplemental Instructions for Paper Testing](#). Refer to the memo included in each box to assist with this inventory.

[TIDE](#) will open **Feb. 3** to place additional orders. It is highly recommended that districts place orders at the start of the additional order window to ensure materials are received in a timely manner.

Important: After saving an order, a pop-up "Comments" box will display in TIDE, **districts must enter in a reason for placing an order for paper materials. All comments and orders are reviewed by the Department for approval. Failure to enter a reason for your request will result in your order being rejected.** Once the Department has taken action on an order, TIDE

will inform the user by sending an automatic system-generated email. It is the district's responsibility to access TIDE under the additional orders task, view any Department comments and confirm the status of the additional order. Please work with your Information Technology staff to confirm that this system-generated email address (oh-TIDE-DonotReply@air.org) is white listed so not to be flagged as spam.

New! Spring 2020 AASCD Braille Materials

For blind and visually impaired students taking the paper tests, a selection of brailled and tactile graphics will be made available. Please note that this is not a full braille form; only a selection of materials is available. The majority of paper materials still will need to be brailled locally for students who require it. The memos contained within each box of paper materials outline which items may need braille and tactile graphics created locally. The selection of brailled materials available for order through the Ohio Help Desk are:

Content Area	Item Number	Braille Material(s) Available
High School Mathematics	#19	Stimulus Graph
	#29	Response Options
	#41	Stimulus Graph

If your student requires these materials, ask your test coordinator to contact the Ohio Help Desk at 1-877-231-7809 or OHHelpDesk@air.org. All braille materials are secure materials and must be returned with all other testing materials at the close of the test administration window. More information on conducting the spring 2020 AASCD using braille materials is available in appendix B of the [Spring 2020 AASCD Supplemental Information for Paper Testing](#).

Only the full paper test has the braille option. For blind students who test online, the blind access limited option can be selected.

New! Pre-ID Reminders for the Spring 2020 AASCD

All students participating in the spring 2020 AASCD operational field test (OFT) must have the AASCD test eligibility marked as Yes (Y) **and** the Primary Disability field populated in TIDE. Districts also must mark the student's test mode – online (O), supplemental (S) or paper (P) – for each test the student is eligible to take. If a registered student is not eligible for a test subject, the test mode should be listed as not eligible (N) for that subject. Students should be marked as eligible only for the tests they are taking. Note that the same four test mode fields used for preidentifying grades 3-8 AASCD students also are used to preidentify high school AASCD students, as noted on page 3 of the [2019-2020 Pre-ID File Layout](#).

New! 2019-2020 AASCD 2.0 Administration PowerPoint

The [2019-2020 AASCD 2.0 Administration PowerPoint](#) is available on the AASCD portal. This PowerPoint provides an overview of information regarding the spring 2020 AASCD test design, policies, procedures and online systems used for the assessment, administering the assessment online, paper accommodations and more. Also available is a PDF of this PowerPoint that includes notes, further information and guidance for your reference when reviewing the slides.

New! AASCD Online Practice Tests

The updated [AASCD online practice tests](#) are available on the portal. To ensure students are familiar with the online testing platform, it is imperative that students have access to the practice tests prior to testing.

Differences Between Paper Accommodations for the AASCD

Ohio's AASCD is an online test. Almost all students who take the AASCD will test online through the Student Interface via the secure browser. For students who are *unable* to test in a purely online environment, there are two additional modes that can be provided as accommodations – a full paper version and a supplemental version. If a student is unable to take the full online version of the test, the test mode (full paper or supplemental) **must** be documented in the IEP and the decision for an alternate mode to online testing must be informed through a data-driven process. These additional test mode options are for students who, due to their

unique needs such as a medical condition, are unable to take the full online version of the test, even with full supports such as a human reader and/or scribe.

The supplemental version of the test is for students who can be administered the test online but benefit from having paper manipulatives for answering the questions. For example, students who may need more space between options, who need the options presented at a different angle than available with the testing screen, who cannot speak, point or use eye gaze for making selections with a computer screen or who need extra-large response cards. Supplemental materials include paper response card options and sentence strips only. The student will view the questions and associated stimuli online via the Student Interface and can use the supplemental materials to indicate his or her responses. The test administrator will then enter the student's responses directly into the Student Interface as the student takes the test. Supplemental materials will be available for districts to order during the additional order window.

A full paper version of the test **is available for students who cannot interact with the online testing system, even with supplemental materials and assistance from the test administrator.** Similar to AASCD 1.0 testing, test administrators will use these kits to administer the test and then enter the student responses into the Data Entry Interface (DEI). Paper kits will be available for districts to order during the additional order window.

More information on conducting the AASCD using paper accommodations is available in the *Spring 2020 AASCD Supplemental Information for Paper Testing* manual.

2019-2020 AASCD Administration Manuals

The spring 2020 AASCD Operational Field Test administration manuals are available for download from the AASCD [portal](#). The AASCD test administration manuals reflect the Ohio's State Tests manual format.

The [Spring 2020 AASCD Test Administration Manual \(TAM\)](#) covers policies and procedures for districts and schools that are administering the AASCD online and on paper. District test coordinators, building test coordinators, test administrators and teachers must review the information in this manual prior to testing. This manual will not be included in any material order deliveries for paper accommodations; this manual is only available for download directly from the AASCD portal.

The [Spring 2020 AASCD Supplemental Instructions for Paper Testing](#) covers policies and procedures specific to administering the AASCD on paper. This manual is a supplement to the *AASCD Test Administration Manual*. Test coordinators and test administrators testing students on paper must review the information in the *Spring 2020 AASCD Supplemental Instructions for Paper Testing* prior to testing. Physical copies of this manual will be included in material orders for paper accommodations and is also available for download from the AASCD portal.

Ohio English Language Proficiency Screener (OELPS)

OELPS Webpage

For information about the Ohio English Language Proficiency Screener (OELPS), refer to the [OELPS webpage](#). This school year, the OELPS is available through **July 10, 2020**. The OELPS will open on August 6, 2020 and will remain open at least through June 30, 2021.

Ohio English Language Proficiency Assessment (OELPA)

New! Domain Exemptions

Domain exemptions **must be marked** in TIDE prior to the start of the test. Please see the [TIDE User Guide](#) for instructions on manually editing or uploading test settings. If domain exemptions are not marked in TIDE prior to starting to test, the domain will not be “exempt” in the test systems and all domain tests will appear for the student.

New! Family Reports

The OELPA Family Reports will be shipped to districts and schools on **June 8, 2020**.

New! Test Administration Manual

Both the Test Coordinator and Test Administration manuals should be reviewed prior to training test administrators for the spring 2020 OELPA administration. It is the responsibility of district test coordinators to ensure the OELPA is administered properly which includes regular training and monitoring of test administrators.

The [Spring 2020 OELPA Test Coordinator Manual](#) is posted in the portal. The manual covers important policies and procedures for districts and schools administering the OELPA online and/or on paper.

The [Spring 2020 OELPA Test Administration Manual Online Test Only](#) is posted in the portal and includes an overview of the administration process with screenshots and the online test directions the test administrator reads aloud to the students. Test administrators must read thoroughly prior to administering the OELPA. Please note the Directions for Administration Paper & Pencil Manual is not posted on the portal but will be included with the materials shipped to districts and schools.

Spring 2020 OELPA Pre-ID Window

Students who have been identified as English learners must be registered in TIDE for the OELPA. District test coordinators will access “Ohio State Tests 2019-2020” administration in TIDE and mark the “Test eligibility: OELPA” field “O” for students testing online or “P” for students testing using paper. For more information, refer to the [Pre-ID Guidance Document](#). All students, regardless of test mode, must be preidentified by **March 27**.

Districts that preidentified their students by Nov. 15 will receive printed Pre-ID labels on **Jan. 20** with their on-time shipment of test materials.

New! Spring 2020 OELPA Paper Materials

Districts that placed orders in TIDE by Nov. 15 had their materials delivered **Jan. 20**. Districts that preidentified their students by Nov. 15 received printed Pre-ID labels on **Jan. 20**.

TIDE will be open **Jan. 21-March 25** for additional orders. All orders are subject to Department approval. Districts and schools **must** include a reason for the use of paper tests. The following are situations where students may be eligible for paper testing:

- 1) A student who has the paper test listed as an accommodation documented in an IEP or 504 plan;
- 2) Due to a student’s religious or cultural beliefs; or
- 3) A district or school that lacks the required technology infrastructure to test all students online, including schools that:
 - a. Are new to state testing and verify a lack of technology to test all students online; or
 - b. Experience a change in the district’s or school’s technology system that impacts capacity to test all students online.

Please note that only students who must take the paper test for **all four domains** would be marked a “P” in the file layout and would have paper tests ordered.

Spring 2020 OELPA Test Window

The 2019-2020 OELPA test window is **Feb. 3-March 27**. Please plan your calendar to allow testing within the test window. Waiting until the last week of the test window to administer the OELPA will jeopardize a student's opportunity to test when unexpected incidents occur. There are no extensions to the OELPA test window.

Spring 2020 OELPA Pre-ID Window

Students who have been identified as English learners must be registered in TIDE for the OELPA. District test coordinators will access "Ohio State Tests 2019-2020" administration in TIDE and mark the "Test eligibility: OELPA" field "O" for students testing online or "P" for students testing using paper. For more information, refer to the [Pre-ID Guidance Document](#). All students, regardless of test mode, must be preidentified by **March 27**.

Districts that preidentified their students by Nov. 15 will receive printed Pre-ID labels on **Jan. 20** with their on-time shipment of test materials.