

*Note: New articles/information or 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.*

## K-8 District Test Coordinator Bulletin August 2019

### Key Dates

---

#### Ohio English Language Proficiency Screener (OELPS)

August 5	Pre-ID window opened
August 5	<b>OELPS administration opened</b>
July 10, 2020	Last day for OELPS administration

#### Summer 2019 Ohio’s State Tests (OST) – Grade 3 English Language Arts

August 15	Results for online tests available in <a href="#">Online Reporting System (ORS)</a>
August 15	Rescore and verification window opens
August 26	Results for paper tests available in <a href="#">Online Reporting System (ORS)</a>
September 20	Printed Family Reports due in district

#### Fall 2019 Ohio’s State Tests (OST) – Grade 3 English Language Arts

August 5	Pre-ID window opened
August 20	Window opens to request grade 3 fall 2019 score report labels in <a href="#">TIDE</a>
August 20	On-time order window opens in <a href="#">TIDE</a>
August 20	Supplemental Information Task opens in <a href="#">TIDE</a> to indicate pick up date for paper materials
August 26	Deadline to Pre-ID students testing on paper to receive printed Pre-ID labels
October 21-November 1	<b>OST fall 2019 grade 3 English language arts administration</b>

#### Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) 2019-2020

August 5	Pre-ID window opened
----------	----------------------

#### 2019-2020 Testing Dates

The [2019-2020 testing dates](#) have been posted to the Ohio Department of Education web-site.

## OST, OELPS, OELPA, AASCD, Diagnostics and KRA

---

#### New! Secure Browsers for 2019-2020

Secure Browser version 12.0 for desktop and laptop devices is available to download from the [Ohio’s State Tests](#) portal. This secure browser is the only version that can be used beginning **Sept. 1** for Ohio’s State Tests, the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD), the Ohio English Language Proficiency Screener (OELPS), the English Language Proficiency Assessment (OELPA) and the Ohio Graduation Tests (OGT). Older versions of the secure browser installed on desktop and laptop devices cannot be used for secure student testing after Aug. 31.

The AIR Secure Test App version 6.0 for Chromebooks is available in the Chrome app store. Like the desktop secure browser, only version 6.0 of the Chrome secure test app can be used for secure student testing beginning **Sept. 1**. Older versions of the secure test app cannot be used after Aug. 31. Android and iPad mobile devices will continue to use version 5.0 of the app for 2019-2020. Note that Apple announced recently it is splitting off iPadOS from iOS. iOS now will only be for iPhones, and iPadOS will be specific to iPads. When iPadOS for iPads is released this fall, an update to the app may be required.

### **New! Downloading the Secure Browser or App**

The secure browsers and apps are available from the [Secure Browsers](#) page of the [portal](#). Be sure to install the correct version of the secure browser or app for each device's operating system.

### **New! Technical Documentation Refreshed for 2019-2020**

The set of technical documents accompanying the release of the secure browser has undergone a refresh for 2019-2020 to improve usability. The [Quick Start Guide](#) is a one-stop shop for information on installing and using the secure browser and AIRSecureTest App, as well as information on preparing computers and tablets for online testing. For many schools and districts, this document will be the only one they will need to review. It includes information that was formerly in the *Online System Requirements* as well as some of what was in the *Technical Specifications Manual* and *Secure Browser Installation Manual*.

For schools and districts that need additional information, each of the following documents provides greater detail on one operating system:

- Configurations and Troubleshooting for Android;
- Configurations and Troubleshooting for Linux;
- Configurations, Troubleshooting and Advanced SB Installation for ChromeOS;
- Configurations, Troubleshooting and Advanced SB Installation for Mac;
- Configurations, Troubleshooting and Advanced SB Installation for Windows.

Note there is not an iPad specific document. This is due to the use of the Automatic Assessment Configuration feature. The Automatic Assessment Configuration runs when the app is launched on an iPad and performs all configurations to prepare the device for secure student testing.

Lastly, the *Long-Term Support Plan* is mostly unchanged from prior years. It provides information about support end dates for operating systems and devices to assist districts with long-term technology planning.

The updated technical documentation is available on the [Technology Coordinators](#) page of the portal.

If you have any questions or concerns, please contact Kirk Ross at [Kirk.Ross@education.ohio.gov](mailto:Kirk.Ross@education.ohio.gov).

### **New! Pre-ID Layout for 2019-2020**

The Department has updated its Student Pre-Identification (Pre-ID) File Layout for the 2019-2020 school year. The layout collects student information for Ohio's State Tests, the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD), the Ohio English Language Proficiency Assessment (OELPA), the English Language Proficiency Screener (OELPS) and the Ohio Graduation Tests (OGT).

Please download a copy of the 2019-2020 Pre-ID layout for Ohio's State Tests. The layout builds upon the 2018-2019 layout; changes to the layout are indicated in red font. Review the *Guidance Document for 2019-2020 Ohio Pre-ID Files* for details on the changes to the layout. Please share and work with your ITC and/or district data service personnel as soon as possible in the preparation of Pre-ID files.

The layout and guidance document are located on the [TIDE Support Documents](#) page of the portal.

## New! TIDE Resources

The Test Information Distribution Engine, or **TIDE**, is available. TIDE and the other testing systems provided by AIR contain secure student data, including demographic information and scores. Please review the TIDE User Guide for complete details. As in past years, all passwords have been reset and all users will be required to set up new passwords according to the new guidelines before accessing any AIR testing system.

Several resources are available on the [TIDE Support Documents](#) page of the Ohio's State Tests portal to help users complete tasks for the fall 2019 administration. These include:

- TIDE User Guide;
- TIDE Tutorials;
- TIDE Tasks for Test Coordinators;
- Pre-ID File Layout for 2019-2020;
- Pre-ID Guidance Document;
- Pre-ID Upload Templates;
- TIDE User Management Guidance Document;
- User Role Matrix;
- TIDE FAQ.

## Translator Reimbursement for Ohio's State Tests

There has been a change in the Translation Reimbursement Policy. The translation reimbursement amount has increased. It is now \$90 per translated test administration for each part of the test for Ohio's State Tests and the Alternate Assessment for Students with Significant Cognitive Disabilities and \$180 per translated test administration for Ohio Graduation Tests. Please refer to the [Translation Reimbursement Guidance Document](#) for additional information on the policy.

Reimbursement applications for the 2018-2019 school year should have been submitted by June 30, 2019. Please contact Noël Nethers immediately regarding any applications not yet submitted. The reimbursement application is new. It can be found with the guidance document on the [Documents and Forms page](#) on the Testing website. Please contact Noël Nethers at [noel.nethers@education.ohio.gov](mailto:noel.nethers@education.ohio.gov) or (614) 728-2759 with any questions or challenges.

## Ohio's State Tests – English Language Arts, Mathematics, Science

---

### New! Release of Spring 2019 Ohio's State Tests Items

A release of items from the spring 2019 OST is now available on the portal. These items give educators insight into the kinds of questions students experience, and they are a useful tool to inform classroom instruction. Both teachers and parents may use this resource to help students know what to expect.

Included with each released item are the associated learning standard(s) and scoring rubric. Examples of student responses also are available to illustrate actual work and the corresponding points earned on the student examples.

- [Spring 2019 English Language Arts Item Release Scoring Guides](#)
- [Spring 2019 Mathematics Item Release Scoring Guides](#)
- [Spring 2019 Science Item Release Tests Scoring Guides](#)

### New! Updated Bilingual English/Spanish Version of Practice and Released Items

A new English-Spanish bilingual version will be available for practice tests and released test questions for the OST mathematics and science tests. English language arts items are not translated.

Beginning with the 2019-2020 schoolyear, there is a new toggle function 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 test. When toggling between languages, the testing system maintains all student responses, as well as the approximate place on the page.

Beginning with the fall 2019 test administration, the toggle function will be available for all bilingual test forms. To provide students an opportunity to use the new function, all practice tests and release test questions on all OST in mathematics and science will be updated to include the toggle and will be available for use on the portal at the end of August.

## New! Practice Tests

Newly released items from the spring 2019 tests now are available on the portal on the [practice test site](#).

## New! Special Version Practice Test Materials

Special version practice test materials are available. Districts may access large-print practice tests for all grades and subjects on the [Student Practice Resources](#) page of the portal. Braille practice tests are available for students who require them. Districts may request braille practice test materials for all grades and subjects by contacting the [Assistive Technology and Accessible Educational Materials Center](#).

## New! Julie and Violetta License Expiring After Spring 2020 Testing

The license for the Julie or Violetta voice packs expires after **May 2020**. Districts will no longer be able to use the voice packs on devices on which they have been installed. Districts may use pre-installed voice packs on Windows 10 devices, which are of equivalent or better quality.

Districts should account for the expiration of the license when planning technology in 2020 and beyond. Students should be provided with opportunities to use the [Practice Test Site](#) to familiarize themselves with the pre-installed voice packs on the devices they will use for secure student testing.

## Summer 2019 Grade 3 English Language Arts Administration

### New! Rescore and Verification Window

Districts will have an opportunity to submit rescore and verification requests in TIDE until **Oct. 10**. Review the [Rescores and Verifications Guidance document](#) for instructions.

A district can submit **rescore** requests 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 **verification** requests 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 (this verification type only applies to students who took paper tests).

### New! Discrepancy Resolution Window

Districts will have an opportunity to resolve discrepant records in TIDE. District test coordinators must sign in to the "Ohio State Tests 2019-2020" administration of TIDE and check the Discrepancy Resolution Task to resolve any records that require resolution. Review the [Discrepancy Resolution Guide](#) for instructions. Districts must resolve all discrepant records. *Unresolved records will not be reported.*

## Summer 2019 Score Reporting

District results for students who took the summer 2019 English language arts test online will be posted in the [Online Reporting System](#) (ORS) on **Aug. 15**. Students whose grade 3 scorable test booklets were returned to DRC according to the instructions in the manual will be posted **Aug. 26**. Records that require discrepancy resolution will be reported after the records are resolved in TIDE.

## Fall 2019 Grade 3 English Language Arts Administration

### New! Test Administration

Districts will schedule their five-consecutive school day test administration **Oct. 21-Nov. 1**. Make-up testing must be completed within the district's five-consecutive school day window. The [Important Dates](#) page on the portal includes a summary of key dates.

### New! Pre-ID Window

The Pre-ID window is available in TIDE under the Ohio's State Tests 2019-2020 Administration task. Districts must Pre-ID their students who are participating in the fall 2019 administration. Remember to use the Student Pre-ID File Layout for the 2019-2020 school year.

Districts must ensure all participating students who are testing have the appropriate subject mode field set to "O" for online or "P" for paper. All students, regardless of test mode, must be preidentified no later than **Nov. 1**.

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 **Aug. 26**.

### New! On-Time Order Window

The On-time Order window will be open in TIDE from **Aug. 20-26**. District test coordinators will place orders under the "Paper Orders Grade 3 ELA Fall 2019" Administration task in TIDE. All orders are subject to Department approval.

To access the Orders task, district test coordinators must:

- 1) Confirm their contact information and shipping address under the Contact Info task.
  - Districts test coordinators who wish to update their shipping addresses must contact the Ohio Help Desk at 1-877-231-7809 to request a change.
- 2) Enter their pick-up date for scorable materials under the Supplemental Information task.

Note: The "Board Resolution – Grade 3 ELA Test Booklets" will be grayed out for all districts and cannot be edited. Districts that filed a board resolution with the Department to test on paper will receive one test booklet for each student preidentified in TIDE as of Aug. 26. The test booklet count showing is the number of students preidentified by the district as of the prior night. **Failure to preidentify grade 3 students by Aug. 26, confirm contact information or indicate a pick-up date in TIDE will result in no material shipments for board resolution districts.**

Online testing districts will order one scorable test booklet for each student testing with a paper accommodation on the "Accommodation – Grade 3 ELA Test Booklets" line of the order screen.

- District test coordinators for Board Resolution Districts should only enter an order for "Accommodation – Grade 3 Test Booklets" for test administrators who will be administering a read aloud accommodation.

Large print and braille test booklets will be available to order in the on-time window. Reminder that these test booklets are nonscorable and student responses will need to be transcribed into a scorable test booklet as per instructions in the [Fall 2019 Supplemental Instructions for Paper Testing](#).

## New! Score Report Labels

The window for districts to request a set of grade 3 fall 2019 Ohio's State Tests score report labels is **Aug. 20-Nov. 1**. To request, the district test coordinator must access the Score Report Label Requests task in the Ohio State Tests 2019-2020 administration in TIDE, select "Yes" and click save. All districts automatically receive printed Family Reports.

## Alternate Assessment for Students with Significant Cognitive Disabilities

---

### New! AASCD Pre-ID Requirements for 2019-2020

TIDE is available for districts to preidentify students for the spring 2020 AASCD. For the 2019-2020 school year, **the primary disability field is required to be populated** if the Alternate Assessment field is indicated as Yes (Y) when preidentifying students in TIDE. Another change from previous years is that districts now will indicate the test mode for AASCD students. Test modes for the AASCD include Paper (P), Online (O) and Supplemental (S). A test mode should be indicated for each of the four subjects that a student will be administered. The paper test mode indicates that the district plans to test the student using full paper test kits; online indicates the district plans to test the student using the student interface via the secure browser, without any paper materials; and supplemental indicates the district plans to test the student using the student interface via the secure browser, with supplemental paper response cards.

The Department has updated its Student Pre-Identification (Pre-ID) File Layout for the 2019-2020 school year for the changes discussed above. The layout builds upon the 2018-2019 layout; changes to the layout are indicated in red font. Review the *Guidance Document for 2019-2020 Ohio Pre-ID Files* for details on the changes to the layout. Please share and work with your ITC and/or district data service personnel as soon as possible in the preparation of Pre-ID files.

### AASCD 2.0 Test Blueprints

The AASCD 2.0 test blueprints currently are available on the [Alternate Assessment page](#) of the Department's website and were available under the [General Resources](#) page on the AASCD portal on July 31. These blueprints serve as a guide for test construction and provide an outline of the content and skills to be measured on the AASCD 2.0 tests. They include the learning standards grouped under each reporting category, what the item range is for each reporting category and the total test items.

## Ohio English Language Proficiency Screener (OELPS)

---

### New! OELPS 2019-2020

Ohio's official screener, the OELPS, is required for English learner identification for all public schools, including community schools, to administer at no cost to the district. Vendor screeners may be used for functions other than English learner identification. Districts may administer the OELPS at any time during the administration window **through July 10, 2020**.

OELPS is locally scored which means districts will score the constructed-response items on the speaking and writing tests. All other items will be scored by machine immediately after the response has been submitted. The scores will be merged for the final score. Local scoring will ensure timely identification of English learners.

### NEW! Requesting Exceptions to Online Testing

The OELPS is online; however, there will be a paper format for those students who are unable to use the online format. Paper tests must be ordered when the enrolled students' needs become identified. The following are situations where districts may be eligible for paper testing:

- 1) A district or school with students who will require the use of paper test forms as an accommodation documented in an IEP or 504 plan or due to a student's religious or cultural beliefs; or
- 2) 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.

Districts must email Paula Mahaley at [paula.mahaley@education.ohio.gov](mailto:paula.mahaley@education.ohio.gov) to place the order for the OELPS paper format. **Orders cannot be placed through TIDE.** Districts **are not permitted** to order multiple copies of the paper format to store until it is known that a student needs to be screened since the OELPS is a secure test.

## New! Test Administration Manual

It is critical that the test administrator review the manuals prior to administering the OELPS. The 2019-2020 OELPS Test Administration Manual is available on the [portal](#). Additional OELPS manuals are located on the portal.

## New! Scoring the OELPS

Districts locally hand score the OELPS constructed-response items in the speaking and writing domains. All other items will be scored by machine immediately after the response has been submitted.

In Step Two, the test administrator scores the speaking questions using the 2018-2019 ELPA21 Screener Step Two Speaking Scoring Document. Step Two hand scoring is completed *while the student is taking the OELPS*.

***It is important that the test administrators read the Teacher Hand Scoring System User Guide before starting the OELPS.***

In Step Three, the test administrator scores the speaking and writing questions using the scoring rubric presented in the [THSS](#). Directions for the hand scoring and the rubric are in the THSS User Guide. Please note the Step Three rubrics are specific to the items which is why the rubrics are not posted on the portal. Step Three hand scoring is completed after the student logs off. The test administrator must log out of the TA Interface and then must log in to the THSS. Failure to score the student responses in Step Three ***will delay the results being reported*** in the Online Scoring System.

## New! Practice Test

There is no practice test for the OELPS. Test administrators who would like to review the screener items and the online functions should review the *OELPA practice site* for test administrators. Test administrators should not log in the OELPS as a practice session and use student names. This action could be a potential security violation. The OELPS is a secure state test for Steps Two and Three.

## Out-of-state Transfer Student

An enrolled student from an out-of-state school who *did not* meet the previous state's EL **exit criteria** is considered an EL in Ohio and is required to take the OELPA and the state tests. A student from an out-of-state school *who met the previous state's exit criteria* is not considered an EL in Ohio.

## Ohio English Learner Advisory Committee: Accepting applications for new members

---

Ohio English Learner Advisory Committee accepting applications for new members

The Ohio Department of Education is accepting applications for participation in the Ohio English Learner Advisory Committee. The committee meets to gather meaningful input in determining the educational needs of English learners and provides feedback on best practices, resources and recommendations for improving English learner programs.

The committee includes English language educators of diverse backgrounds in the preK-12 field and representatives from institutions of higher education, as well as other educational agencies from across the state. To be considered in the next selection of members, submit an online application by Sept. 15. Interested applicants can find additional information and a link to the application on the [Ohio English Learner Advisory Committee webpage](#).

## Early Learning Assessments

---

### Kindergarten Readiness Assessment (KRA) 2019

Schools and districts can begin KRA administration starting the first day of school or the first day that schools and districts take attendance for students who are enrolled in kindergarten. Additionally, schools have the option to begin the administration of KRA selected response and performance task items up to two weeks prior to the first day of kindergarten. The administration window closes on Nov. 1

### Assessment Data Manager Role

Each participating school or district *must assign* an Assessment Data Manager-Preschool and Kindergarten in OEDS. To learn how to assign roles in OEDS, please see this [Assigning Roles guidance document](#) found on the [OEDS webpage](#).

### KRA Training for Kindergarten Teachers

Kindergarten teachers who have never been trained on the KRA must successfully complete the state-required training. Kindergarten teachers who have successfully completed the KRA training anytime between 2014-2018 are not required to take any additional training to administer the KRA during the 2019-2020 school year.

The State Support Team (SST) trainers set their training schedules and enter the events in STARS. Trainings will be added throughout the summer and early fall to prepare teachers for the 2019 KRA administration. Teachers will need to register in STARS to secure a spot for training. They will find the trainings in STARS using the keyword *KRA*.

### Who can administer the KRA to students?

Educators administer the assessment but must (1) be employed by the student's school or district, (2) hold a valid Ohio Department of Education-issued permit, license or certificate, and (3) have successfully completed the required Kindergarten Readiness Assessment training. The Department strongly recommends that each student's primary classroom teacher or another teacher who has regular contact with the student(s) (for example, an intervention specialist or reading specialist) administer the assessment. Other employees of the district may provide support to teachers with assessment administration. Literacy specialists, intervention specialists, Teaching English to Speakers of Other Languages (TESOL) teachers, physical education teachers and other related services personnel who regularly work with a specific child or groups of children, would be appropriate test administrators for some or all assessment items. Individuals who do not work regularly with kindergarten students, such as retired teachers employed by districts as contractors or substitutes may administer the assessment if they meet the requirements above. The most appropriate use of these individuals as test administrators would be to have them administer only direct assessment items to students who have not been identified as students with disabilities or English learners.

District employees who hold an Ohio Department of Education-issued license, permit or certificate who have not completed the teacher training can support teachers with completing the assessments in several other ways:

- Preparing manipulatives;

- Teaching the class while the primary classroom teacher administers direct assessment items; and
- Monitoring children completing technology-administered assessment items.

## KRA App Proctor

An education support professional or untrained teacher who is an employee of the school system may serve as a KRA app proctor if he or she reviews the [KRA proctor guidelines](#) and signs a nondisclosure agreement. The role of the KRA app proctor is to sit with a student and monitor the student as he or she completes the app items.

## KRA Administration Materials

Districts can destroy the 2014-2015 KRA administration materials because they are no longer in use. *Please ensure the current KRA administration materials are securely stored, as they will be used again for the fall 2019 administration.* Some schools and districts might need additional or new administration materials for next school year.

Please fill out the [2019 Kindergarten Readiness Assessment Order Form](#) to order replacement Kindergarten Readiness Assessment Kits for trained teachers.

Blind or visually impaired students represent a wide range of sightedness. As a result, the Alternative Text Teacher Administration Manual, Tactile Graphics Assessment manual and concrete manipulatives were created to ensure accessibility for all blind or visually impaired students. Please follow the student's instructional team recommendations for any or all supports on a student-by-student basis. Please also check the Individualized Education Plan (IEP) for any accommodations and/or modifications. Please fill out the [2019 Kindergarten Readiness Assessment Alternative Text Assessment Order Form](#) to order The Alternative Text Assessment Administration Manual and materials.

## For more information

[Kindergarten Readiness Assessment Website](#)

[KRAHelp@education.ohio.gov](mailto:KRAHelp@education.ohio.gov)

## KRA Help Desk

<http://www.ohio-k12.help/>

## Contact Information

[Elizabeth.Sailer@education.ohio.gov](mailto:Elizabeth.Sailer@education.ohio.gov)

[Kimberly.Davis@education.ohio.gov](mailto:Kimberly.Davis@education.ohio.gov)