

*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 May 2019

### Key Dates

---

#### Ohio English Language Proficiency Screener (OELPS) 2018-2019

**July 12, 2019** OELPS administration closes  
**July 13-31, 2019** OELPS offline for maintenance

#### Ohio English Language Proficiency Assessment (OELPA)

**May 13** Scores available in the [Online Reporting System \(ORS\)](#) for spring 2019  
**June 10** Family Reports due in districts

#### Spring 2019 Ohio’s State Tests (OST) – Grades 3-8

**May 8** Additional order window closes in [TIDE](#) to request materials for mathematics and science  
**May 10** **Last day of the OST spring 2019 mathematics and science administration**  
**May 10** Deadline to request printed score report labels in [TIDE](#)  
**June 3** Results for online tests available in [Online Reporting System \(ORS\)](#)  
**June 17** Results for grade 3 paper English language arts tests available in [Online Reporting System \(ORS\)](#)  
**June 24** Results for all other subjects’ paper tests available in [Online Reporting System \(ORS\)](#)

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

**May 20-24** On-time order window open in [TIDE](#)  
**May 20-24** Supplemental information task open in [TIDE](#) to indicate pick-up date for materials  
**May 20-July 26** Window to request printed score report labels in [TIDE](#)  
**May 24** Deadline to Pre-ID students in TIDE to receive preprinted print Pre-ID labels  
**July 8-12** **OST summer 2019 grade 3 English language arts administration**

#### Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) 2018-2019

**April 15-May 31** AASCD 2.0 spring 2019 independent field-test administration  
**April 15-June 7** AASCD 2.0 spring 2019 independent field test survey

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

---

### NEW! Change in Translation Reimbursement Policy

Please note 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 OST and AASCD and \$180.00 per translated

test administration for OGT. The OELPS and OELPA cannot be translated. Please refer to the [Translation Reimbursement Guidance Document](#) for additional information on the policy.

## NEW! Technology Preparation for 2019-2020 School Year

The [Technology Preparation for 2019-2020](#) document is available on the portal. This document provides advanced notice about how system requirements, supported operating systems and supported browsers will change for the 2019-2020 school year. It should assist districts with planning their technology for the next school year.

## District Test Coordinators Quick Guide

The new District Test Coordinators Quick Guide now is posted to the Ohio Department of Education [Testing Webpage](#) under Resources. This guide provides links, acronyms, definitions, contact information and resources that will assist district test coordinators.

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

---

### Spring 2019

#### NEW! Mathematics and Science Tests Window

Districts will schedule their 15-consecutive-school-day mathematics and science tests administration **April 1-May 10**. Makeup testing must be completed within the district's 15-consecutive-school-day test window. The [Important Dates page](#) on the portal includes a summary of key dates.

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 2018-2019 Ohio Pre-ID Files](#) on the portal for more information.

#### NEW! Returning Paper Test Materials

Return scorable test materials immediately after testing and no later than one business day after each of the district's test windows end. Return nonscorable materials within one week of returning scorable documents. Districts that did not submit pickup dates for scorable materials in the Supplemental Information task in TIDE by the Feb.4 deadline are responsible for scheduling their own pickups according to the instructions in section 4 of the [Supplemental Instructions for Paper Testing](#).

#### NEW! Spring 2019 Score Reporting

District results for students who took the spring 2019 Ohio's State Tests online will be posted in the [Online Reporting System](#) (ORS) on **June 3**. Students whose scorable documents were returned to DRC according to the instructions in the manual will be posted **June 17** for grade 3 English language arts and **June 24** for all other subjects. Students who tested using a breach form will be posted by **July 8**. Records that require discrepancy resolution will be reported after the records are resolved in TIDE.

#### Pre-ID 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. All students, regardless of test mode, must be preidentified by **May 10** for mathematics and science tests. Refer to the [Guidance Document for 2018-2019 Ohio Pre-ID Files](#) on the portal for more information.

## Test Window

The spring 2019 mathematics and science test window will close on May 10. Makeup testing must be completed within the district's 15-consecutive-school-day test window. The [Important Dates page](#) on the portal includes a summary of key dates.

## Summer 2019 Grade 3 English Language Arts Administration

### NEW! Summer 2019 Test Administration Manual

The summer Test Administration Manual will be available for download from the [Administration Manuals and Guidance Documents](#) page of the portal on **May 14**. The manual must be reviewed by test coordinators and test administrators prior to the summer 2019 administration. The manual includes key information regarding scheduling, test security, staff responsibilities and other important policies and procedures. Summer testing is optional, and the administration window is **July 8-12**.

### NEW! Pre-ID Window and On-time Order Window

Districts must ensure all participating students are pre-identified 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 2018-2019 Ohio Pre-ID files](#) for more information. Districts whose students are using paper tests and who wish to receive pre-printed Pre-ID labels must submit their Pre-ID data in TIDE by **May 24** under the Ohio's State Tests 2018-2019 Administration task.

Districts with grade 3 students using paper may submit their on-time orders in TIDE **May 20-24**. All orders are subject to Department approval. District test coordinators will place orders under the "Paper Orders Grade 3 Summer 2019" 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 that wish to change their shipping addresses must contact the Ohio Help Desk at 1-877-231-7809 to request a change.

### NEW! Paper Materials Pickup Window

Districts will enter their pickup date for their scorable materials for the summer 2019 administration under the Supplemental Information task during the TIDE window **May 20-24**. This date must be no later than one business day after the conclusion of the district's testing. The summer 2019 grade 3 English language arts administration testing window is **July 8-12**.

## Alternate Assessment for Students with Significant Cognitive Disabilities

---

### New! AASCD 1.0 Spring 2019 Operational Paper Score Reports

Family Score Reports for the spring 2019 operational 1.0 AASCD will arrive in districts on **June 4**. To replace lost or misplaced Family Score Reports, your district can download and print Individual Student Reports (ISRs) from the [Online Reporting System](#). Instructions for downloading Individual Student Reports can be located in the [ORS User Guide](#).

### New! AASCD 2.0 Independent Field Test Survey

Districts are invited to submit feedback on your experience with the AASCD Independent Field Test. The AASCD 2.0 Independent Field Test Survey can be accessed via the [Ohio Alternate Assessment portal](#) homepage. District feedback is valuable and will be used to inform future policies and procedures for AASCD online testing.

### Spring 2019 Participation for the April 15-May 31 Online AASCD 2.0 Independent Field Test

**Important:** The AASCD 2.0 Independent Field Test should be administered only to those students who were administered the spring 2019 AASCD 1.0 operational assessment. Students who were preidentified in TIDE for the AASCD 1.0 administration automatically will be preidentified, enrolled and eligible for the online AASCD 2.0 Independent Field Test.

**Note:** If students encounter items on the AASCD 2.0 Independent Field Test they cannot respond to, for example, due to access limitations, please skip those items.

Districts do not need to submit an intent to participate for the Independent Field Test. To participate, districts should complete the following tasks:

- Ensure teachers (TEs) and test administrators (TAs) administering the AASCD 2.0 Independent Field Test are added in TIDE. Administrators must be in TIDE to be able to access the TA Interface and start the Independent Field Test session. Note that second raters (SRs) will not have access to the TA Interface since the AASCD Independent Field Test does not use second raters. It is highly recommended that administrators access the [TA Practice Site](#) and practice administering a test session prior to administering the AASCD Independent Field Test. More information on using the TA Practice Test Site can be found in the [AASCD Practice Test Guidance Document](#);
- Ensure students participating in the Independent Field Test are preidentified in [TIDE](#) for the duration of the AASCD 2.0 Independent Field Test **April 15-May 31**. Reminder: Students who were preidentified in TIDE for the AASCD 1.0 administration automatically are preidentified for the online AASCD 2.0 Independent Field Test;
- Ensure the district has downloaded and installed the [AIR Secure Browser](#) or [AIRSecureTest app](#) on the devices the students will use to take the Independent Field Test. Students will use the AIR Secure Browser or AIRSecureTest app to access the Student Testing Site between **April 15-May 31**. It is highly recommended that administrators use the AIR Secure Browser or AIRSecureTest app to access an AASCD Practice Test to experience the sign-in process, navigate the online testing system, use the available tools and features, and become familiar with online testing; and
- Ensure all teachers (TEs) and test administrators (TAs), review the [AASCD Directions for Administration Manual](#) in advance of administering the Independent Field Test. The [AASCD Test Coordinator's Manual](#) outlines the responsibilities and procedures district and building test coordinators are to follow for the AASCD assessments. The spring 2019 AASCD manuals include information pertaining to both the AASCD 1.0 operational paper administration and the online AASCD 2.0 Independent Field Test administration.

## Spring 2019 Accessibility Features for the AASCD 2.0 Online Independent Field Test

AIR has expanded the Test Settings feature in TIDE to include AASCD. This allows districts to set AASCD test settings in TIDE prior to testing. Districts should access the Student Information task in TIDE to ensure all accessibility features are appropriately marked for AASCD students taking the online AASCD 2.0 Independent Field Test.

To add a student's test settings in TIDE, the test coordinator can upload a student test settings file. Alternatively, test coordinators or test administrators can manually edit student records in TIDE. For directions on uploading or manually editing student test settings, refer to the [TIDE User Guide](#), located on the portal. If applicable test settings are not marked in TIDE prior to the test administration, the test administrator can indicate the setting in the Test Administrator Interface under "Test Settings" when approving a student to test.

As a reminder, Text-To-Speech (TTS) is on for all AASCD tests and cannot be turned off. Administrators should allow the TTS to play first to ensure the TTS reads any "hidden" text not displayed within the response option PicSyms. The administrator may then read the text to the student as many times as needed. Note: All devices have pre-installed or "native" voice packs that allow TTS to function on the device. Districts should select a voice pack option the students are familiar with and that has been confirmed to work with the Secure Browser. Districts can access the Practice Test Site via the Secure Browser to check the voice pack functions as expected within the Secure Browser. Refer to the [Technical Specifications Manual](#) for a list of voice packs that have been confirmed to work with the Secure Browser and for more detailed guidance on voice packs for text-to-speech.

## Ohio English Language Proficiency Screener (OELPS)

---

### July Screening

The OELPS will remain posted through July 12, 2019. AIR originally had scheduled OELPS maintenance the entire month of July. After discussion, however, AIR, has reduced the maintenance period to two weeks. The two weeks of added OELPS time will allow districts to screen in the summer students entering school for the first time for school year 2019-2020. The Kindergarten OELPS is based on the K-12 Kindergarten English Language Proficiency Standards and should be given as close as possible to the beginning of the school year.

### Early Kindergarten Screening

Some districts choose to screen preschool students in the spring who will be enrolling in kindergarten in the fall. This screening is usually called Early Kindergarten Screening. The OELPS **cannot** be used for the Early Kindergarten Screening as the OELPS was not developed to screen preschool students and is not based on preschool standards. The OELPS is based on the K-12 English Language Proficiency Standards and is the Ohio tool used to identify English learners enrolled in public schools.

Students who will enter kindergarten in the fall may be screened any time after the last day of preschool, even if this is before the end of the OELPS window in July. For the most valid results, the OELPS should be given as close as possible to the beginning of the kindergarten school year when the students are no longer attending preschool.

Districts that choose to screen preschool students would use a vendor screener for purposes other than identifying English learners and then use the OELPS for identification when those students are in kindergarten.

## Ohio English Language Proficiency Assessment (OELPA)

---

### NEW! Discrepant Records for 2019 Spring OELPA Kindergarten and Grade 1 Writing Supplements

Districts that have discrepant test records in [TIDE](#) for the Spring 2019 OELPA administration received an email indicating that action is required. The discrepancies are for the Kindergarten and Grade 1 Writing Supplemental Test Booklets and students' online writing domain records. The vendor has received the paper writing supplement booklet(s) but is unable to associate them with the corresponding online record(s). Corrective action is required. **Unresolved records will negatively impact each student's writing score and possibly the overall proficiency determination.**

District test coordinators are required to resolve test records that do not match Pre-ID records. If a student has more than one test opportunity for the same test, or if the school or district association does not match the Pre-ID record in TIDE, the student's record will require resolution. Although districts may resolve discrepant records into November; districts should resolve discrepant records before the EMIS OELPA data collection window closes.

To resolve the discrepant records, district test coordinators must sign into the "Ohio State Tests 2018-2019" administration in [TIDE](#) and check the Discrepancy Resolution task. Review the [Discrepancy Resolution Guidance](#) document for instructions.

### Scores for Spring 2019 Administration

Scores for the 2019 OELPA Spring Administration will be available in [ORS](#) starting **May 13**. Printed Family Reports are due the week of **June 10**.

## OST, OGT, OELPS, OELPA and AASCD 2019-2020 Testing Dates

---

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