

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 or have access to all articles throughout the year for your reference.

9-12 District Test Coordinator Bulletin January 2019

Key Dates

Ohio English Language Proficiency Screener (OELPS) 2018-2019

June 28, 2019 OELPS administration closes
July 2019 OELPS offline for maintenance

Ohio English Language Proficiency Assessment (OELPA)

January 21 K-1 writing supplements and K-12 paper materials due in districts
January 21 Additional order window open in [TIDE](#)
February 4-March 29 **OELPA spring 2019 administration**

Fall 2018 Ohio’s State Tests (OST) – High School End-of-Course

December 3-January 11 **OST fall 2018 high school end-of-course administration**
December 3-January 11 Invalidations and Test Status Request window open in [TIDE](#)
January 11 Deadline to request high school end-of-course fall 2018 score report labels in [TIDE](#)
February 19 Results for online tests available in the [Online Reporting System](#) (ORS)
February 19-April 11 Rescore and Verification window open in [TIDE](#)
February 25 Results for paper tests returned on time available in the [Online Reporting System](#) (ORS)

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

January 29-February 4 On-time order window open in [TIDE](#) to request materials for English language arts, mathematics, science and social studies tests
January 29-February 4 Supplemental information task open in [TIDE](#) to indicate pick-up dates for English language arts administration and for mathematics, science and social studies administrations
January 29-February 4 Pre-ID window open in [TIDE](#) to receive preprinted Pre-ID labels for the spring administration
January 29 Score Report Label Request window opens in [TIDE](#) to request spring 2019 score report labels

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

January 23 Deadline for submitting student pre-ID data to receive second-rater assignments in advance of the test window

2018-2019 Ohio Graduation Tests (OGT)

July 31, 2019 OGT 2018-2019 administration closes
July 31, 2019 OGT Pre-ID window closes in [TIDE](#)
July 31, 2019 OGT [Data Entry Interface \(DEI\)](#) closes

OST, OELPS, OELPA, AASCD and OGT

[NEW! Directions to Find Scores in the AIR System](#)

When the previous district/school has not sent the state test scores, districts/schools may use the program to find student scores in the AIR system. Make sure the student is registered or preidentified using the SSID under the district/school IRN in TIDE. This will allow the district/school to locate the student's score in the [Online Reporting System](#) (ORS).

After the district/school logs in the ORS, the district/school should click on "Score Reports;" then choose Test: Ohio State Tests, Administration: Summer 2018 (or whatever administration is needed); and then choose the radio button "Scores for my Current Students."

The district/school should be able to click on "Search Students" at the top of the page and find the student by SSID. If this does not work, leave the page "Scores for my Current Students," click on "Reports and Files" at the top of the page and click on "Retrieve Student Results." At that point, choose Test: Ohio State Tests, Administration: Summer2018 (or whatever administration is needed); and download the file.

Inbox Portal Card

A new system card has been added to the users pages for [teachers/test administrators](#) and [test coordinators](#). Clicking on the [Inbox card](#) will take you directly to your Ohio Assessment Systems inbox, without the need to access TIDE or ORS first. This card provides a quick way to access files generated in [TIDE](#) or the [Online Reporting System](#) (ORS), such as student exports or results data files. Access the inbox using the same login credentials you use to access all other secure testing systems.

Scheduled System Maintenance

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 Saturday and **can last up to 24 hours**. During a maintenance period, some or all systems may be inaccessible, including:

- 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.

The next maintenances date is scheduled for **Saturday Feb. 9, beginning at 9 a.m.** Please watch the [portal](#) for announcements regarding upcoming scheduled maintenance dates.

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

Fall 2018

High School End-of-Course Test Administration

Districts will schedule their 15-consecutive-school-day test administration **Dec. 3-Jan. 11**. Make-up testing must be completed within the district's 15-consecutive-school-day window. The [Important Dates](#) page on the portal includes a summary of key dates.

NEW! Student Results Data Files

District results for students who took the fall 2018 high school end-of-course tests online will be posted in the Online Reporting System (ORS) on **Feb. 19**. Students whose scorable documents were returned to DRC according to the instructions in the manual will be posted **Feb. 25**. Records that require discrepancy resolution will be reported after the records are resolved in TIDE.

Score Report Labels

Districts that wish to receive a set of high school fall 2018 Ohio's State Tests score report labels must access the Score Report Label Requests task in the [Ohio's State Tests 2018-2019 Administration](#) in TIDE, select "Yes" and click save by **Jan. 11**. All districts automatically receive printed Family Reports. If your district does not want to receive score report labels, no action is required.

Group Oral Administration

If your district is providing a group oral administration for the fall 2018 American Government or American History tests to students, the students need to have the "Group Oral Administration" flag turned to "On" in their Pre-ID record in TIDE. Please refer to Section 5.5 Group Oral Administration of the [Ohio's State Tests Administration Manual](#) for more information.

Spring 2019

NEW! 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 2018-2019 Ohio Pre-ID files](#) for more information.

Districts whose students are using paper tests and that wish to receive preprinted Pre-ID labels must submit their Pre-ID data in TIDE by **Feb. 4** under the Ohio's State Tests 2018-2019 Administration task.

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 **Jan. 29-Feb.4**. All orders are subject to Department approval. District test coordinators will place orders under the "Paper Orders High School EOC Spring 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 who wish to change their shipping addresses must contact the Ohio Help Desk at 1-877-231-7809 to request a change.

NEW! Paper Materials Pick-Up Window

Districts will enter pick-up date(s) for their scorable materials under the Supplemental Information task in TIDE **Jan. 29-Feb.4** for each of the spring 2019 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.

NEW! Preparing for the Spring 2019 Administration

Districts should review and familiarize themselves with the following manuals, guidance documents and other resources available on the [portal Resources webpage](#) to prepare for a successful administration:

- [Administration Manuals & Guidance Documents](#) – Test Administration Manual (includes: policies and procedures, Test Coordinator Checklists, Online Testing Highlights and Scripts and testing scenarios), Ohio's Accessibility Manual and Planning Tools and the Supplemental Instructions for Paper Testing.

- [Online Systems Resources](#) – TIDE Support Documents, ORS Support Documents, User Guides and Tutorials
- [Technology Resources](#) – Online Systems Requirements, Technical Specifications Manual and Secure Browser Installation Manual

Alternate Assessment for Students with Significant Cognitive Disabilities

NEW! Spring 2019 1.0 Refresher and 2.0 Training PowerPoints Now Available

The [Spring 2019 AASCD 1.0 Refresher Training PowerPoint](#) is available for download on the Alternate Assessment Portal. This narrated presentation contains an overview of information regarding design of the AASCD 1.0 paper assessment, changes for the spring 2019 administration, administering the assessment, starting points, entering student scores and more.

To prepare districts for the AASCD Online 2.0 assessments, an [AASCD 2.0 Administration Training PowerPoint](#) also is available for download on the Alternate Assessment Portal. This narrated presentation contains an overview of information regarding design of the AASCD 2.0 online assessment, the online systems used for the assessment, administering the assessment and more.

These PowerPoints are optional resources for all test administrators for the AASCD. These resources can be downloaded from the [Test Administration Resources](#) section of the portal.

If you would like face-to-face training or need additional support on how to administer the AASCD 1.0 or 2.0 assessments, contact your regional state support team. Each state support team has at least one staff member who is a specialist in the alternate assessment. The Ohio Department of Education [State Support Teams webpage](#) lists the region that serves you.

NEW! Spring 2019 Pre-ID and Second-Rater Assignments

Ohio requires that approximately 10 percent of students in the state AASCD population have another trained test administrator, referred to as the second rater, observe the administration and independently score the student's responses in all tested content areas of the AASCD 1.0 operational test. Each district should expect to have at least one student per grade band who requires a second rater for the AASCD 1.0 operational test.

The deadline for entering students into [TIDE](#) to receive second-rater assignments is **Jan. 23, 2019**. Students preidentified in TIDE for the AASCD by this deadline will have the Second-Rater flag indicated in the student's Pre-ID record in TIDE on **Feb. 7**. Students who are preidentified in TIDE for the AASCD 1.0 administration will be automatically preidentified, enrolled and eligible for the AASCD 2.0 Online Independent Field Test (IFT). The AASCD 2.0 Online IFT will not use second raters.

As a reminder, all AASCD students must be preidentified on TIDE prior to entering Spring 2019 AASCD 1.0 results in the [Data Entry Interface](#) (DEI) and prior to administering the AASCD 2.0 assessment in [AIR's secure browser](#) or the [AIRSecureTest app](#).

NEW! Spring 2019 1.0 On-time and Additional Orders

Those districts that confirmed participation and submitted on-time orders in TIDE prior to the Nov. 28 deadline should expect to receive their on-time orders the week of **Feb. 4**. The AASCD additional ordering window will open on **Feb. 4** for districts that need to place additional TA kit orders. Districts should *first* confirm that their on-time orders are sufficient prior to placing any orders for additional TA kits. As a reminder, TA kits are designed for use with multiple students. *Do not order a TA kit for each student.* Additional orders are subject to ODE approval.

Spring 2019 AASCD Manuals

The spring 2019 AASCD manuals are available on the Alternate Assessment [portal](#). The spring 2019 AASCD manuals include information pertaining to both the AASCD 1.0 Operational Paper administration and the AASCD 2.0 Online Independent Field Test administration.

The [AASCD Directions for Administration Manual](#) outlines how teachers/test administrators should prepare for and administer the AASCD assessments. All teachers, test administrators and second raters should review the manuals in advance of the test window. The [AASCD Test Coordinator's Manual](#) outlines the responsibilities and procedures that district and building test coordinators are to follow for the AASCD assessments.

Ohio English Language Proficiency Screener (OELPS)

Out-of-State Transfer Student

An enrolled student from an out-of-state district or school who *did not* meet the previous state's English language exit criteria is considered an English learner 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 English learner in Ohio.

An enrolled student from an out-of-state school who *was screened and identified as an English learner* is considered an English learner in Ohio, is required to have services provided and be administered the OELPA. Ohio respects the previous state's identification and exit process.

Paper OELPS

The OELPS is a secure test. The OELPS is online; however, there will be a paper format for those students who are unable to use the online format. Districts with technology limitations should contact the Ohio Department of Education at statetests@education.ohio.gov to start the process to determine eligibility for an exception to online testing. Paper tests must be ordered when the enrolled students' needs become identified.

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. The student responses on the paper test must be entered in the Data Entry Interface (DEI), which is the same procedure as the OELPA.

Language Usage Survey

Ohio defines a student who is an English learner as one who has a primary or home language other than English and needs special language assistance to effectively participate in school.

Districts (including community schools) are required to identify and serve students who are English learners. The uniform process begins with the administration of Ohio's [Language Usage Survey](#) to **all new students** upon registration in the school or district. After identifying potential English learners with the Language Usage Survey, schools assess these students' English language proficiency with the OELPS. A school employee then validates the survey and assessment results to complete the identification.

The Department provides [translations of Ohio's Language Usage Survey](#) to assist schools with the identification of potential English learners, as well as immigrant children and youth and students with limited or interrupted formal education.

Scoring the OELPS Step 3

It is important that the test administrators read the Teacher Hand Scoring System User (THSS) Guide before starting the OELPS. In Step 3, the test administrator will hand score the speaking questions using the scoring rubric presented in the [THSS](#). Directions for the hand scoring and the rubric are on page 7 in the THSS User Guide. Please note, the Step 3 rubrics are specific to the items, which is why the rubrics are not posted on the portal. The range of points for Step 3 items is 2-5. Step 3 hand scoring is completed after the student logs off. The test administrator must log in to the THSS. The hand and machine scores are merged for the final score.

Federal Timeline Requirement

The federal timeline of 30 calendar days at the beginning of the school year ended. Districts have two weeks to complete the identification process for a newly enrolled student during the school year.

Training

PowerPoint training for the OELPS is provided through Skype. Districts that would like a Skype presentation on the training may contact Paula Mahaley at paula.mahaley@education.ohio.gov.

Ohio English Language Proficiency Assessment (OELPA)

NEW! OELPA Test Window *2019*

The 2019 OELPA test window is **Feb. 4-March 29**. 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.

NEW! Spring 2019 OELPA Paper Materials

The on-time paper order window closed Nov. 16. Districts that placed their orders by Nov. 16 will receive preprinted labels. Districts that missed the Nov. 12-16 window may order during the additional order window **Jan. 22-March 26**. Print-on-demand labels **will** be available for districts to manually add the students' names. Braille must be ordered through the Ohio Help Desk ohhelpdesk@air.org or 877.231.7809.

NEW! Domain Exemptions

The OELPA has four domains: listening, speaking, reading and writing. Districts may exempt students from no more than three of the four domains on the OELPA if the student's disability is such that the student cannot participate in the stated domain per the individualized education program (IEP) or 504 plan with existing accommodations. Like accommodations, the domain exemption must be documented on the IEP or 504 plan to be allowed. For example, English learners with hearing impairments could be exempt from taking the listening domain test; a nonverbal English learner could be exempt from taking the speaking domain test. An English learner reading below grade level is still a reader and would not qualify for an exemption.

Domain exemptions are available for the 2018-2019 school year on the OELPA. Districts mark the domain exemption for each student through TIDE registration. The domain exemption must be marked **prior** to the start of the test. Please see the [TIDE User Guide](#) for instructions on manually editing or uploading test settings. If students are not marked in TIDE as exempt prior to starting to test, they will not be "exempt" in the AIR systems.

Students will receive an overall designation of Proficient if they receive 4s and/or 5s on all non-exempt domains. Students cannot receive an overall designation of Proficient if any domain is untested in the absence of a valid exemption or invalidated after testing. Additional information will be included in the Directions for Administration Manual.