

## 9-12 District Test Coordinator Bulletin August 2017

### Key Dates

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#### Spring 2017 Ohio's State Tests – High School

**Aug.11** Rescore and verification window closes in [TIDE](#)

#### Summer 2017 Ohio Graduation Tests (OGT)

**Aug. 21** Printed score reports due in district

**Aug. 21** Interactive data files posted in [OOARS](#)

**Sep. 20** Rescore and verification window closes in [TIDE for OGT](#)

#### Summer 2017 Ohio's State Tests (OST) – High School

**Sep. 11** Downloadable data files posted in [ORS](#)

**Sep. 11** Interactive data files posted in [ORS](#)

**Sep. 11-Oct.26** Rescore and verification window open in [TIDE](#)

**Oct. 2** Printed score reports due in district

#### Fall 2017 Ohio Graduation Tests (OGT)

**Aug. 21-25** On-time order window open in [TIDE for OGT](#)

**Aug. 21-25** Pre-ID window open in [TIDE for OGT](#)

**Oct. 6** On-time testing materials and Pre-ID labels due in district

**Oct. 6-Nov.10** Pre-processing record change window in [TIDE for OGT](#)

**Oct. 23-Nov. 5** **OGT fall 2017 administration**

**Oct. 23-Nov. 10** Invalidation window open in [TIDE for OGT](#)

**Dec. 11** Downloadable data files posted in [OOARS](#)

**Jan. 4** Printed score reports due in district

**Jan. 8** Interactive data files posted in [OOARS](#)

#### Fall 2017 Ohio's State Tests (OST) – High School

**Aug. 22-Jan. 12** Pre-ID window to register all students

**Sept. 12-18** On-time orders window open in [TIDE](#)

**Sept. 18** Deadline to submit Pre-ID data to receive pre-printed Pre-ID labels for paper tests

**Nov. 27** On-time paper test materials and pre-printed Pre-ID labels due in district

**Nov. 27-Jan. 10** Additional order window

**Dec. 4-Jan. 12** **Online and paper high school OST fall 2017 administration**

**Jan. 12** Last day to pre-identify students participating online or on paper

**Feb. 26** Downloadable data files posted in [ORS](#)

#### Spring 2018 Ohio English Language Proficiency Assessment (OELPA)

**Feb. 5-Mar. 30** **Spring 2018 OELPA administration**

**May 14** Results posted to

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

Feb. 20-Apr. 13    Spring 2018 AASCD administration

## Ohio Graduation Tests (OGT)

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### Summer 2017

#### Results

Printed score reports and interactive data will be available Aug. 21.

#### Rescores and Verifications

Rescores and verifications for the summer 2017 OGT will be collected in [TIDE for OGT](#) through **Sept. 20**. Requests are subject to Department approval. There is a \$25 charge for each verification request. There is a \$25 charge for processing each rescore request unless the rescore results in a score change.

### Fall 2017

#### Change in OGT Participants

There will be a small number of students attending high school who will take the OGT. Starting with the fall 2017 test administration most of the OGT will be administered to adults who have completed their high school requirements and those adults who are completing their high school requirements in an institution such as a community college. In both cases, the adults are required to have a photo ID.

#### On-time Orders

District test coordinators can confirm participation and order test materials and special versions (large-print and braille test booklets, language translation scripts, English audio CDs and foreign language CDs) in [TIDE for OGT](#) **Aug. 21-25**.

#### Pre-ID

Districts with persons taking the fall 2017 OGT and who wish to receive Pre-ID labels must submit their Pre-ID data **Aug. 21-25** in [TIDE for OGT](#). Districts or their information technology centers must submit Pre-ID files for OGT using Ohio's [old layout](#). The last OGT Pre-ID file submitted for the district between Aug. 21-25 is the file from which OGT Pre-ID labels will be produced. If another Pre-ID file is uploaded into [TIDE for OGT](#), it will overwrite all previous files.

## All Tests – Ohio's State Tests (OST), OELPA and AASCD

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### Downloadable Data File Layout 2016-2017

A new state layout for downloadable data files for the 2016-2017 school year is now available on the [Reporting Resources](#) page of the portal. All changes to the layout from the prior year are indicated in **red** font. Please distribute this layout to all EMIS coordinators, data managers and information technology centers.

This layout will support the reporting of the following administrations:

- OELPA spring 2016 and spring 2017;
- Ohio's State Tests fall 2016, spring 2017 and summer 2017;

- Alternate Assessment (AASCD) spring 2017.

**IMPORTANT:** The layout now includes fields for raw score values for Ohio’s State Tests. These values will be reported starting with the fall 2016 administration; past administrations will not include raw score values.

Directions for accessing district data files can be found in the Online Reporting System User Guide and the Downloading Data Files guidance document, both available on the [Reporting Resources](#) page of the portal.

### Secure Browsers for 2017-2018

Beginning in August 2017, version 10 of the secure browser 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 for the 2017-2018 school year. Older versions of the secure browser installed on desktop and laptop devices cannot be used for secure student testing in 2017-2018. Along with the release of the secure browser, updated technical documentation is available on the [Technology Coordinators](#) page.

The AIR Secure Test App for mobile devices – Chromebooks, iPads and Androids – is new for 2017-2018. As with the desktop secure browser only the 2017-2018 version can be used for secure student testing. Older versions of the secure test app cannot be used.

Districts should watch for future communication on the release of the secure browser, secure test app and technical documentation.

### Pre-ID Layout for Ohio’s State Tests for 2017-2018

The Department has updated its Student Pre-Identification (Pre-ID) File Layout for the 2017-2018 school year. The layout collects student information for Ohio’s State Tests, the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) and the Ohio English Language Proficiency Assessment (OELPA). Districts will continue to use the old Pre-ID layout for the Ohio Graduation Tests (OGT).

The new Pre-ID layout will be posted on the portal under the Online Resources, TIDE document. Please download a copy of the new 2017-2018 Pre-ID layout for Ohio’s State Tests. The layout builds upon the 2016-2017 layout; changes to the layout are indicated in red font. There are no changes to the way pre-ID data is submitted for 2017-2018. The changes to the layout offer clarifications on existing requirements only. Please share and work with your ITC and/or your district data service people as soon as possible in the preparation of the Pre-ID files.

Look for additional guidance regarding Pre-ID files to be published in late August on the portal.

### Practice Tests for 2017-2018

Based on feedback from the field, the practice test materials, both online and paper have been refreshed for the 2017-2018 school year.

Districts will see changes to the [Practice Test Site](#) at the end of July. Updates to the site include:

- Updated practice tests for all grades and subjects, except physical science. These practice tests feature item level scoring; no overall test score will be provided.
- Updated spring 2015 and spring 2016 science and social studies item release tests. The 2015 tests represent the entire test content given in spring 2015.
- Spring 2017 item release tests for all grades and subjects, except physical science.
- New student SSID login option. This optional log in choice allows students to login with their first names and SSIDs as they do for operational tests. Guest login remains the default option and allows anyone (e.g., parents) to experience online testing.

- Updated *Practice Site Guidance Document*, which covers all updates in detail and provides step-by-step directions for using the Practice Test Site.

Districts will see new and updated paper practice test materials available on the [Student Practice Resources](#) page of the portal at the end of July. This will include:

- English language arts and mathematics practice test materials;
- Revised science and social studies practice test materials.

Special version practice materials will be available later this fall. At the end of September, districts may access large print practice tests for all grades and subjects on the [Student Practice Resources](#) page of the portal. Districts may request braille practice test materials for all grades and subjects starting the end of November. Watch for future communication on how to request braille practice test materials.

## **Ohio’s State Tests – English Language Arts, Mathematics, Science, Social Studies**

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### **Spring 2017**

#### **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 2016-2017” administration of TIDE and check the Discrepancy Resolution task to resolve any records that require resolution. Review the guidance document for instructions. Districts must resolve all discrepant records through the summer. *Unresolved records will not be reported.*

#### **Rescores and Verifications Window**

Districts will have an opportunity to submit rescore and verification requests until **Aug. 11**. Review the guidance document for instructions.

District test coordinators can submit **rescore** requests in TIDE if they believe the 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. Before submitting a rescore request, district test coordinators are encouraged to check whether the student’s test needs to be resolved in the Discrepancy Resolution in TIDE. Rescore requests can only be processed for tests that contained hand-scored items. Refer to the guidance document for a list of eligible tests.

District test coordinators can submit **verification** requests if:

- (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.

Verification requests only apply to students who took paper tests. Review the guidance document for instructions for submitting verification requests in [TIDE](#).

### **Summer 2017**

#### **Online Reporting System Student Population Selections**

A feature that provides additional flexibility for viewing individual student and educator reports is available in the Score Reports section of the [Online Reporting System](#). To access this feature, log in to the Online Reporting System, select Score Reports and then select one of three radio buttons below the Test and Administration dropdowns. These buttons allow district and school personnel to view reports for student populations for any one

of the three criteria based on enrollment. The enrollment used by this feature is based on student information (pre-ID upload) in TIDE.

- **Scores for students who were mine at the end of the selected administration:**  
Results for students who were enrolled in your school or district at the end of an administration, regardless of where that student tested or is currently enrolled. This allows districts to see results for students who transferred to their districts after testing.
- **Scores for my current students:**  
Results for students who are currently enrolled in your school or district, who tested in any school or district in Ohio for the selected administration. This is useful for joint vocational school districts and career-technology centers that need to view scores for incoming students.
- **Scores for students who were mine when they tested during the selected administration:**  
Results for students who tested in your school or district for the administration, regardless of where that student is currently enrolled. This is the default option and is traditionally how reports are presented in Ohio.

## Rescores and Verification Window

Districts will have an opportunity to submit rescore and verification requests for *high school end-of-course* tests from **Sept. 11-Oct. 26**. Review the guidance document for instructions.

District test coordinators can submit **rescore** requests in TIDE if they believe the 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. Before submitting a rescore request, district test coordinators are encouraged to check whether the student's test needs to be resolved in the Discrepancy Resolution in TIDE. Rescore requests can only be processed for tests that contained hand-scored items. Refer to the guidance document for a list of eligible tests.

District test coordinators can submit **verification** requests if:

- (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.

Verification requests only apply to students who took paper tests. Review the guidance document for instructions for submitting verification requests in TIDE.

## Fall 2017

### Test Administration

Districts will schedule their 10-day test administrations **Dec. 4-Jan. 12**. Make-up testing must be completed within the district's 10-day window. The Important Dates page on the [portal](#) includes a summary of key dates.

### Secure Browsers

The secure browsers for 2017-2018 must be used for fall 2017. Please refer to the [Secure Browsers](#) page on the [portal](#) and the documentation there to prepare the devices and install the secure browser.

### Pre-ID Window

The Pre-ID window is open **Aug.22-Jan. 12** in TIDE under the Ohio's State Tests 2017-18 Administration task. Districts must Pre-ID their students that are participating in the fall 2017 administration. Remember to use the Student Pre-ID File Layout for the 2017-2018 school year.

Districts must ensure all participating students who are testing online have the appropriate subject mode field set to “O” for online.

Districts whose students are using paper tests and who wish to receive Pre-ID labels must submit their Pre-ID data in TIDE by **Sept. 18** under the Ohio’s State Tests 2017-2018 Administration task. Districts must ensure all participating students who are using paper tests have the appropriate subject mode field set to “P” for paper.

All students, regardless of test mode, must be pre-identified no later than **Jan. 12**.

## Paper Orders Window

District authorized to administer high school paper tests may submit their on-time orders in TIDE **Sept. 12-18**. All orders are subject to Department approval. District test coordinators will place orders under the “Paper Orders High School Fall 2017” 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 update their shipping addresses must contact the Ohio Help desk at 1-877-231-7809 to request a change.

Districts will enter pick-up date(s) for their scorable materials under the Supplemental Service task during the TIDE window **Sept. 12-18**. This date must be no later than one business day after the conclusion of the district’s 10-day testing window.

## Manuals

Digital copies of the fall Test Administrator’s Manual and Supplemental Instructions for Paper Tests will be available in August. Please check the [portal](#).

## User Accounts

Personnel administering the fall 2017 end-of-course tests online must have a Test Administrator (TA) or Teacher (TE) user account. Refer to the [Test Administrator User Guide](#) for additional information. Encourage personnel to log in to the [Test Administrator Practice Site](#) with their TA or TE user accounts prior to testing. Personnel may also log in to the optional TA Certification course with their user accounts.

## Alternate Assessment for Students with Significant Cognitive Disabilities

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### Spring 2017 AASCD Results

District test coordinators can access AASCD downloadable data files in the [Online Reporting System](#) for the spring 2017 AASCD administration. The data file includes results for all students whose scores were submitted by the end of the test window (April 14). Printed family score reports and labels arrived in districts in early June. An [Interpretive Guide](#) has been posted on the [Ohio Alternate Assessment Portal](#) and it provides guidance for families regarding the AASCD and goes through features of the score reports and what they mean.

### Update to Ohio’s Learning Standards – Extended

This summer, educators statewide will assist the Ohio Department of Education in updating Ohio’s Learning Standards-Extended in English language arts and mathematics. Beginning in 2018, the Department will start the revision of Ohio’s Learning Standards-Extended in science and social studies. Educators who use the extended

standards and instruct students who take alternate assessments, as well as those who have expertise in these content areas, may wish to apply to participate in the working groups that will draft revisions.

During the revision process, the Department will gather feedback that reflects the experience that Ohio educators and parents gained with the extended standards during the past five years since they were first adopted.

Through this periodic standards review, our state aims to ensure that students with significant cognitive disabilities have multiple ways to learn and demonstrate knowledge. At the same time, we will work together so that the extended standards will continue reflecting the rigor and high expectations of Ohio's Learning Standards.

## Students with Disabilities and the ACT/SAT

The Ohio Department of Education has announced that students with disabilities who take the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) instead of the general Ohio's State Tests are exempt from the requirement that all 11th grade students participate in the ACT/SAT. This does not, however, prohibit a student with a significant cognitive disability from taking the ACT or SAT if the student and/or parent requests to participate in the test.

The Ohio General Assembly passed Senate Bill 3 on Dec. 8, 2016, which provides for additional exemptions and requires the Department to provide guidance on test participation for certain student populations (ORC [3301.0712](#)).

## Ohio English Language Proficiency Assessment (OELPA)

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### OELPA Test Window *2018*

The 2018 OELPA test window is **Feb. 5-March 30**. Please plan your calendar for next year 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.

### Screener – Operational

The state screener will be available in school year 2018-2019. Training will be provided through Skype, WebEx and the manuals during the 2017-2018 school year. Each district will follow the same procedure as before for its screener choice in school year 2017-2018.

### Exit Criteria

Please note, the exit criteria for the OELPA is not connected to the exit criteria for the OTELA. The OTELA is *no longer being administered*. The OTELA scores are **not** to be used with OELPA.

Under OELPA, the English learner will exit the program when an overall level of *Proficient* has been attained. The overall Proficient means 4's and 5's on the four domains/tests (reading, speaking, writing and listening). For example, the levels could be 4455 or 4555 or 4444 or 5555 and so on. There are no "holding" levels or scores from one year to the next until a goal has been achieved. Each English learner's status will be reviewed each year based on the OELPA results. An English learner this year and succeeding years will exit based only on the OELPA results.

The three overall performance levels are: **Proficient, Emerging and Progressing**. The performance levels are determined as follows:

- Proficient means a student scored any combination of level 4's and 5's on the four tests – Exit;
- Progressing means a student scored a combination of levels on the four tests that did not allow the student to be considered Proficient or Emerging – No exit; and
- Emerging means a student scored any combination of level 1's and 2's on the four tests – No exit.

The exit criteria document has been distributed to district test coordinators and English as a Second Language coordinators and posted on the Department website at this [link](#).