

9-12 District Test Coordinator Bulletin October 2018

Key Dates

Ohio English Language Proficiency Screener (OELPS) 2018-2019

October 1 **All districts** must use OELPS
June 28, 2019 Screener closes

Summer 2018 Ohio's State Tests (OST) – High School

October 25 Rescore and verification window closes in [TIDE](#)

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

November 26 Paper test materials due in district
November 26-January 9 Additional order window open in [TIDE](#) to order paper tests
December 2-January 11 Invalidations and Test Status Request window open in [TIDE](#)
December 3-January 11 **OST fall 2018 high school end-of-course administration**
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 [ORS](#)
February 25 Results for paper tests available in [ORS](#)
March 25 Printed reports due in district

2018-2019 Ohio Graduation Tests (OGT)

September 4, 2018 – **OGT 2018-2019 administration**
July 31, 2019
July 31, 2019 OGT Pre-ID window closes in [TIDE](#)
July 31, 2019 OGT [Data Entry Interface \(DEI\)](#) closes

Ohio Graduation Tests (OGT)

School Year 2018-2019

New Format-Online OGT

Beginning with the 2018-2019 school year, the Ohio Graduation Test (OGT) will be administered through an online platform or through the test administrator (TA) Data Entry Interface (DEI) system for the small number of individuals who have a paper test accommodation.

Each participating school shall administer the OGT to individuals who were enrolled in grade 9 for the first time before July 1, 2014, and who have at least one OGT needed to meet graduation requirements. These individuals also are not excused from taking the OGT in accordance with Ohio Revised Code or Ohio Administrative Code. There will be a small number of students attending high school who will take the OGT. Most of the OGT testers will be adults who have completed their high school curriculum requirements or adults who are completing their high school requirements in an adult diploma or [22+](#) program. An SSID or student ID and a photo ID is required to take the test.

OGT testers are provided three opportunities during the school year to take any required Ohio Graduation Tests for which a proficient score has not been previously obtained. Districts will receive test results within 30 school days from the date the individual has taken the test and will notify the tester of their results. The Department recommends that testers review their test results and testing materials before taking the next test opportunity for the needed subject area. Each person should receive or obtain targeted intervention services to make satisfactory progress toward passing the OGT.

The OGT tests include reading, writing, mathematics, social studies and science. The tests are administered in any order. Multiple tests may be administered on one day. The **2018-2019** OGT administration is an open test window that began Sept. 4, 2018, and concludes July 31, 2019. The OGT administration will use the same systems as the Ohio's State Tests.

Districts may refer to the [Ohio Graduation Tests FAQs](#) and the [OGT Test Administration Manual](#) on the Department website for additional information.

Pre-ID

Districts must Pre-ID their testers in [TIDE](#) under the Ohio's State Tests 2018-2019 Administration task. Remember to use the [2018-2019 Pre-ID File Layout](#). Districts must ensure all participating individuals have the appropriate subject eligibility field (fields 879-883) set to "Y."

Manuals

The manual for the 2018-2019 OGT test administration is available for download from the [Ohio Graduation Tests Resources](#) page of the portal. The **2018-2019 OGT Test Administration Manual** (OGT-TAM) must be reviewed by test coordinators and test administrators prior to the OGT administration. The OGT-TAM 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 OGT 2018 administrations, including testers testing online and on paper.

The OGT-TAM also includes a series of appendices that can be downloaded as part of the OGT-TAM or separately. The appendices cover important policies and procedures regarding oral translations, human read-aloud administrations, and breach administrations. The appendices also include information on test materials, material lead-times and information for test administrators on the Data Entry Interface for students testing using paper test booklets. The appendices include a series of checklists, including the District Test Coordinator Checklist, Test Administrator Checklist and the Online Testing Highlights and Scripts.

Districts with students testing on paper also must download and review the **Appendix L-Supplemental Instructions for Paper Administrations** and **Appendix P – Directions and Scripts for Paper Administrations**. There are no answer documents for the OGT, all student responses must be entered in the [Data Entry Interface](#) by the test administrator immediately after testing. The OGT Data Entry Interface User Guide also is available on the [Ohio Graduation Tests Resources](#) page of the portal.

Results

Tester's individual results will be available in the [Online Reporting System](#) (ORS) 30 days after the test is submitted. District's may download and print an Individual Student Report (ISR); no printed reports for the OGT will be sent to the district.

The OGT layout for district student results data files is new this year and is available on the [Ohio Graduation Tests Resources](#) page of the portal. Please distribute this layout to all EMIS coordinators, data managers and information technology centers.

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 in the [ORS Support Documents](#) page of the portal.

English Learners and the OGT

The OGT three-year rule that defined what accommodations English Learners (ELs) may have on state tests is no longer in place. English learners in U.S. schools for *any length of time* are permitted English learner appropriate accommodations. For guidance about allowable accommodations on state tests, including accommodations for ELs, refer to [Ohio's Accessibility Manual](#), which includes the OGT.

OST, OELPS, OELPA, AASCD, and OGT

Test Window Dates 2018-2019

Fall 2018-Spring 2019

Ohio English Language Proficiency Screener Aug. 1, 2018-June 28, 2019

2018-2019 Ohio's State Tests – grades 9-12

Fall 2018

Dec. 3-Jan. 11 All end-of-course tests

Spring 2019

March 25-April 26 English language arts

April 1-May 10 Mathematics, science, social studies

Summer 2019

July 15-26 All end-of-course tests (online only)

Spring 2019 Ohio English Language Proficiency Assessment (OELPA)

Feb. 4-March 29

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

Feb. 19-April 12 Operational

April 15-May 31 Independent Field Test

2018-2019 Ohio Graduation Tests (OGT)

Sept. 4, 2018-July 31, 2019 All OGT subjects (reading, mathematics, writing, science, social studies)

Requesting Exceptions to Online Testing –

Ohio's State Tests, Ohio Graduation Tests, Ohio English Language Proficiency Screener, and Ohio English Language Proficiency Assessment

The following situations may determine a district's or school's eligibility for paper testing:

- 1) A district or school with students who require the use of paper test forms as an accommodation documented in an individualized education program (IEP) or 504 plan or due to a student's religious 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 or schools that do not have the technology to administer the tests should contact the Ohio Department of Education at statetests@education.ohio.gov to determine eligibility for an exception to online testing.

District Student Results File Layout 2018-2019

The layout for district student results data files for the 2018-2019 school year is available on the [ORS Support Documents](#) 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 2019;
- Ohio's State Tests fall 2018, spring 2019 and summer 2019;
- Ohio Graduation Tests 2018-2019;
- AASCD spring 2019; and
- English Language Proficiency Screener 2018-2019.

IMPORTANT: The layout now includes fields for reporting the writing item scores and condition codes. This update only applies to the fall 2018 Ohio's State Tests administration and subsequent Ohio's State Tests administrations. This data will not be available for prior administrations. Additionally, new fields have been added to report a retester flag for end-of-course subject tests. The retester flag will be captured via TIDE beginning with the spring 2019 Ohio's State Tests administration. Therefore, this field will be present but **not populated** in fall 2018 Ohio's State Tests data files.

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 in the [ORS Support Documents](#).

Secure Browsers for 2018-2019

The new secure browsers for desktop and laptop devices are available to download from the [Ohio's State Tests](#) portal. For Windows and Mac devices, this is version 10.3. For Linux devices, this is version 10.4. This secure browser is the only version that can be used for the 2018-2019 school year for secure student testing.

The AIR Secure Test App for mobile devices – Chromebooks, iPads and Androids – is new for 2018-2019. All three platforms will now use version 5. Similar to the desktop secure browser, only version 5 can be used for secure student testing for the 2018-2019 school year for secure student testing.

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. Detailed installation instructions are available in the [Secure Browsers Installation Manual](#). Additional information about preparing your network and devices for online testing is available in the [Technical Specifications Manual](#).

System Requirements

Please review the latest [Online System Requirements](#) and [Long-Term Support Plan](#) for more information about supported operating systems, devices and browsers for Ohio's online applications.

- As noted in the Online System Requirements, several operating system versions have not yet been released by their respective manufacturers but are anticipated in fall 2018. Although AIR cannot guarantee support for these systems in 2018-2019, AIR will work to support them after the official release. Please note that a new secure browser or app version may be required. Watch for future communication concerning the support of these after they are released.

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

If you have any questions, please contact Kirk Ross at Kirk.Ross@education.ohio.gov.

Pre-ID Layout for Ohio's State Tests for 2018-2019

The Department updated its Student Pre-Identification (Pre-ID) File Layout for the 2018-2019 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 ELPA21 Screener, **and the Ohio Graduation Tests (OGT)**.

Please download a copy of the 2018-2019 Pre-ID layout for Ohio's State Tests. The layout builds upon the 2017-2018 layout; changes to the layout are indicated in **red** font. Review the *Guidance Document for 2018-2019 Ohio Pre-ID Files* for details on the changes to the layout. Please share and work with your information technology center and/or your district data service personnel as soon as possible in the preparation of the Pre-ID files.

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

TIDE Resources

The Test Information Distribution Engine, or **TIDE**, opened for the 2018-2019 school year on Aug. 21. TIDE and the other testing systems provided by AIR contain secure student data, including demographic information and scores. To help better protect this secure data, several updates to the login system have been made for 2018-2019. 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 2018 administration. These include:

- TIDE User Guide;
- TIDE Tasks Summary for Test Coordinators;
- TIDE Tutorials;
- TIDE Tasks for Test Coordinators;
- Pre-ID File Layout for 2018-2019;
- Pre-ID Guidance Document;
- Pre-ID Upload Templates;
- TIDE User Management Guidance Document; and
- User Role Matrix.

Test Administrator Certification Course

Users must have TIDE accounts to access the optional Test Administrator Certification Course. The "TA Certified" flag has been reset for 2018-2019. TIDE will track which users have completed the course, and test coordinators can view this information in the view/edit manage users task.

Student Login Updates

To improve the student experience when logging in to the secure student testing site, the login pages have been refreshed for the 2018-2019 school year. These improvements are designed to

- Make the process clearer and require fewer clicks, resulting in less time spent on login pages;
- Reduce login time when resuming a paused test;
- Reduce login errors and provide information to help resolve errors when there are login errors;
- Make it easier to know if you are logging into an operational test or a practice test; and
- Help focus the student on key information.

The [TA User Guide](#) and the [TA Certification Course](#) have been updated with these changes. The [practice test site](#) also received the same update to login pages. As always, the Department encourages students to use the practice test site to become familiar with the testing experience before taking any operational test.

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

Practice Tests for 2018-2019

The [Practice Test Site](#) was updated for the 2018-2019 school year. These updates include additional items, including newly released items from the spring 2018 and fall 2017 administrations. Users also will notice an updated look and feel to the login pages, which mirror changes made to the login pages of the student testing site. Additionally, when selecting certain student settings on the Choose Settings login page that affect visual aspects of the site (e.g., Color Choice), the screen will update in real-time with those settings. This should make it easier to select student settings.

Special version practice 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 are blind and read braille. Districts may request braille practice test materials for all grades and subjects by contacting the [Assistive Technology and Accessible Educational Materials Center](#).

Writing Pilot

The Ohio Department of Education invites all districts and schools to participate in an upcoming English Language Arts (ELA) Writing Pilot. The Ohio Department of Education, along with the American Institutes for Research (AIR), will be conducting the voluntary pilot Oct. 8-19. The pilot's purpose is to ensure that writing questions continue to be reliable measures of student ability following the adoption of Ohio's revised English language arts standards. The pilot will include English language arts classes in grades 6-9, and ELA I and II at the high school level. Students will take the test of the previous year's enrolled grade. For example, new seventh graders in fall 2016 will take the sixth-grade writing pilot. The time for administering the tests will be limited to up to 1 hour. This will be an online pilot only using existing systems. No paper forms will be available. Each student test will consist of one passage set with associated reading items and one writing prompt.

By participating, you can help Ohio's schools and students become better prepared for future test administrations. We need your support and will greatly appreciate your involvement. A [fact sheet](#) with important dates and instructions for administering the pilot can be found on the [test portal](#).

Please contact the Ohio Help Desk at 1-877-231-7809 with questions.

[Summer 2018](#)

[High School End-of-Course Test Administration](#)

[Rescores](#)

Districts will have an opportunity to submit rescore requests until **Oct. 25**. Review the [Rescore and Verification Guidance](#) document for instructions.

District test coordinators can submit **rescore** requests in TIDE if they believe a student's score does not reflect expected student achievement. There is a \$25 charge for processing each rescore request unless the rescore results in a score change.

[Fall 2018](#)

[High School End-of-Course Test Administration](#)

Districts will schedule their 15-consecutive-school-day test administrations **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.

Pre-ID Window

The Pre-ID window is open until **Jan. 11** in TIDE under the Ohio's State Tests 2018-2019 Administration task. Districts must Pre-ID their students who are participating in the fall 2018 administration. Remember to use the Student Pre-ID File Layout for the 2018-2019 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 pre-identified no later than **Jan. 11**.

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.

Manuals

The manuals for the fall 2018 Ohio's State Tests administration are available for download from [the Administration Manuals and Guidance Documents](#) page of the portal. The **Test Administration Manual** (TAM) must be reviewed by test coordinators and test administrators prior to the fall 2018 administration. The TAM 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 fall 2018 test administrations, including students testing online and on paper.

The TAM also includes a series of appendices that can be downloaded as part of the TAM 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. The appendices include a series of checklists, including the District Test Coordinator Checklist, Test Administrator Checklist, and the Online Testing Highlights and Script.

Districts with students testing on paper also must download and review the **Supplemental Instructions for Paper Testing**. The supplemental instructions cover 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.

Materials

Districts that placed orders in TIDE by Sept. 17 will have their materials delivered Nov. 26. TIDE will be open for additional orders **Nov. 26-Jan. 9**. All orders are subject to Department approval. District test coordinators will place orders under the "Paper Orders High School EOC Fall 2018" 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.

Alternate Assessment for Students with Significant Cognitive Disabilities

Ohio Learning Standards-EXTENDED (Revised September 2018)

On Sept. 18, 2018, the State Board of Education adopted the revised grade-level Ohio's Learning Standards-Extended for students who are assessed using the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD). The Ohio's Learning Standards-Extended are specific statements of knowledge and skills linked to the expectations in Ohio's Learning Standards. The

extensions build a bridge that provides grade-level access for students with the most significant cognitive disabilities to the content of Ohio's Learning Standards. The Ohio's Learning Standards-Extended can be found on the [Department's website](#).

Spring 2019 AASCD Online Practice Tests

To differentiate the paper version of the AASCD from the online version of the AASCD, the Department is referring to the paper version as the AASCD 1.0 and the online version as the AASCD 2.0.

In preparation for the move toward online AASCD (2.0) testing, AIR released online AASCD (2.0) practice tests on Oct. 3. These practice tests are available for students and administrators on the AASCD portal via the Practice Test Site and TA Practice Site. The Practice Test Site gives students and administrators the opportunity to experience the sign-in process, navigate the online testing system, use the available tools and features, and familiarize themselves with online testing. For administrators, the TA Practice Site provides an opportunity for TAs to become familiar with the TA Interface, including setting up a test session and monitoring a student's test progress.

The Practice Test Site and the TA Practice Site can be accessed via any supported web browser. For more information on AIR-supported web browsers, please refer to the [Online Systems Requirements](#) document available on the AASCD [portal](#). The Practice Test Site also can be accessed via the AIR Secure Browser or Secure Test App, available for download on the AASCD [Secure Browsers](#) page. For more information regarding system requirements and installing the AIR Secure Browser or Secure Test App, refer to the [Technology Resources](#) available on the AASCD portal. A Practice Test Guidance document was released on the AASCD portal prior to Oct. 3, to provide districts with step by step directions on accessing and navigating the practice sites.

Authorized user accounts are required to log in to the TA Practice Site and setup a practice test session. If you need a user account, talk with your test coordinator. The Practice Test Site sign-in process allows for students to be logged in with their first names and SSIDs, as they are entered in [TIDE](#). For this login option, the students also must be pre-identified in TIDE as AASCD eligible to access the AASCD practice tests for their enrolled grades. Alternatively, students can access the practice tests as guests using the pre-selected guest session options to sign in.

The AASCD 2.0 practice tests are available by individual grade and subject and consist of approximately five items per practice test. The available practice test items reflect the item types that AASCD students will be presented with in AASCD 2.0 testing. Test results are not available for AASCD practice tests.

Spring 2019 AASCD Independent Field Test

From **April 15-May 31, 2019**, an independent field test (IFT) for the updated AASCD will be administered across the state. Participation in the independent field test is voluntary but will be an opportunity for alternate assessment test administrators to experience the new online format. It is highly encouraged that districts participate in the AASCD IFT, as doing so will help in the development of future online AASCD tests.

An AASCD IFT Overview is available on the AASCD portal under the Test Administration Resources. This document provides additional information to better assist districts with understanding the differences between the spring 2019 paper operational test (AASCD 1.0), the spring 2019 online IFT and the spring 2020 online operational field test (AASCD 2.0).

The spring 2019 AASCD manuals, which will include IFT information, will be available on the portal toward the end of October. Districts should look for future communications on these and other available resources for the AASCD 2.0.

Student Pre-ID for the Spring 2019 AASCD Independent Field Test

Students who are marked in [TIDE](#) as eligible for the spring 2019 paper-based AASCD (1.0) automatically will be eligible for the spring 2019 online AASCD IFT (2.0). Participating districts will not need to take any additional steps to pre-identify an AASCD student as eligible for the IFT. Pre-ID deadlines for the AASCD are available on the [Important Dates](#) page of the

AASCD portal. The Guidance Document for 2018-2019 Ohio Pre-ID Files is available on the AASCD portal. This document provides directions on how to mark students as eligible in TIDE for the AASCD. Remember to use the [2018-2019 Pre-ID layout](#) when pre-identifying students in TIDE for the 2018-2019 school year.

Technology Preparedness for the Spring 2019 AASCD Independent Field Test

The spring 2019 AASCD IFT will be administered online via AIR's secure browser or AIRSecureTest app. Participating districts need to refer to the Technology Resources and the Secure Browsers pages on the AASCD portal for more information regarding installing the secure browser or AIRSecureTest app and the system requirements and technical specifications needed for online testing. Note the secure browser and app and the technology requirements are the same as those for the Ohio's State Tests. The Department recommends a technology coordinator be identified and involved with the technology systems necessary for online testing. In participating districts, test coordinators must work with their technology coordinators to install the secure browser or AIRSecureTest app on each student's testing device, prior to the AASCD 2.0 IFT.

Ohio English Language Proficiency Screener (OELPS)

Districts Must Administer OELPS to Potential English Learners

Beginning Oct. 1, districts must administer the **OELPS** to students who are potential English learners. The transition period ended on Sept. 30. Vendor screeners are not to be used to identify students as English learners.

OELPS and Vendor Screeners

The OELPS is the state screener that districts (including community schools) are required to use to identify potential English learners. A district may use a vendor screener to gain additional information but vendor screeners may not be used in part or entirely for identification of English learners. Chartered nonpublic schools may use the OELPS but are not required to do so.

Name of Ohio Screener

The name of the Ohio screener is the Ohio English Language Proficiency Screener (OELPS). AIR will call the screener the ELPA21 Screener for the first year. On the portal, the test administrator will choose ELPA21 Screener through the [TA Interface](#).

Test Administration Manual

The OELPS Test Administration Manual is available on the [portal](#). The OELPS resources are located on the OELPA web page on the portal. The OELPS resources include

- Test Administration Manual (TAM);
- 2018-2019 ELPA21 Screener Step Two Speaking Scoring Document;
- 2018-2019 Screener ORS Quick Guide;
- 2017-2018 OELPA/ELPA21 Screener Data Entry Interface (DEI) User Guide; and
- ELPA21 Screener Teacher Hand Scoring System (THSS) User Guide.

The OELPS test administrator is required to read and review the following prior to administration of the OELPS: Test Administration Manual (TAM); 2018-2019 ELPA21 Screener Step Two Speaking Scoring Document; and ELPA21 Screener Teacher Hand Scoring System (THSS) User Guide.

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 2, the test administrator will hand score the speaking questions using the 2018-2019 ELPA21 Screener Step Two Speaking Scoring Document. Step 2 hand scoring is completed while the student is taking the OELPS.

It is important for the test administrators to read the Teacher Hand Scoring System (THSS) User 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.

Accessing the OELPS

The test administrator must use the [TA Interface](#) on the portal to access the OELPS. The test administrator will create a test session for the student. The student will access the OELPS through the district secure browser.

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.

Administration Period

Districts may administer the OELPS at any time during the administration window, Aug. 1, 2018, through June 28, 2019.

Students Who are Administrated the OELPS

Ohio has a two-step identification process to identify students as English learners: the Language Usage Survey and the OELPS. Based on the results of the Language Usage Survey, newly enrolled K-12 students who have not been previously screened and may have difficulty with English are required to be screened. Students who have been screened using a vendor screener are not to be re-screened with the OELPS (this would apply to districts that used a vendor screener during the transition period).

Federal Timeline Requirement

Based on the Language Usage Survey results, the U.S. Department of Education requires all newly enrolled K-12 students in public schools to be screened to determine English language proficiency across the domains of listening, speaking, reading, and writing.

The federal timeline allows 30 calendar days at the beginning of the school year to screen and identify students. Within the 30-day window, parent notification of the screener results is required. The 30-day window begins on the first day of the district's school year. Following the 30-day window, the district has two weeks to complete the identification process for the newly enrolled student during the school year.

Roles in TIDE

The district test coordinator should determine if staff will have access to TIDE for the OELPS and assign roles using specific codes to allow staff access. The most frequently used roles for OELPS are the following:

- TE – Teachers obtain results for their students;
- TA – Test administrator enters scores for student results in Step 3; and
- DTC – Request Reopen, Reset or Invalidation.

Mode of Administration

There is **no group administration** for any part of the OELPS. During the administration of the OELPS, there is one student and one test administrator in the room.

The student may work through the OELPS using whichever mode of administration is most comfortable:

- One-to-one: Student requires assistance from the test administrator;
- Independently: Student works alone with little or no test administrator assistance.

OELPS Reports and Results

Students will have individual results reported in an Individual Student Report (ISR). The ISR is available in the Online Reporting System (ORS) on the same day of testing, approximately three hours following completion of the test. The information reported on the ISR is as follows:

- Date of screener;
- Domain scores (L, R, S, W) – range 1-5; and
- Overall – Emerging, Progressing, Proficient – range 1-3.

OELPS results are **not reported** to EMIS, although the code is entered in EMIS to indicate students identified as English learners.

Accommodations

Accommodations are permitted on the OELPS but must be listed on the IEP or 504 plan. If the IEP or 504 plan is not available *prior* to the screening, accommodations are not allowed. The domain exemption is an accommodation and follows the same policy regarding the IEP or 504 plan.

Training

Training the OELPS is provided by the Department through a PowerPoint that is posted on the [OELPA](#) webpage. Please direct questions to Paula Mahaley at paula.mahaley@education.ohio.gov and Kurt Taube at kurt.taube@education.ohio.gov. Districts that would like a Skype presentation on the training may contact Paula Mahaley.

General OELPS Information

The OELPS is required for districts to administer at no cost to the district. The OELPS is the official screener to be used to identify English learners in Ohio. Commercial screeners may be used for functions other than English learner identification.

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 (see article on page 2 of this bulletin) 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

Translations of the [Language Usage Survey](#) have been posted.

Ohio English Language Proficiency Assessment (OELPA)

OELPA Test Window *2019*

The **2019** OELPA test window is **Feb. 4-March 29**. The 2019 OELPA results will be reported in May with the Family Reports scheduled for June.

OELPA Results

Districts trying to obtain OELPA scores from previous districts or schools should use TIDE. Please review the process on page 8 of the [Understanding Results](#) guide. Choose “Scores for my current students” to obtain previous district/school scores. The role of TE is for teachers to view the results.

If this does not help, contact the district or school. If there is a person in the district or school who has access to the results, that person should be consulted. If these avenues do not provide the score, contact the Department as the last choice.