

## DISTRICT TEST COORDINATOR NEWSLETTER

# K – 8 Assessments



AUGUST 2013

You are receiving this newsletter because you are on record as a district test coordinator at the American Institutes for Research (AIR). As a district test coordinator, you are responsible for sharing this information, as appropriate, with other staff in your district. Previous *K-8 District Test Coordinator* newsletters are online. Go to [education.ohio.gov](http://education.ohio.gov), search keyword “*newsletters*.”

### Rumor Control

*“Students who do not take the grade 3 reading test will be considered to have a zero score and will be retained.”*

Yes. Except for students with special circumstances, students must meet a minimum score (392 for school year 2013-2014) on the state reading test to move on to the fourth grade.

### Rules Book

Districts should refer to the *Rules Book* for questions on the statewide assessments. There will be only one posting this year in September; however, any changes or corrections will be posted on the same page with the Rules Book. Please go to the Ohio Department of Education website at [education.ohio.gov](http://education.ohio.gov), keyword search: *rules book*. Please direct any questions on the *Rules Book* to Paula Mahaley by email to [paula.mahaley@education.ohio.gov](mailto:paula.mahaley@education.ohio.gov).

### Ohio Achievement Assessments (OAA) Rescore and Verification Requests

District test coordinators (DTCs) requested verifications and rescues through the Test Information Distribution Engine (TIDE) system ([www.ohtide.org](http://www.ohtide.org)) through July 15 for the OAA. The window is closed; however, the requests made in July will be posted by August 12 on TIDE.

### Reminder – Demographic Update Request Form (DURF)

Districts may request an update to student demographic information based on verification results currently stored in the TIDE online system. The results of verification requests will be posted in TIDE within 30 days of the verification request submission. At that time, DTCs will be able to enter demographic updates in TIDE by completing an update request. The district must complete the request form with demographic information requiring updates based on verification resolution and submit the form electronically in TIDE. The window to submit a demographic update request from is **June 15-August 22**.

Revised demographic information based on the verification results will be posted on the Ohio Online Assessment Reporting System (OOARS) website on **Sept. 27**. A district would use the update request form if Pre-ID labels for two students were incorrectly applied. The district would submit an update for each student affected by the error to amend the incorrect information associated with each record. If a student's name was misspelled, the correction can be made with the demographic update form. Please contact the Ohio Help Desk at (888) 944-5001 or email the Ohio Help Desk at [ohhelpdesk@air.org](mailto:ohhelpdesk@air.org) for additional information.

### Double Check Your Fall 2013 OAA Pre-ID File

If you or your Information Technology Center (ITC) uploads a Pre-ID file, please double check that the data for all students were properly uploaded in TIDE. After a Pre-ID file is uploaded, click the [View/Edit Students] tab. Select “All Schools” and “All Grades” to see all the students in your district's Pre-ID file. If you need help with your Pre-ID file, please contact the Help Desk at (877) 231-7809 (press 2) for further assistance.

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### Fall 2013 OAA TIDE Windows for On-Time Orders and Pre-ID Submission

TIDE ([www.ohtide.org](http://www.ohtide.org)) will be open **August 12 – August 28**, for districts to confirm participation, review and modify pre-loaded quantities of test materials, order special versions, and order reporting labels. Please ensure that the quantities of materials in TIDE reflect actual district or school need. To ensure timely order approval and sufficient statewide quantities, do not order quantities in excess of third-grade student enrollment. Districts that confirm their participation by August 28 will receive test materials the week of September 23.

TIDE will be open **August 12 – September 11**, for districts to upload a Pre-ID file or manually enter students' Pre-ID information. Pre-ID labels are shipped separately from test materials. Districts that successfully add Pre-ID data to TIDE by September 11 will receive Pre-ID labels the week of September 30.

The Fall 2013 OAA will be administered **October 7 – 11, 2013**. Districts that do not confirm participation during the on-time window will have the opportunity to do so during the additional order window: **September 23 – October 9, 2013**. Pre-ID labels cannot be ordered during the additional order window.

### Fall 2013 OAA Fall School Order Worksheet

In an effort to assist districts with accurately ordering OAA materials, the Ohio Department of Education (ODE) and AIR have created an optional OAA School Order Worksheet which can be accessed on the ODE website [here](#).

### OAA Spring 2013 Interpretive Guide

The 2013 OAA Family Report Interpretive Guide is posted on the Ohio Docs Web site at this link: <http://www.ohiodocs.org/>.

### Alternate Assessment Interactive Score Data

Interactive score data for the alternate assessment will be released on **August 23** in the Online Reporting System (ORS). The reporting system can be accessed via the Alternate Assessment Portal ([oh.portal.airast.org](http://oh.portal.airast.org)). Guidance for navigating the system, creating rosters and manipulating the interactive score data can be found in the updated ORS User Guide, to be published August 22.

### Alternate Assessment Systems Downtime and User Account Cleanup

The ORS and TIDE for the AASCD will be temporarily closed for system updates and maintenance **August 16 – 22**.

**IMPORTANT:** On **August 15**, all building test coordinator, building reporting user, test administrator and second rater user accounts **will be removed** from TIDE for the alternate assessment. These accounts are being removed to ensure that only authorized users have access to alternate assessment systems for the 2013-2014 school year. All district test coordinators, district administrators, district reporting users and information technology center accounts will be preserved in TIDE. District coordinators are responsible for ensuring that the district-level users are accurate and up to date for the 2013-2014 school year. District coordinators are strongly encouraged to log into TIDE by **August 14** to download an extract of the district's 2012-2013 users. [Here](#) are instructions.

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### NEW Alternate Assessment User Role

District coordinators are responsible for creating user accounts for personnel who need access to Ohio's alternate assessment online systems. The level of access to each system (TIDE, Data Entry Interface (DEI) or the ORS) depends on the user's role, as described in the user role matrix located on the portal ([oh.portal.airast.org](http://oh.portal.airast.org)). To coincide with the release of interactive score data and in response to feedback from the field, a new user role is available for the 2013-2014 school year. The new role — "Teacher" — will be able to enter scores in the DEI in the same way a test administrator presently does. Additionally, a "Teacher" will have access to interactive score data at the school level. Test administrators do not and will not have access to interactive score data at the school level. District and building coordinators should consider assigning the "Teacher" role to personnel who will be administering the alternate assessment and entering scores into the data interface and who also should have access to school results.

The test administrator role will continue to be available for users and will have the same access that was available during the 2012-2013 school year. Test administrators will be able to enter scores in the data interface, but will not have access to score data in the ORS. Note that test administrators may submit scores for students as well as serve as second raters. Second raters may only submit scores for students as second raters and may not serve as test administrators.

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

The Spring 2014 alternate assessment will be administered **Feb. 24-April 18**. Further information about the 2013-2014 assessment will be disseminated in future newsletters. For general questions regarding Alternate Assessment for Students with Significant Cognitive Disabilities, contact Andrew Hinkle, Office for Exceptional Children at 614.644.7304 or [andrew.hinkle@education.ohio.gov](mailto:andrew.hinkle@education.ohio.gov), or Amy Parker, Office of Curriculum and Assessment at 614.387.0948 or [amy.parker@education.ohio.gov](mailto:amy.parker@education.ohio.gov).

### Revised Diagnostic Assessments

Districts and community schools are required to administer diagnostic assessments for all students enrolled in the following subjects and grade levels:

- Reading kindergarten through grade 3;
- Mathematics grades one and two; and
- Writing grades one through three.

Revised Ohio Diagnostic Assessments will be posted **August 1** at this [link](#). Additional information on the interventions and teacher credentials required through the Third Grade Reading Guarantee will be posted in future newsletters. Please direct any questions on the diagnostic assessments to Sara Allen at (614) 387-7722 or [sara.allen@education.ohio.gov](mailto:sara.allen@education.ohio.gov), or Paula Mahaley at (614) 466-0217 or [paula.mahaley@education.ohio.gov](mailto:paula.mahaley@education.ohio.gov).

### Chartered Nonpublic Schools – Intent to Participate Survey

All chartered nonpublic school principals are requested to respond to the survey by **August 1** about OAA and OGT participation in 2013-2014, whether participating or not. ODE reminder emails with the survey were sent to any non-responding school's principal in June and July (last on July 23). The email's subject line was *OAA and OGT Participation Input Needed*. Please check your inbox and, if needed, your junk or spam folders to locate the email. Due to budget concerns, ODE will not send any hard copy reminders or verification on this matter.

### Parent/Legal Guardian Viewing Policy

Parents/legal guardians of students who wish to review student response documents from statewide assessments may do so only under the supervision of Ohio Department of Education personnel. [Here](#) is the policy.





## Community Schools and Change of Address

The Office of Curriculum and Assessment has received notices of address changes from community schools, but is unable to assist making these changes. Here are the instructions for the sponsor of the community school making an address change. Unless otherwise specified, please email an address change for a community school to Mary Cotton, Office of Community Schools, at [mary.cotton@education.ohio.gov](mailto:mary.cotton@education.ohio.gov).

- Copy of School's Governing Authority Resolution verifying the change of location including the new address;
- Sponsor Assurances for the new facility (at least ten business days prior to the school's opening, if the facility change coincides with a new school year, or prior to instructing students in the new facility if the change happens after the school year has begun);
- Vendor Information Form - sponsor submits to Shared Services and sends copy to Office of Community Schools to update the Ohio Educational Directory System;
- Letter of explanation on letterhead for change of address - sponsor submits to Shared Services and sends copy to Office of Community Schools;
- The school submits the Authorization for Direct Deposit (Electronic Fund Transfer) to shared services to update OAKS.

## Link to Ohio Assessment Systems

District test coordinators can now link to all Ohio Assessment Systems from [oh.portal.airast.org](http://oh.portal.airast.org). This page includes links to the:

- Ohio Alternate Assessment site;
- OAA, OGT and Ohio Test of English Language Acquisition (OTELA) TIDE site; and
- OAA, OGT and OTELA Reporting site (SUCCESS/OOARS).

## Accessing Success and Ohio Online Assessment Reporting System (OOARS) with Internet Explorer 10

If you have difficulty accessing Success or OOARS with Internet Explorer 10, follow one of these options to ensure that all the features on the site work properly:

- In the address bar, click on the icon that resembles a torn sheet of paper to enable "Compatibility View," OR
- From the "Tools" menu, select "Developer Tools" (or Press F12). Click on "Browser Mode" and then "Internet Explorer 10 Compatibility View," OR
- Use an alternate internet browser, such as Firefox or Chrome.

## Spring 2014 OAA Administration and Easter

The Spring 2014 OAA administration period begins April 21 and ends May 9. In 2014, Easter is on Sunday, April 20, and Passover will end on Tuesday, April 22. Additionally, some spring breaks may affect district test schedules. Please note that the Spring 2014 OAA administration window will not change. In 2011, a similar scheduling situation occurred. The same suggestions given in 2011 for districts to schedule the OAA will be shared in future newsletters.

## TIDE User Guide

The *TIDE User Guide* is available at [www.ohiodocs.org](http://www.ohiodocs.org).

## Assessment Keywords

For a list of keywords and short descriptions for assessment information on ODE's website, [education.ohio.gov](http://education.ohio.gov), that you might find helpful, click [here](#).

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**Key Dates**

OAA Fall 2013 – Grade 3 Reading	
August 12 – 28	On Time order window open in TIDE
Aug. 12 – Sept. 11	Pre-ID window open in TIDE
Week of Sept. 23	Test materials due in districts
Week of Sept. 30	Pre-ID labels due in districts
Sept. 23 – Oct. 9	Additional Order window in TIDE
Sept. 30 – Oct. 18	Pre-processing record change window in TIDE
Oct. 7-11	Grade 3 Reading OAA administration

Spring 2013 AASCD	
Aug. 23	Interactive data posted on ORS

Spring 2014 AASCD	
Dec. 2-13	TIDE On-Time order window open
Jan. 13 – 24	TIDE Pre-ID Window
Feb. 24 – April 18	AASCD Spring 2014 test administration

Ohio Test of English Language Acquisition 2014	
October 14	OTELA On-Time Order and Pre-ID windows open in TIDE