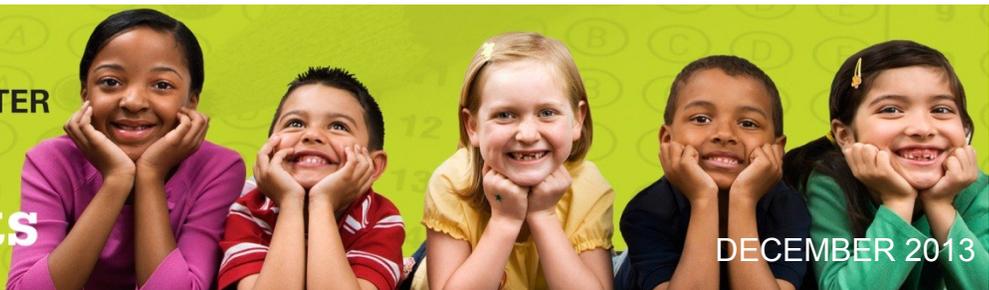


DISTRICT TEST COORDINATOR NEWSLETTER

K – 8 Assessments



DECEMBER 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, search keyword “*newsletters*.”

Grade 3 Reading Results

The results for the October 2013 Grade 3 Reading Ohio Achievement Assessment (OAA) were made available to districts on Nov. 22 through the secure Ohio Online Assessment Reporting Systems (OOARS) at the following address: <https://reports.success-ode-state-oh-us.info/Login.aspx>. The printed results will be sent to the district during **the week of Dec. 2**. The interactive data will be available on **Dec. 10**.

Grade 3 Reading Proficient Score

There is some confusion that the proficient score for the OAA Grade 3 reading test has changed. The proficient level for the Grade 3 Reading OAA is 400 and **has not changed**. For school year 2013-2014, the score of 392 on the Grade 3 Reading OAA is used to determine student retention and is based on the Third-Grade Reading Guarantee.

Grade 3 Reading Verifications

The Test Information Distribution Engine, TIDE, (www.oh tide.org) will accept Grade 3 Reading verification requests **Nov. 22-Dec. 23**. There is a \$25 charge for each verification request. Instructions for requesting a verification are located [here](#). Please note rescoring is not available for the October Grade 3 Reading OAA.

Verification Process – Demographic Update Request Form

Districts may request an update to student demographic information based on verification results currently stored in the TIDE system. The results of verification requests will be posted in TIDE within 30 days of the verification request submission. At that time, district test coordinators will be able to enter demographic updates in TIDE by completing a *Demographic Update Request Form*. Instructions for the form are located at this [link](#). The window to submit a Demographic Update Request Form is Nov. 22, 2013-Jan. 30, 2014. Results from the Demographic Update Request Form will be posted on OOARS Feb. 24, 2014.

Spring 2014 OAA Orders

TIDE (<https://www.oh tide.org/>) will be open **Jan. 20 – Feb. 6, 2014** for districts to confirm participation, review and modify pre-loaded quantities of test materials, order special versions and order reporting labels. Quantities for general test booklets will be pre-loaded. 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 student enrollment. Districts will receive materials the week of April 7.

TIDE will be open **Jan. 20-Feb. 20, 2014** for districts to upload a Pre-ID file or manually enter students' Pre-ID information. Pre-ID shipments will arrive the week of April 14.

The Spring 2014 OAA will be administered **April 21– May 9, 2014**. Districts that do not confirm participation during the on-time window will have the opportunity to do so during the additional order window: **April 7-May 7**. Pre-ID files are not accepted during the additional order window.



OAA Use of Form SV for Special Versions

Students **must** use Form SV with OAA special versions: Braille, Large-Print (Grades 3 and 4 only), Foreign-Language CD, English Audio CD, Language Translation Kit, Read-Aloud Script and Spanish Bilingual (Grades 3 and 4 only). The Form SV will automatically be packaged with the Braille, Large-Print (Grades 3 and 4 only), Spanish Bilingual (Grades 3 and 4 only), and the Language Translation Kit when they are shipped to districts. A Form SV will be provided for each Foreign Language CD or English Audio CD ordered during the on-time window. If a Foreign-Language CD or English Audio CD is being used to administer tests to more than one student, then additional Form SVs will need to be ordered in TIDE.

Special Version or Accommodation	Form SV for Student	Form SV for Test Administrator
Braille	Yes for grades 3-4. If a general education print test booklet is being referenced, Form SV is needed for grades 5-8.	No
Large Print	Yes for grades 3-4. If a general education print test booklet is being referenced, Form SV is needed for grades 5-8.	No
English Audio CD	Yes	No
Foreign Language CD	Yes	No
Oral Translator	Yes	No, use Translation Kit
Bilingual Test Booklet	Yes for grades 3-4. If a general education print test booklet is being referenced, Form SV is needed for grades 5-8.	No
Read Aloud by human reader	Yes	No, use the Read-Aloud Script
Scribe Grades 3 and 4	District decision	District decision
Scribe Grades 5-8	No	No
Extended time	No	No
Use of dictionary	No	No

Form SVs should be ordered on the appropriate line in TIDE for students receiving the read-aloud accommodation. **Only** Form SV should be used by OAA students with the special versions or read-aloud accommodations.

OAA students identified as eligible English language learners (ELL) and students with disabilities may have a read-aloud accommodation for the test administration of the reading, mathematics, and science tests. Districts are **required** to order the Read-Aloud Script for OAA to provide a standardized read-aloud accommodation with a test administrator. A Form SV test booklet **must not be used** to provide a read-aloud accommodation for the OAA. The student will use a Form SV test booklet. The Read-Aloud Script used by the test administrator will match the Form SV used by the student. The English Audio CD remains available for those districts that do **NOT** provide a read-aloud accommodation administered by a human reader.

DISTRICT TEST COORDINATOR NEWSLETTER

K – 8 Assessments



DECEMBER 2013

Spring 2014 OAA School Order Worksheet

The last page of this newsletter includes the “Spring 2014 OAA School Order Worksheet.” The worksheet is designed to allow collaboration between the district test coordinator and building test coordinators in determining the quantities of test materials needed at each school and for each grade. It is recommended that district test coordinators distribute the worksheet to the building test coordinators in December and establish a return deadline for building test coordinators no later than the second week of January. This will ensure that district test coordinators have enough time to review the counts and follow up with building test coordinators as needed in advance of the on-time order window. An editable version of the worksheet is posted on www.ohiodocs.org on the OAA page.

Classroom/Teacher Reports

A classroom report, also called a teacher report, is based upon the teacher’s name, class name and class number fields in the student record. At least one of these fields must be completed in the student record to ensure that classroom/teacher reports are received. Districts **will not receive any classroom reports** if these data are not included on the Pre-ID file or entered into the TIDE record change system. The **header sheet** will **NOT** generate the classroom report.

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.

Spring 2014 OAA Foreign-Language CDs and Language Translators

Foreign language CDs for the Spring 2014 OAA are available in Spanish and Japanese. Translators are needed for all other languages. If you or someone you know is proficient in both English and a language other than those listed above and is interested in providing this valuable service, please contact Binish Shingari at bshingari@air.org.

If you need help finding a translator for your students for the Spring 2014 OAA, a request form will be available Dec. 16 at www.ohiodocs.org. AIR will contact you with information regarding translators. Districts are responsible for securing translators and making arrangements for the administration. The reimbursement rate for translators is \$100 per student per test. Districts are reimbursed for translators by AIR.

Ohio Test of English Language Acquisition OTELA Requirement

Students who have been identified as English language learners must take the OTELA until they receive a score that will allow them to exit the program. While they are taking the OTELA, the students must also take the OAA or OGT. OTELA does **not** take the place of the required statewide assessments.

Spring 2014 OTELA

The administration of the Spring 2014 OTELA for K-12 is **Jan. 13-March 7**. Districts that confirmed participation during the on-time window receive Spring 2014 materials **Jan. 6**. Districts that did not confirm participation during the on-time window will have the opportunity to do so during the additional order window: **Jan. 6-March 5**. Pre-ID files are not accepted during the additional order window. There is no modification of or extension to the OTELA test window. The return date of test materials is March 10. Any tests shipped after March 10 will not be scored. OTELA results are available electronically on May 7, and printed reports are available May 15.

DISTRICT TEST COORDINATOR NEWSLETTER

K – 8 Assessments



DECEMBER 2013

Webinar on OTELA Administration

A webinar on OTELA administration procedures will be presented on **Dec. 12 at 10 a.m.** by Paula Mahaley from the Ohio Department of Education's Office of Curriculum and Assessment. Please note that **only** the OTELA will be discussed during this webinar. The presentation will be a PowerPoint during which participants may hear (via telephone) and/or view the PowerPoint presentation on the Web. Those who choose the Web only will not have audio access. There will be 100 phone lines available for the one-hour webinar. The first 100 callers will have audio access to the presentation. The information below explains how to access the webinar.

- You must join the audio through your telephone and the Web (video) through your computer.
- To join the **audio portion** of the webinar:
Dial: 866 551-1530 Enter the PIN code: 8375857 followed by #.
- To join the **Web portion** of the webinar:
Go to www.anywhereconference.com. Enter 130235092 in the Web login portal and 8375857 for the PIN Code. Enter your name. Click on "Go."
- When you are in the webinar, you will see a four-digit number appear on your screen. Enter the number followed by # to synchronize the audio and video presentation.
- If you have technical difficulty during the webinar, please contact Arkadin (webinar provider) at 866 427-5234 or custsvc.us@arkadin.com.

AASCD Administration Dates

The Spring 2014 alternate assessment will be administered **Feb. 24-April 18**. Further information about the 2013-2014 assessment is coming in future newsletters. For general questions regarding AASCD, contact Andrew Hinkle, Office for Exceptional Children at 614.644.7304 or andrew.hinkle@education.ohio.gov, or Amy Parker, Office of Curriculum and Assessment at 614.387.0948 or amy.parker@education.ohio.gov.

Accessing Success OOARS with Internet Explorer 10

If you have difficulty accessing Success or OOARS with Internet Explorer 10, here is the [link](#) for more information.

NEW Alternate Assessment User Role

District test 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 or the Online Reporting System) depends on the user's role, as described in the user role matrix located on the portal (oh.portal.airast.org). In conjunction 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" (TE)—will be able to enter scores in the Data Entry Interface in the same way a test administrator presently does as well as have access to scores. More information is available [here](#).

Test Administrator Training for the AASCD

For the 2013-2014 school year, [State Support Teams](#) provide training for all personnel administering the AASCD. Note that all teachers, test administrators and second raters participating in the administration of the AASCD must be trained. Contact information is available by clicking the above support team link. In addition, district and school staff who have attended train-the-trainer sessions and have received updates on the administration of the AASCD for 2013-2014 may train colleagues in their districts or schools.

Most training sessions for the alternate assessment will be held in January 2014. District test coordinators and educators whose students will be taking the AASCD in the spring of 2014 are encouraged to speak with their local State Support Team to learn more about the assessment and how to receive test administrator training.

DISTRICT TEST COORDINATOR NEWSLETTER

K – 8 Assessments



DECEMBER 2013

On-Time Order Window for the AASCD

[Online TIDE for AASCD](#) is open **Dec. 2-13** for district test coordinators or their designees to confirm participation for the Spring 2014 AASCD and order on-time materials. TIDE is preloaded with Test Administration Kits (TA Kits) based on a ratio derived from the number of students reported by school and grade band for the Spring 2013 administration.

Each teacher or test administrator who gives the AASCD needs access to one Test Administration Kit for the appropriate grade band. Test Administration Kits are designed for use with multiple students. Do not order a Test Administration Kit for each student. Please ensure that quantities of Test Administration Kits reflect actual need, and reduce pre-loaded quantities if needed. To ensure timely order approval and sufficient statewide quantities, do not order quantities in excess of the number of personnel who will be administering the AASCD. Districts with students who are served outside the district should confer with the district/school of service to determine whether the home district orders Test Administration Kits. Refer to the AASCD [Fact Sheet for Special Testing Scenarios](#) and [Test Coordinator's Manual](#) for additional information.

On-Time Pre-ID Window for the AASCD

[TIDE for AASCD](#) is open **Jan. 13-24** for district test coordinators or their designees to pre-identify students who will be participating in the Spring 2014 AASCD administration. Note that every student who participates in the AASCD must be pre-identified in TIDE. Districts that wish to upload a Pre-ID file will continue to use the Ohio Record Layout Description for Student Pre-Identification Files that is used for the OAA, OGT and OTELA. When uploading a pre-ID file be sure to select the [Upload Pre-ID File (AASCD)] tab. Districts also have the option of manually entering student information. The submission of Pre-ID data during the on-time pre-ID window is monitored, and districts that do not enter their Pre-ID data are contacted to ensure compliance.

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 by Sept. 30;
- Mathematics Grades 1 and 2; and
- Writing grades 1-3.

Districts may administer the mathematics and writing diagnostics anytime during the school year. Please direct any questions on the diagnostic assessments to Sara Allen at 614 387-7722 or sara.allen@education.ohio.gov, Kevin Draper at 614.728.4170 kevin.draper@education.ohio.gov or Paula Mahaley at 614 466-0217 or paula.mahaley@education.ohio.gov.

Diagnostic Assessments Reminders

There have been many questions on the revised Ohio Department of Education Diagnostic Assessments. Please note the information below:

- The 2012 Ohio Department of Education Diagnostic Assessments are no longer valid and **must not** be used to meet the requirements of the Third Grade Reading Guarantee.
- The 2013 Ohio Department of Education Diagnostic Assessments are not the same as the 2012 Ohio Department of Education Diagnostic Assessments in terms of format, use of standards and administration time period.
- There are two formats for the 2013 Ohio Department of Education Diagnostic Assessments: **Screener** is intended to be used at the beginning of the year; **Full Measure** is intended to be used at the end of the year. There is no Short Screener for 2013.
- Students identified with significant cognitive disabilities may be exempt from the administration of the reading diagnostic assessments only. These students must be administered the mathematics and writing diagnostic assessments; there is no exemption for these two subjects.



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.

Assessment Keywords

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

Rumor Control

"The diagnostic Screener may not be administered in the spring."

There is no specific date to administer the diagnostic Screener or Full Measure. The Screener measures the beginning year skills and it makes sense to administer the Screener at that time. The Full Measure measures the end of year skills and is recommended to be administered at that time.

DISTRICT TEST
COORDINATOR NEWSLETTER

K – 8
Assessments



DECEMBER 2013

Key Dates

OAA Fall 2013 – Grade 3 Reading	
Nov. 22-Dec. 23	District test coordinators submit requests for verifications
Week of Dec. 2	Printed score reports shipped to districts
Dec. 3	Late batch downloadable data results posted on OOARS
Dec. 10	Interactive data posted on OOARS

Spring 2014 AASCD	
Dec. 2-13	TIDE On-Time order window open
Jan. 13-24	TIDE Pre-ID window
Feb. 10	Test materials due in district
Feb. 24-April 18	AASCD Spring 2014 administration
June 6	Reports and labels shipped to districts

Spring 2014 OTELA	
Jan. 6	Test materials due in district
Jan. 6-March 5	Additional Order window in TIDE
Jan. 13-March 7	OTELA Spring 2014 administration
May 7	Downloadable data results posted on OOARS
May 15	Printed score reports shipped to districts
May 22	Interactive data posted on OOARS

Spring 2014 OAA	
Jan. 20-Feb. 6	TIDE On-Time order window open
Jan. 20-Feb. 20	TIDE Pre-ID window
April 7-May 7	Additional Order window in TIDE
April 7	Test materials due in district
April 14	Pre-ID labels due in district
April 21-May 9	OAA Spring 2014 administration
June 15	Downloadable data results posted on OOARS
June 30	Printed score reports shipped to districts
June 30	Interactive data posted on OOARS

Spring 2014 OAA School Order Worksheet

To use with the TIDE On-Time Order Window

School Name: District Contact Name: Due to District Date:
 School IRN: Contact Phone: Contact Email:

This worksheet is intended only for internal, district use. The information provided on this worksheet is important to the test material ordering process for the Ohio Achievement Assessments (OAA). Complete and return to your District Test Coordinator only.

Do not return this to ODE or to the Ohio Help Desk.

	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
General Test Booklets Enter the number of students using the GENERAL TEST BOOKLET in each grade.						
Form SV for the Read-Aloud Administration Order one Form SV for each STUDENT receiving a Read-Aloud accommodation. Do NOT order a Form SV for the test administrator.						
Read-Aloud Script Order one Read-Aloud script for each TEST ADMINISTRATOR providing the Read-Aloud accommodation. The test administrator MUST use the Read-Aloud Script, NOT a test booklet.						
English Audio CD* All materials needed to give this special version, including a Form SV test booklet in the on-time window, will be provided.						
Japanese Audio CD* All materials needed to give this special version, including a Form SV test booklet in the on-time window, will be provided.						
Spanish Audio CD* All materials needed to give this special version, including a Form SV test booklet in the on-time window, will be provided.						
Bilingual Test Booklets (Spanish/English)* All materials needed to give this special version will be provided.						
Large Print Test Booklets* All materials needed to give this special version will be provided.						
Braille Test Booklets* All materials needed to give this special version will be provided.						
Language Translation Materials* All materials needed to give this special version will be provided.						
Additional Form SV Order additional Form SVs when testing more than one student using the same Audio CD.						

*For a detailed list of materials needed to administer these Special Versions, refer to the DTC or BTC Manuals, which will be posted on ohiodocs.org in January.

Note:

Answer Documents: Grades 3 and 4 test booklets do not have separate answer documents. Grades 5 through 8 test booklets come with separate answer documents. An answer document will be automatically shipped with every test booklet ordered in the on-time window for grades 5 through 8.