

DISTRICT TEST COORDINATOR NEWSLETTER

K – 8 Assessments



FEBRUARY 2014

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, and search keyword “*newsletters*.”

Spring 2014 Ohio Achievement Assessment (OAA) Administration Revised Dates

The Spring 2014 Ohio Achievement Assessment (OAA) will be administered **April 21-May 16, 2014**. Please note the test window dates have been revised. The first three weeks of the test window are for initial testing with the final week for makeup testing. Please see the Frequently Asked Questions at the end of this newsletter for more details about the impact of the test window extension.

Spring 2014 OAA TIDE Window for Pre-ID Submission

Districts that confirmed participation by Feb. 6 will receive test 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. Districts that do not confirm participation during the on-time window will have the opportunity to do so during the additional order window, which has been extended: **April 7-May 14**. Pre-ID files are not accepted during the additional order window.

Spring 2014 OAA Pre-ID File

Spring 2014 OAA Pre-ID files will not be accepted in TIDE after **Feb. 20**, and Pre-ID labels cannot be ordered during the additional order window. You may also go to this [link](#) for information on the pre-ID file. If your district works with an Information Technology Center (ITC), you should contact them to request they upload your pre-ID file. After your ITC has uploaded the file, you should verify the upload in TIDE. Please contact the OAA Help Desk at 1-888-944-5001 **before Feb. 20** for assistance.

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 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, please complete the [Request for Language Translator Form](#). 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.



Spring 2014 OAA 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 the space provided on [TIDE for OAA](#).

Special Version or Accommodation	Form SV for Student	Form SV for Test Administrator
Braille Test Booklet – there is no Braille answer document for grades 5-8	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 Test Booklet – there is no large print answer document for grades 5-8	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 Language 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 human 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.

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Modified Schedule Requests

Districts/schools that will not have an uninterrupted test window may want to consider submitting a request for a modified schedule. The Office of Curriculum and Assessment does not have authority to change a day or approve a waiver day, for example, if the school is closed for a specific reason such as a teacher conference day. It is suggested that the district/school move the test window up a week or two weeks to avoid the one day when the district/school is closed. Please go to this [link](#) for the Modified Testing Schedule Request Form.

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 in TIDE for OTELA: **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.

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.

OTELA and the Student Learning Objectives

Please direct any questions on the use of the OTELA and the SLO to Carolyn Everidge-Frey at this address SGM@education.ohio.gov.

Spring 2014 AASCD Data Entry Interface

A step-by-step tutorial video on the DEI is available at this [link](#). Test coordinators should encourage their test administrators, teachers and second raters to review this tutorial. Additionally, test administrators, teachers and second raters should log into the DEI when it launches on **Feb. 24** to make sure they have access to the system and to familiarize themselves with the data entry process. Test administrators, teachers and second raters must use a [supported browser](#) to access the DEI.

Spring 2014 AASCD Administration Dates

The Spring 2014 alternate assessment is administered Feb. 24-April 18. There is no modification of or extension to the AASCD administration window. All scores must be submitted in the (DEI) by April 18. Non-scorable materials must be returned no later than April 25. Districts that confirmed their participation during the on-time order window will receive materials on Feb. 10.

District test coordinators have the opportunity to register additional students in TIDE for online administrations Feb. 3-April 18, and confirm participation and order additional Test Administration Kits Feb. 10-April 16.

Please distribute Test Administration Kits to staff who will be administering the AASCD as soon as the materials arrive in district to allow sufficient time for staff to prepare for the administration. Instruct all personnel serving as a test administrator/teacher or second rater for the AASCD to review the Directions for Administration Manual in advance of the test window, especially the Assessment Preparation Procedures listed on pages 18-19.

For general questions about alternate assessments, visit the [Ohio Alternate Assessment Portal](#) or 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.



Spring 2014 AASCD Second Raters

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

Districts are required to review the list of students who have been selected for a second rating in [TIDE for online administrations](#); the list will be available **Feb. 3**. Districts must also identify qualified personnel to serve as second raters and create user accounts for them. They must ensure that all second ratings are conducted and that the corresponding scores are entered in the DEI.

More information about second rater policies and identifying students who were selected for a second rater can be found in the [Test Coordinator's Manual](#) and the [TIDE User Guide](#).

Spring 2014 AASCD Results

Test coordinators can track test submission for the AASCD in the Online Reporting System (ORS). District test coordinators can also access AASCD downloadable data files in the Online Reporting System (ORS) immediately after student scores are submitted in the DEI. The data file will include results for all students whose scores were entered up to the point that the data file is generated. Printed family score reports will arrive in districts June 6.

Third Grade Reading Guarantee

There will be multiple opportunities for grade 3 students to be assessed in terms of their grade level reading skills. The OAA will be administered fall 2013, spring 2014 and summer 2014. The test dates for the Fall and Spring OAA are posted on the ODE website at this [link](#). The summer OAA schedule is listed on the Key Dates section at the end of this newsletter.

There will be an alternative grade 3 reading test that will be optional for districts/schools and at district/school cost. The alternative grade 3 reading test will be a vendor test and will follow the vendor schedule and instructions. The list of approved vendor tests will be posted in the near future.

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.

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.



Diagnostic Assessment Reminders

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

- 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 that you might find helpful, please go to this [link](#).

Rumor Control

“There are only two opportunities to take a test for the Grade 3 student who scored below 392 in school year 2013-14.”

There will be four opportunities to take a grade 3 reading test: Grade 3 Reading OAA Fall, Spring, Summer, and the alternative grade 3 reading test.

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OHIO'S NEXT GENERATION OF ASSESSMENTS

Portal for Information on the Ohio Online Science and Social Studies Field Tests 2014

Please go to this [link](#) for information and materials on the Ohio Online Science and Social Studies Field Tests to be conducted in spring 2014. Please contact Sara Allen sara.allen@education.ohio.gov with questions on the Science and Social Studies Field Tests.

PARCC Documents Released for Field Test

PARCC documents were released in January. Included with these documents are manuals for test administration, user guides for technical issues and many others. Please go to <http://parconline.org>. Once there, click on the tab *The PARCC Assessments*. Choose links with the term “administration” for many documents and resources that will be used for the field test. District and schools that are participating in the field test must become familiar with these documents prior to the field test.

Websites for PARCC

Please go to these websites for information on the tests developed by PARCC:

General information: <http://parconline.org>
Field Test: <http://parconline.org/field-test>
System Check: <http://parcc.pearson.com/systemcheck>
Support: <http://parcc.pearson.com/support>
PearsonAccess: www.parcc.pearson.com
TestNav 8 Requirements:
<http://parcc.pearson.com/tn8requirements>

Pearson Access is the developer of the test. TestNav is the hardware and software provider.

Spring 2014 Field Tests

Ohio students will be participating in field tests to determine which questions and passages will be used to form the assessments administered in the school year 2014-15. Two separate field tests will be conducted: Science and social studies developed by Ohio and English language arts and mathematics developed by PARCC. Districts who will participate in the field tests have been notified. Those districts that have not been chosen to participate in the data field tests will have an opportunity to participate.

The administration windows are as follows:

- Science and social studies performance-based
March 24-April 18
- Science and social studies end-of-year
May 5-16
- English language arts and mathematics performance-based
March 24-April 11
- English language arts and mathematics end-of-year
May 5-June 6

Please contact Max Xu max.xu@education.ohio.gov or Larry Early larry.early@education.ohio.gov with questions on the field tests.

Webinars on Field Test by PARCC

Webinars will be offered on various topics relating to the Spring 2014 field tests. Please note the dates to mark your calendars. The contact information will be sent directly to those districts and schools that are participating in the PARCC field tests. Please go to the documents listed in the article above.

Feb. 25 Administration – presented by Pearson

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Key Dates

Spring 2014 OTELA	
Jan. 6-March 5	Additional order window in TIDE
Jan. 6-Mar. 14	Pre-processing record change window in TIDE
Jan. 13-March 7	OTELA Spring 2014 administration
April 16-17	Pre-reporting record change window in TIDE
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 open
April 7-May 7	Additional order window in TIDE open
April 7	Test materials due in district
April 14	Pre-ID labels due in district
April 21-May 16	OAA Spring 2014 administration REVISED TEST WINDOW
June 16	Downloadable data files available – Grade 3 materials returned on time
June 16	Rescore and verification window opens in TIDE for grade 3 students who were reported on time
June 20	Deadline for submitting grade 3 appeals in order to receive results by July 3 (prior to the Summer 2014 Grade 3 Reading OAA administration)
June 23	Downloadable data files available – Grades 4-8 materials returned on time and Grade 3 materials returned by May 21
June 23	Rescore and verification window opens in TIDE for grades 4-8 students who were reported on time and for grade 3 students who were reported on June 23
June 25	Deadline for submitting appeals in order to receive results by July 10 (prior to the EMIS deadline)
July 3	Downloadable data files available for all students whose materials were returned late – Late Batch
July 10	Downloadable data files available for students who used Breach Forms
July 23	Rescore and verifications window closes in TIDE for all students
To be determined	Printed Reports due in district



Spring 2014 AASCD	
Feb. 3	Second rater assignments available in TIDE for online administrations
Feb. 3-April 18	Additional pre-ID window open in TIDE for online administrations
Feb. 10	Test materials due in district
Feb. 10-April 16	Additional order window for materials open in TIDE for online administrations
Feb. 24-April 18	AASCD Spring 2014 administration
April 25	Secure materials must be returned to DRC
June 6	Reports and labels shipped to districts

Summer 2014 OAA	
June 16	Participation confirmation survey open
June 30	Test materials and pre-ID labels due in districts
June 30-July 10	Additional order window open
July 7-11	OAA Summer 2014 administration
July 14	Pickup of scorable materials
August 15	Downloadable data results posted on OOARS



**Spring 2014 Ohio Achievement Assessment (OAA)
Testing Window Extension
Frequently Asked Questions
February 19, 2014**

1. How has the Spring 2014 OAA testing window changed?

The Spring 2014 OAA testing window has been extended by one week. Districts have a three-week window for scheduling their initial OAA administrations plus one week for make-up testing. Please see the table below for a summary of the changes. The originally scheduled dates for the delivery of test materials and Pre-ID labels have not changed.

Spring 2014 OAA Testing Dates	<i>OLD</i>	NEW
Due in District Date for Test Materials	April 7	April 7
Due in District Date for Pre-ID Labels	April 14	April 14
Testing Window	April 21-May 9	April 21-May 16
Initial Testing Window	April 21– May 2	April 21-May 9
Make-up Testing Window	May 5-9	May 12-16

2. Will there be an extension to the Spring 2014 OAA Pre-ID Window in TIDE?

No. The Spring 2014 OAA Pre-ID Window will close in TIDE on February 20. In order to receive OAA Pre-ID labels districts must submit their Pre-ID information by February 20. There will be no extensions or modifications to the Pre-ID window.

3. Are there guidelines for scheduling the OAA administrations?

Districts may begin the administration of the OAA on any day within the first three weeks of the window (**April 21-May 9**) in order to complete initial testing by **May 9**. Only make-up testing can be scheduled for the week of **May 12**. When scheduling testing, districts must follow these guidelines:

- All schools within a district must test the same grade level content area on the same day.
- Districts may choose to begin the initial administration on any date within the first three weeks of the test window: April 21 through May 9. It is not required to begin tests on Monday, April 21.
- The starting date for each grade-level test administration **must** be the same district-wide.
- The testing sequence of content area tests must remain in the order prescribed by the state: reading, mathematics and science.
- The tests may be administered on nonconsecutive days or back-to-back days.
- Any make-up test may be administered after the test has been initially administered to the entire grade level.



4. Can districts and schools follow the original testing schedule?

Yes. Districts and schools may follow the original testing schedule. However, districts will receive their results at **the same time** as all other districts and no earlier.

5. What is the impact to the return of materials?

The schedule for automatic pickups of scorable materials will shift one week, as noted below in the table. The new schedule applies to all districts and schools. Although the dates have shifted, district test coordinators will use the same procedures provided in the *District Test Coordinator’s Manual* for returning materials.

Districts must be mindful of an additional procedure required for grade 3 materials that is not described in the *District Test Coordinator’s Manual*. In order to prioritize the processing, scoring, and reporting of grade 3 materials so that results are available to inform decisions for the Summer 2014 Grade 3 Reading OAA administration, Spring 2014 OAA materials for third graders must be labeled according to the special instructions provided by Pearson. More information on these procedures will be provided at a later date.

Spring 2014 OAA Pickup Dates	About the Pickup	OLD	NEW
Early Return Schools Scorable Materials Automatic Pickup	Pickup is automatically scheduled. Districts must return all scorable tests administered through May 9 (use Magenta Labels)	May 2	May 9
Regular Scorable Materials Automatic Pickup per Rolling Schedule	Pickups are automatically scheduled. Districts must return all scorable tests administered through May 9 according to the rolling pickup schedule (use Yellow Labels)	May 2 (enrollment less than 2000) May 5 (enrollment of 2000-7000) May 6 (enrollment greater than 7000)	May 9 (enrollment less than 2000) May 12 (enrollment of 2000-less than 7000) May 13 (enrollment greater than 7000)
DTCs Return All Scorable Tests Administered During the Make-up Window	If make-up testing occurs after the district’s rolling pickup date for scorable materials, district test coordinators must follow the directions in the <i>DTC Manual</i> to schedule a pickup (use Yellow Labels)	No later than May 9	No later than May 16
DTCs Return All Nonscorable Secure Materials to Pearson	District test coordinators must schedule nonscorable pickups following the directions in the <i>DTC Manual</i> (use Green Labels)	No later than May 12	No later than May 19



6. Can schools request that they not be designated as early return?

All initial testing must be completed by **May 9**, and all schools that were chosen as early return schools are to return their scorable materials on **May 9** using the labels provided. The early return process is an important part of ensuring that processing and scoring can be completed on schedule in order to report results by the listed dates. Districts should do their best to meet the early return pickup.

7. What are the dates for the record change windows?

TIDE offers two record change windows. During the pre-processing record change window, districts can use the TIDE record-change system to modify Pre-ID data and/or associate a student’s demographic information with the barcode of the generic label affixed to the student’s answer document or test booklet. The pre-processing record change window for all grades will be **April 14-May 21**.

The second record change window, pre-reporting, will be available in TIDE **only for grades 4-8 on June 4-June 5**. The window closes at 6 p.m. on June 5. During the pre-reporting record change window, districts have a final opportunity to modify Pre-ID data and/or associate a student’s demographic information with the barcode of the generic label affixed to the student’s scorable test booklet (grade 4) or answer document (grades 5-8). Districts may also submit invalidations requests for grades 4-8 during this window. Invalidations requests for students in grade 3 and for records not marked during the pre-reporting record change window must be submitted through EMIS.

8. Will the OAA testing window extension impact the score report dates?

Yes. The new schedule for Spring 2014 OAA reporting is listed below. Note that results for third graders whose materials are returned on-time and according to the instructions provided by Pearson will be reported first. Results for students in grades 4-8 whose materials were returned on-time will be reported one week later. Late batch results and results for students who were administered breach materials will be released on the dates listed in the table.

Spring 2014 OAA Reporting	OLD	NEW
Downloadable data files available for students in grade 3 whose materials were returned on time	June 15	June 16
Downloadable data files available for students in grades 4-8 whose materials were returned on time and for students in grade 3 whose materials were returned by May 21	June 15	June 23
Downloadable data files available for all students whose materials were returned late – Late Batch	June 26	July 3
Downloadable data files available for students who used Breach Forms	July 2	July 10
Printed Reports due in district	June 30	TBD



9. Will districts be able to request rescors or verifications?

Yes. Key dates for Spring 2014 OAA rescors and verifications are listed below. Districts that need appeal results in advance of the Summer 2014 OAA administration and/or before the EMIS deadline must be mindful of the rescore and verification deadlines listed in the table.

Spring 2014 OAA Rescoring and Verifications	NEW
Rescore and verification window opens in TIDE for grade 3 students who were reported on time	June 16
Deadline for submitting grade 3 appeals in order to receive results by July 3 (prior to the Summer 2014 Grade 3 Reading OAA administration)	June 20
Rescore and verification window opens in TIDE for grades 4-8 students who were reported on-time and for grade 3 students who were reported on June 23	June 23
Deadline for submitting appeals in order to receive results by July 10 (prior to the EMIS deadline)	June 25
Rescore and verifications window closes in TIDE for all students	July 23