

DISTRICT TEST COORDINATOR NEWSLETTER

K - 8 Assessments



MAY 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 only. 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 Materials

Districts that did 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.

Returning Spring 2014 OAA Scorable Materials

Automatic pick-up of scorable test materials will occur as follows:

- May 9: early return schools
- May 9: districts with enrollments fewer than 2500
- May 12: districts with enrollments of 2500-7000
- May 13: districts with enrollments larger than 7000

In order to return scorable documents after the automatic pick-up date, district test coordinators must contact their designated carrier (K2 or UPS) for pick-up. See the instructions in the Special Return and Carrier Instructions memo that was included with test materials. All make-up scorable material must be picked up on or before **May 16**.

Spring 2014 OAA Pre-Processing Record Change Window in TIDE

The OAA pre-processing record change window will be open in TIDE (www.ohtide.org) through **May 21**. 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. This will be the only record change window available for Grade 3. To access this record-change window, click [Record Change] and search for the barcode on the generic or Pre-ID label associated with the student whose demographic information you want to enter in the system.

Special Return instructions for Grade 3 Early Return and Grade 3 Scorable Secure Materials

In order for districts to receive Grade 3 results on June 16, it is **imperative** that district test coordinators follow the special return instructions for Grade 3 materials. All Grade 3 early returns and Grade 3 scorable secure materials must be packaged in the original boxes that they were received in and shipped back to Pearson on the district’s assigned pick-up date. These boxes have a special orange “3” label, which Pearson will use to identify and expedite the processing of Grade 3 materials. If you need additional orange “3” labels, please contact Pearson at 800-627-7990, ext. 21-6697.

When assembling your materials, start with locating the Pearson box that has an orange “3” label on the flap. Place your Grade 3 early return or scorable materials in the box and make sure the box flaps with the orange “3” label are on the outside of the box. The special orange 3 label should already be applied. For early return schools, affix the magenta label in the required space. For schools not selected for early return, affix the yellow label in the required space.

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Spring 2014 OAA Pre-Reporting Record Change and Invalidation Window in TIDE

Due to the OAA administration window extension and Grade 3 reporting date, the pre-reporting record change window is only available for students in Grades 4-8. This window is the last opportunity districts have 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 will also submit requests for invalidations during the pre-reporting record change window in TIDE (www.oh tide.org). The window is open **June 4-5** and closes at 6:00 p.m. on June 5. All Grade 3 invalidations and Grades 4-8 invalidations not submitted in TIDE must be submitted directly to EMIS. Any district that used a breach form must submit a request for invalidation for the test that was compromised. If one subject (all grades) or two subjects (Grades 5 and 8) are compromised, an invalidation must be submitted for the compromised subject(s). If all subjects are compromised, the document must be marked "Do Not Score" and returned with the non-scorable materials. Districts may contact the Office of Curriculum and Assessment if there are any questions about a request for invalidation.

Medical Waiver

The timeline for requesting a medical waiver for the OAA is April 21-May 30, 2014. A medical waiver allows a district to exclude from its accountability totals the student who has had a medical emergency immediately before the test window begins. The medical emergency as defined by the federal government does not include a medical condition that has been known throughout the school year leading up to the test window. The application is at this [link](#). Please contact Jackie Seward with questions at 614-387-7570 or jackie.seward@education.ohio.gov.

OAA Rescore and Verification Requests

Grade 3 OAA results will be available electronically on June 16 for those documents that are returned on-time and according to the special return instructions. Grades 4-8 results will be available electronically on June 23 for documents that are returned on-time and according to the return instructions. Due to the extension for the snow days this past winter, the dates for rescoring and verifications have changed.

Dates for Grade 3:

- Requests submitted **June 16-20** will have results posted no later than **July 3**.

Dates for Grades 4-8:

- Requests submitted **June 23-25** will have results posted no later than **July 10**.

Requests for **rescores** must be submitted for each subject area the district wants rescored for the student. Districts must continue to review the return of the results through TIDE. The vendor or the Ohio Department of Education **will NOT enter** into EMIS any scores changed through the rescore process. Requests for **verifications** can be made for the following reasons:

- Missing student test results (a student score is missing OR a student score has been incorrectly assigned to a district)
- An incorrect score assignment (a student score has been exchanged with another student score in the same district or a student received more than one score in the same subject)
- An invalid test score assignment (a student received a DNA on a test that he or she took, or a student received a score on a test that he or she did not take)

Please note that there is a \$25 charge for each rescore request that results in no score change; there is a \$25 charge for each verification request. A purchase order number is required at the time the rescore or verification is submitted. Purchase orders for OAA appeals should be payable to Pearson and mailed to the following address: Pearson, 2510 North Dodge Street, Iowa City, IA 52245.

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Summer OAA 2014

A summer administration of the Grade 3 Reading OAA will be offered **July 7-11**. The administration is directed to students who have not scored at 392 or above and are not eligible for promotion to Grade four unless the student meets the criteria for an exemption to retention: a student with an IEP which states the exemption from retention; an ELL who has been enrolled in U.S. schools for less than three full years and has received less than three full years of intervention; a student who has received intensive remediation for two years and was previously retained in kindergarten through the third grade; or, has scored at the designated level on an alternative grade 3 reading test.

A participation survey will be available from June 16-19, during which time districts can confirm whether they intend to participate in the summer OAA. If districts indicate they will be participating, they do not need to order any testing materials. The vendor will send materials to the district equal to the number of students who did not reach a score of 392. If districts need additional testing materials, additional orders can be placed through the Ohio Help desk June 20-July 10, **not through TIDE**; the cutoff for orders will be July 10 no later than noon. The downloadable results will be available August 15.

Assessment Keywords

For a list of keywords and short descriptions for assessment information on the Ohio Department of Education's website, please go to this [link](#).

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.

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 was administered in fall 2013 and will be administered in spring 2014 and summer 2014. The test dates for the OAA 2014 spring and summer administration are posted at this [link](#). The summer OAA schedule is listed on the Key Dates section at the end of this newsletter. Please note the summer intervention and the summer Grade 3 OAA reading test is optional.

There are *OAA Alternative* Grade 3 reading tests that are optional for districts/schools at the cost of the district/school. The *OAA Alternative* Grade 3 reading test is a vendor test. Schools must follow the vendor schedule and instructions. The approved *OAA Alternative* Grade 3 reading tests are:

- Iowa Assessments Form F Level 9 (Grade 3);
- Northwest Evaluation Association (NWEA)- Measurement of Academic Progress (MAP);
- Terra Nova 3.

Additional information may be found at this [link](#).

Spring 2014 Ohio Test of English Language Acquisition (OTELA) Results and Verifications

Spring 2014 OTELA downloadable data will be available **May 7**. Student score reports will be delivered to districts by **May 15**. [TIDE](#) will be open **May 7-June 4** for districts to submit verification requests. There will be a \$25 charge for each verification. There are no rescues for OTELA. Purchase orders for OTELA verifications should be payable to American Institutes for Research and faxed to 614-220-9012 or mailed to American Institutes for Research, Attn: Beth Flint, 41 South High Street, Suite 2425, Columbus, OH 43215. The purchase order number is required for each verification request. Results will not be posted in TIDE until the district's purchase order is received. The district test coordinator can access the results through [TIDE](#). Printed results will not be sent to the district.

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Reporting Accelerated Students' Spring 2014 Test Results

Students who were accelerated in a grade for a subject beyond their enrolled grade level may have taken an achievement test in that accelerated grade/subject. Each student who took an achievement test in an accelerated grade/subject will receive an individual score report for that subject in the tested grade level. In some cases, these students may have tested in several subjects at their enrolled grade level and/or at their accelerated grade. For example, a student enrolled in Grade 4 may take Grade 4 mathematics and may be accelerated to Grade 5 reading. This student will receive two individual score reports, one containing the Grade 4 mathematics score and a "did not attempt" or "DNA" for Grade 4 reading. The other score report will contain a Grade 5 reading score for that student and a "did not attempt" or "DNA" for mathematics and science. Districts should verify all test scores before each district reports these scores into the EMIS year-end reporting system. Please direct questions on the acceleration policy to Mike Demczyk or Beth Hahn in the Office for Exceptional Children at 614-466-2650.

Medical Waiver

The timeline for requesting a medical waiver for the AASCD is Feb. 24-May 9. A medical waiver allows a district to exclude from its accountability totals the student who has had a medical emergency immediately before the test window begins. The medical emergency as defined by the federal government does not include a medical condition that has been known throughout the school year leading up to the test window. The application is at this [link](#). Please contact Jackie Seward with questions at 614-387-7570 or jackie.seward@education.ohio.gov.

Spring 2014 AASCD Results

District test coordinators can access AASCD downloadable data files in the Online Reporting System for the spring 2014 AASCD administration. A table of performance standard cut scores is available on the [Test Coordinator's](#) resource page of the Alternate Assessment Portal. Printed family score reports will arrive in districts June 6.

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

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

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.

Rumor Control

"The make-up test week for OAA may be used to give the initial administration of the tests."

No. The initial administration of the OAA must be scheduled April 21-May 9. Only make-up testing may be scheduled May 12-16.

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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 at any time 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 or kevin.draper@education.ohio.gov; or Paula Mahaley at 614-466-0217 or paula.mahaley@education.ohio.gov.

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.

OOARS Data Cleanup

Due to its size, OOARS requires database cleanup. **IMPORTANT:** Data for administrations of the OAA, OGT and OTELA prior to **fall 2011** will be removed from OOARS on **May 24**. All data for the portfolio-based Alternate Assessment for Students with Disabilities (AASWD), which was last administered in spring 2012, will be removed from OOARS. Districts that wish to download copies of their downloadable data files for administrations that will be removed have the opportunity to do so through **May 23**. As a reminder, data available in OOARS is considered *preliminary* and is not the final score record. The data districts submit to EMIS are the official records.

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OHIO'S NEXT GENERATION ASSESSMENTS

Spring 2014 Field Test Information

Spring 2014 Field Tests

Ohio students participated in the performance-based assessments field test during March and April. They will participate in the end-of-year assessments field test during May and June. There continue to be two separate field tests by subjects: science and social studies developed by Ohio and English language arts and mathematics developed by PARCC.

The remaining administration windows are as follows:

- Science and social studies end-of-year:
May 5-16;
- English language arts and mathematics end-of-year:
May 5-June 6.

Please contact Max Xu at max.xu@education.ohio.gov or Larry Early at larry.early@education.ohio.gov with questions about the English language arts/Literacy and mathematics field tests.

Please contact Sara Allen at sara.allen@education.ohio.gov or Paula Mahaley at paula.mahaley@education.ohio.gov with questions about the science and social studies field tests.

Websites for PARCC

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

General information: <http://parcconline.org>
Field Test: <http://parcconline.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.

The PARCC website has posted the student survey for the paper-based field test. Please go to this [link](#) to view the survey. Please note that there is a survey following each test session on the computer-based field test as well as a test administrator survey. You are encouraged to complete the survey as well as encouraging the students to complete their survey. The data from the surveys will help develop the operational test to be administered in spring 2015.

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. Administration documents and resources that will be used for the field test may be found at this [link](#). Districts and schools that are participating in the field test must become familiar with these documents prior to the field test. Please go to the [Ohio Department of Education web page](#) for immediate links to PARCC documents.

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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 at sara.allen@education.ohio.gov with questions on the science and social studies field tests.

The Field Test Portal includes three surveys for test coordinators and test administrators who participated in the science and social studies field tests to submit their feedback. If you participated in the field tests, we encourage you to complete one of the three available surveys.

OHIO'S NEXT GENERATION
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School Year 2014-2015 Information

2014-2015 Test Dates

The [test dates](#) for the 2014-2015 school year are posted on the Ohio Department of Education website. Please note that districts/schools are allowed only a 20-*consecutive school day* test window. While the dates indicate a 25-school day test window, the extra five days were included for those districts/schools that have a spring break in the test window. The five-week test window allows a district/school a spring break and the four weeks of testing.

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Key Dates

Spring 2014 PARCC Field Test – Paper-based test only	
April 21-June 4*	Additional orders window for end-of-year assessment (EOY) test materials including return materials
Pick-ups must occur no later than one week after the testing window ends based on the district test schedule	

*Please note PARCC dates on PARCC website are for all states and will not match Ohio’s field test window posted above.

Spring 2014 OTELA	
May 7	Downloadable data results posted on OOARS
May 7-June 4	Verification window open in TIDE-no rescues available for OTELA
May 15	Printed score reports shipped to districts
May 22	Interactive data posted on OOARS

Spring 2014 AASCD	
June 6	Reports and labels shipped to districts

Spring 2014 OAA	
April 7-May 14	Additional order window in TIDE open
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 9	Printed reports due in district
July 10	Downloadable data files available for students who used Breach Forms
July 23	Rescore and verifications window closes in TIDE for all students

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Summer 2014 OAA	
June 16-19	Participation confirmation survey open
June 30	Test materials and pre-ID labels due in districts
June 20-July 10	Additional order window (additional orders will be placed through the Ohio Help Desk)
July 7-11	OAA Summer 2014 administration
July 14	Deadline for returning scorable and non-scorable materials
August 15	Downloadable data results posted on OOARS



**Spring 2014 Ohio Achievement Assessment (OAA)
Testing Window Extension
Frequently Asked Questions
April-May 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 closed in TIDE on Feb. 20. In order to receive OAA Pre-ID labels for the spring OAA 2014 administration, districts must have submitted their Pre-ID information by Feb. 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.

Spring 2014 OAA Pickup Dates	About the Pickup	OLD	NEW
Early return schools scorable materials automatic pick-up	Pickup is automatically scheduled. Districts must return all scorable tests administered through May 9 (use Magenta Labels)	May 2	May 9
Regular return schools scorable materials automatic pick-up 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)
District test coordinators 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>District Test Coordinator's Manual</i> to schedule a pickup (use Yellow Labels)	No later than May 9	No later than May 16
District test coordinators return all nonscorable secure materials to Pearson	District test coordinators must schedule nonscorable pickups following the directions in the <i>District Test Coordinator 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. 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 Grade 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	<i>June 15</i>	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	<i>June 15</i>	June 23
Downloadable data files available for all students whose materials were returned late – Late Batch	<i>June 26</i>	July 3
Printed Reports due in district	<i>June 30</i>	July 9
Downloadable data files available for students who used Breach Forms	<i>July 2</i>	July 10

8. Will districts be able to request rescues or verifications?

Yes. Key dates for Spring 2014 OAA rescues 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 Rescues 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