DISTRICT TEST COORDINATOR NEWSLETTER

K-8 Assessments

NOVEMBER 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) will be made available to districts on **Nov. 22** through the secure online system Ohio Online Assessment Reporting System (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**.

Grade 3 Reading Verifications

The district/school should review the Grade 3 Reading OAA results *as soon as possible* after receipt to determine if there is a need to submit a request for a verification. Please note rescores are not available for the October Grade 3 Reading OAA. The Test Information Distribution Engine, TIDE, (www.ohtide.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**.**

Classroom/Teacher Reports

Classroom reports, also called teacher reports, are based upon the teacher 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 reports (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.

Reason for Assignment of Did Not Attempt

A student who responds to five or more questions or scores five or more points on the test has made a valid attempt. Students will receive a Did Not Attempt (DNA) for the following reasons:

- Completing fewer than five questions or receiving fewer than five points;
- Circling/underlining all responses rather than darkening the bubbles;
- Responding in ink, color pencil or highlighter/marker on all responses.

Verification Process – 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, District Test Coordinators will be able to enter demographic updates in TIDE by completing a *Demographic Update Request Form* (DURF). Instructions on the DURF are located at this link. The window to submit a DURF is Nov. 22, 2013-Jan. 24, 2014. Results from the DURF will be will be posted on the OOARS Feb. 24, 2014.

Language Translators Needed for English Language Learners (ELL)

Language translators are needed for eligible English Language Learners for the upcoming spring 2014 test administration of the OAA. If you or someone you know is highly proficient in English and another language and is interested in providing this valuable service, please contact Binish Shingari at bshingari@air.org. Foreign-language CDs will be available in two languages for the 2014 Spring OAA administration: Spanish and Japanese. Please note that the reimbursement amount for translators is $100 per student per test and is made to the district through AIR.

Spring 2014 Ohio Test of English Language Acquisition (OTELA)

Districts that confirmed participation during the on-time window receive Spring 2014 materials **Jan. 6**. Districts that do not confirm participation during the on-time window will have the opportunity to do so during the additional order window: **Jan. 6-March 5, 2014**. Pre-ID files are not accepted during the additional order window. The administration of the Spring 2014 OTELA for K-12 is **Jan. 13-March 7**. 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 are not scored. OTELA results are available electronically on May 7, and printed reports are available May 15.

OTELA Requirement

Students who have been identified as English Language Learner 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.

Alternate Assessment for Students with Significant Cognitive Disabilities (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 and 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.

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 (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). 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" will be able to enter scores in the DEI in the same way a test administrator presently does and will have access to scores. For more information go to this link.

Test Administrator Training for the AASCD

For the 2013-2014 school year, State Support Teams provide training for all personnel administering the Alternate Assessment for Students with Significant Cognitive Disabilities. 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 district or school.

Most trainings 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.

On-Time Order Window for the AASCD

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 Administrator Kits based on a ratio derived from the number of students reported by school and grade band for the Spring 2013 administration.

Each test administrator or teacher who gives the AASCD needs access to one Test Administrator Kit for the appropriate grade band. Test Administrator Kits are designed for use with multiple students. Do not order a Test Administrator Kit for each student. Please ensure that quantities of TA 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 Administrator Kits. Refer to the AASCD Fact Sheet for Special Testing Scenarios 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 OAA, OGT and OTELA. 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.

Link to Ohio Assessment Systems

District test coordinators can now link to all Ohio Assessment Systems online at oh.portal.airast.org. This page includes links to the:
- Ohio Alternate Assessment site;
- OAA, OGT and OTELA TIDE site; and
- OAA, OGT and OTELA Reporting site (SUCCESS/OOARS).

TIDE User Guide

The *TIDE User Guide* is available at www.ohiodocs.org.

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.
- 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.

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.

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 one and two; and
* Writing grades one through three.

Districts may administer the mathematics and writing diagnostics anytime during the school year.

Revised Ohio Diagnostic Assessments were posted **Aug. 1** at this link. The reading diagnostic assessments should have been completed by Sept. 30. Mathematics and writing may be administered at any time this school year. Please go to this link for information on the criteria to determine which diagnostic assessments the districts/community schools may choose for mathematics and writing.

Please direct any questions on the diagnostic assessments to Sara Allen at (614) 387-7722 or sara.allen@education.ohio.gov, or Paula Mahaley at (614) 466-0217 or paula.mahaley@education.ohio.gov.

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 OTELA will indicate if the student is ELL."

No. Only students who have been identified as ELL are to be administered the OTELA. The formal assessment may be one of several that are listed in the Guidelines for the Identification and Assessment of Limited English Proficient Students. The Guidelines document is found at this link.

Key Dates

OAA Fall 2013 – Grade 3 Reading	
October 31 – November 1 6:00 p.m. close	Pre-reporting record change and invalidations window open in TIDE
November 22	Downloadable data results posted on OOARS
November 22 – December 23	DTCs submit requests for verifications
Week of December 2	Printed score reports shipped to districts
December 3	Late batch downloadable data results posted on OOARS
December 10	Interactive data posted on OOARS

Spring 2014 AASCD	
December 2 – 13	TIDE On-Time order window open
January 13 – 24	TIDE Pre-ID Window
February 10	Test materials due in district
February 24 – April 18	**AASCD Spring 2014 administration**
June 6	Reports and labels shipped to districts

Spring 2014 OTELA	
January 6, 2014	Test materials due in district
January 6 – March 5	Additional Order window in TIDE
January 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