

## DISTRICT TEST COORDINATOR NEWSLETTER

# K – 8 Assessments



OCTOBER 2013

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

### Fall 2013 OAA Administration

The Fall 2013 OAA will be administered **October 7 – 11, 2013**. Districts may schedule the fall administration of the grade 3 reading test on **ANY DAY** during this period. The Office of Curriculum and Assessment does not schedule a specific day for the administration of the test. The testing window may not be extended to the following week. Districts with Early Return Schools (magenta labels) must return scorable materials to Pearson on October 11. Regular Return schools (yellow labels) must return scorable materials to Pearson by October 14.

Districts that did not confirm participation during the on-time window have the opportunity to do so during the additional order window: **September 23 – October 9, 2013**. Districts are reminded to use all overage materials shipped to the district test coordinators **BEFORE** placing orders for additional materials. This reminder is intended to encourage districts to be mindful of the number of materials ordered and those unused materials returned to the vendor.

### Fall 2013 OAA Special Versions

Braille, large print, and English audio CDs are offered for the Fall 2013 OAA. There is no foreign-language CD. Translators will be provided at the district's expense. There are **no** Form SVs or Read Aloud scripts produced for the Grade 3 Fall Reading administration.

### Fall 2013 OAA Reporting Labels

All districts will receive one free set of reporting labels for the Fall 2013 OAA. Districts can order additional sets of labels in TIDE at a cost of \$.32 per label with a \$60 minimum per school year between **now – October 24**. These are not the Pre-ID labels.

To access this task in TIDE, click [Orders] and then [Reporting Labels]. Districts ordering additional sets of reporting labels must fax or mail a purchase order to the Ohio Help Desk (fax number: 1-877-231-7813).

Reporting label purchase orders should be payable to the American Institutes for Research, Attn: Ohio Help Desk, Room 5217, 1000 Thomas Jefferson Street NW, Washington DC 20007.

### Administration Reminders for Fall 2013 OAA

#### Using Ink Pens, Colored Pencils, Markers

For the OAA Fall 2013 Grade 3 Reading, test administrators are reminded that tests **will NOT be scored** if pens, colored pencils or highlighters/markers are used to record student responses on the student test booklets. Test administrators must plan to provide **No. 2** pencils with erasers for each student to record responses and also should plan to have extra **No. 2** pencils on hand. Students may use colored pencils or highlighters to underline areas they wish to note. Test administrators should check that students are recording responses using the **No. 2** pencil. Responses written in ink, colored pencils or highlighters/markers must be transcribed into a general test booklet **before** being sent for scoring.

#### Classroom Reports

Classroom reports are based upon the teacher name, class name and class number field in the Pre-ID file. At least one of these fields must be completed on the Pre-ID file to ensure that classroom reports (Teacher Reports) are received. Districts **will not** receive classroom reports if these data are not included on the Pre-ID file or added to the student's record during Pre-processing or Pre-reporting record change windows in TIDE.



### Marking the Test Booklet – Multiple-Choice Bubbles

For multiple-choice questions, the student must refrain from the test-taking practice of marking or crossing out the answer choices considered incorrect. Another test-taking practice that cannot be used is called “Never Skip Choose Two” or variations of that name. In the practice “Never Skip Choose Two”, the student who is not sure of an answer marks the two best choices. The student then determines which answer to keep and erases the discarded answer.

These practices are risky, even if the student erases the marks of the answers that are not correct. If the marks are not completely erased, they are scanned as multiple responses. The student will receive *no credit* for that test question. These practices will result in a letter from the Ohio Department of Education (ODE) to the district superintendent requesting that the district stop the practice. Please see below for the incorrect way to mark the multiple-choice bubbles.

#### Sample test question: Incorrect way

**Directions: Carefully read each question. Fill in the circle next to the correct answer.**

1. What word is an antonym for cool?

- A. warm
- B. mild
- C. damp

**Sample test question: CORRECT – place X to the right of the answer the student does not want to choose.**

**Directions: Carefully read each question. Fill in the circle next to the correct answer.**

1. What word is an antonym for cool?

- A. warm
  - B. mild
  - C. damp
- X  
X

### Grade 3 Reading Fall Manuals

The OAA Fall 2013 Grade 3 manuals are posted on the Ohio Docs website at this link: [www.ohiodocs.org](http://www.ohiodocs.org).

### Read-Aloud Accommodation

The reading passages on the Grade 3 Reading Ohio Achievement Assessment **must NOT** be read aloud even if a student has reading passages read aloud in the classroom as an accommodation. The Read-Aloud Script is not available for the Grade 3 Reading Fall OAA. Should the reading passage be inadvertently read aloud, the test **must be** invalidated in TIDE during the pre-reporting record change window. Please note there are no breach forms for the Fall Grade 3 Reading OAA.

### Grade 3 Reading Fall “Regular Return” scorable materials pick up – Columbus Day (October 14, 2013)

United Parcel Service (UPS) will pick up the OAA Fall 2013 Grade 3 Reading regular scorable test materials on Monday, October 14, 2013. Pick up of scorable materials is scheduled in advance by Pearson. This scheduled pick up date conflicts with the Columbus Day holiday. If your district **will not be open** on October 14 and cannot make arrangements to accommodate this pickup, email Pearson at [OhioK-8@support.pearson.com](mailto:OhioK-8@support.pearson.com) by **October 7** to make other pick up arrangements.

**\*\*End of Fall OAA 2013 Reminders\*\***

### Security Plan

Districts, community schools and participating chartered nonpublic schools must have a written test security plan no later than **October 1** of each school year. The test security plan must include procedures on test security which covers many areas that are listed in the Ohio Administrative Code (OAC) section 3301-13-05 (H) and (J). The listed OAC section may be found at this [link](#). The test security plan must be presented to all staff who is involved with the state assessments: Ohio Achievement Assessments, Ohio Graduation Tests, and Ohio Test of English Acquisition.

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# K – 8 Assessments



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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 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 **August 1** at this [link](#). Districts/community schools may choose the ODE Diagnostic Assessments or a vendor reading diagnostic assessment from the list posted at this [link](#) to meet the reading requirement. Districts and community schools may choose the Ohio Diagnostic Assessments to meet the mathematics and writing requirement. Those districts/community schools that meet the criteria listed below may choose a vendor diagnostic assessment (there is no list of approved mathematics/writing diagnostic assessments nor is approval by the ODE required).

For the next two school years, 2013-14 and 2014-15, a district's/community school's ability to use a vendor diagnostic assessment for writing and mathematics is contingent on the previous year's letter grades for the categories *Performance Index* and *Value-Added*. If a district earned an "A" **or** "B" grade in *Performance Index or Value-Added* on the previous year's report card, then the district may use a vendor diagnostic assessment. For example, a district that earned "C" grades in both measures on their 2013 report card must use ODE's diagnostic assessment for the 2013-2014 school year. Also, if a district earned an "A" or "B" in Performance Index and a "C" in Value-Added, it would be able to use a vendor diagnostic assessment.

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

### Diagnostic Assessments Reminders

There have been many questions on the revised ODE Diagnostic Assessments. Please note the information below:

- The 2012 ODE Diagnostic Assessments are no longer valid and **must not** be used to meet the requirements of the Third Grade Reading Guarantee.
- The 2013 ODE Diagnostic Assessments are not the same as the 2012 ODE Diagnostic Assessments in terms of format, use of standards and administration time period.
- There are two formats for the 2013 ODE 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.

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### Alternate Assessment 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](mailto:andrew.hinkle@education.ohio.gov), or Amy Parker, Office of Curriculum and Assessment at 614.387.0948 or [amy.parker@education.ohio.gov](mailto:amy.parker@education.ohio.gov).

### Test Administrator Training for the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

For the 2013-2014 school year, [State Support Teams \(SSTs\)](#) 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 on the above support team link. In addition, district and school staff who have attended train-the-trainer sessions on the administration of the AASCD may train colleagues in their district or school.

The Spring 2014 AASCD represents the second administration of the new alternate assessment design. Returning test administrators and second raters must attend a half-day training session. The half-day session will provide a review of key components of administration procedures, valuable updates, and new components of the spring 2014 administration. Any person who will administer the AASCD or serve as a second rater and has not been previously trained, must attend a full-day training session. *Note that the Test Administrator training sessions for the AASCD are separate from the extended standards training.*

Most trainings sessions for the alternate assessment are 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 SST to learn more about the assessment and how to receive test administrator training.

### 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](http://oh.portal.airast.org)). To coincide with the release of interactive score data and in response to feedback from the field, a new user role is available for the 2013-2014 school year. The new role — "Teacher" — will be able to enter scores in the DEI in the same way a test administrator presently does. More information [here](#).

### 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 [help](#).

### Link to Ohio Assessment Systems

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

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

### TIDE User Guide

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

### Rules Book

The 2013 *Rules Book* is posted [here](#). Please direct any questions on the *Rules Book* to Paula Mahaley by email to [paula.mahaley@education.ohio.gov](mailto:paula.mahaley@education.ohio.gov).



## Spring 2014 Ohio Test of English Language Acquisition

TIDE is open **Oct. 14-31** for districts to confirm participation, upload a Pre-ID file or manually enter students' Pre-ID information, review and modify pre-loaded quantities of test materials and order special versions. Test materials are pre-loaded based on the number of students reported for the Spring 2013 administration. 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 the number of students testing.

On-time materials will be sent only to districts that confirm participation. 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 will not be scored. OTELA results are available electronically on May 7, and printed reports are available May 15.

## 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.

## 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.

## Rumor Control

*"If a student uses ink to respond for the grade 3 Fall OAA, it will be scored."*

No. The scanner cannot read ink or colored pencils so the test will not be scored. If asked through a rescore request, the test will not be scored.

*"If a test is returned some time past the deadline, it will still be scored."*

No. The test will not be scored based on the rule in the Ohio Administrative Code 3301-13-06 Scoring and Reporting Assessments. It is the responsibility of districts/schools to send the scorable materials to the scoring vendor in a timely manner. Districts/schools are sent the schedule for testing and pickup of materials. Reminders are sent to the districts/schools that tests will not be scored after a specified date.

## Assessment Keywords

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

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**Key Dates**

OAA Fall 2013 – Grade 3 Reading	
September 23 – October 9	Additional Order window in TIDE
September 30 – October 18	Pre-processing Record Change window in TIDE
<b>October 7 – 11</b>	<b>Grade 3 Reading OAA administration</b>
October 11	Pick up for Early Return scorable materials
By October 14	Pick up for Regular Return scorable materials
When testing is complete but no later than October 18	Districts return non-scorable materials
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 for the Grade 3 Reading Fall 2012 OAA
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
<b>February 24 – April 18</b>	<b>AASCD Spring 2014 administration</b>

Spring 2014 OTELA	
October 14 – 31	On-Time Order and Pre-ID windows open in TIDE
January 6, 2014	Test materials due in district
January 6 – March 5	Additional Order window in TIDE
<b>January 13 – March 7</b>	<b>OTELA Spring 2014 administration</b>