

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."

# Fall 2013 Ohio Achievement Assessment (OAA) TIDE Pre-ID Submission

TIDE will be open **Now – September 11**, for districts to upload a Pre-ID file or manually enter students' Pre-ID information. Pre-ID labels are shipped separately from test materials. Districts that successfully add Pre-ID data to TIDE by September 11 will receive Pre-ID labels the week of September 30. Pre-ID labels cannot be ordered during the additional order window.

### Fall 2013 OAA Administration

The Fall 2013 OAA will be administered **October 7 – 11, 2013**. Districts that confirmed participation by August 28 will receive test materials the week of Sept. 23. Districts that did not confirm participation during the on-time window will 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 will be offered for the Fall 2013 OAA. There will be no foreign-language CDs. Translators will be provided at the district's expense.

# Double Check Your Fall 2013 OAA Pre-ID File

If you or your Information Technology Center (ITC) uploads a Pre-ID file, please double check that the data for all students were properly uploaded in TIDE. After a Pre-ID file is uploaded, click the [View/Edit Students] tab. Select "All Schools" and "All Grades" to see all the students in your district's Pre-ID file. If you need help with your Pre-ID file, please contact the Help Desk at (877) 231-7809 (press 2) for further assistance.

## 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**.

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.

### 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 **August 1** at this <u>link</u>. Districts/community schools may choose the ODE Diagnostic Assessments or a vendor reading diagnostic assessment from the list posted at this <u>link</u> 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 would have to 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 <a href="mailto:sara.allen@education.ohio.gov">sara.allen@education.ohio.gov</a>, or Paula Mahaley at (614) 466-0217 or <a href="mailto:paula.mahaley@education.ohio.gov">paula.mahaley@education.ohio.gov</a>.

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

For the 2013-2014 school year, <u>State Support Teams</u> (<u>SSTs</u>) will be providing test administrator (TA) training on the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD). SST contact information can be found on the ODE website (<u>education.ohio.gov</u>; keyword search: SST). In addition, school districts have the option of providing their own trainers and training sessions.

The Spring 2014 AASCD represents the second administration of the new alternate assessment design. Returning TAs and second raters (SRs) are required to attend a half-day training session. The half-day session will review key components of administration procedures, provide valuable updates, and introduce new components of the spring 2014 administration. All **new** TAs and SRs are required to attend a full-day training session. Note that the TA training sessions for the AASCD are separate from the extended standards training.

Most trainings sessions for the alternate assessment will be held in January 2014. DTCs 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.

#### **AASCD Administration Dates**

The Spring 2014 alternate assessment will be administered **Feb. 24-April 18**. Further information about the 2013-2014 assessment will be disseminated in future newsletters. For general questions regarding Alternate Assessment for Students with Significant Cognitive Disabilities, contact Andrew Hinkle, Office for Exceptional Children at 614.644.7304 or <a href="mailto:andrew.hinkle@education.ohio.gov">andrew.hinkle@education.ohio.gov</a>, or Amy Parker, Office of Curriculum and Assessment at 614.387.0948 or <a href="mailto:amy.parker@education.ohio.gov">amy.parker@education.ohio.gov</a>.





### **NEW AASCD User Role**

District test coordinators (DTCs) 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). 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. Additionally, a "Teacher" will have access to interactive score data at the school level. Test administrators do not and will not have access to interactive score data at the school level. District and building test coordinators should consider assigning the "Teacher" role to personnel who will be administering the alternate assessment and entering scores into the data interface and who also should have access to school results.

The test administrator role will continue to be available for users and will have the same access that was available during the 2012-2013 school year. Test administrators will be able to enter scores in the data interface, but will not have access to score data in the ORS. Note that test administrators may submit scores for students as well as serve as second raters. Second raters may only submit scores for students as second raters and may not serve as test administrators.

## 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.

# Spring 2014 Ohio Test of English Language Acquisition (OTELA)

TIDE will be 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, order special versions, and order reporting labels. Test materials will be 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 Spring 2014 OTELA for K–12 will be administered Jan. 13-March 7. There will be 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 will be available electronically on May 7, and printed reports will be available May 15.

# Chartered Nonpublic Schools – Intent to Participate Survey

All chartered nonpublic school principals were requested to respond to the survey by **August 1** about OAA and OGT participation in 2013-2014, whether participating or not. ODE reminder emails with the survey were sent to any non-responding school's principal in June and July (last on July 23). The email's subject line was *OAA* and *OGT Participation Input Needed*. Please check your inbox and, if needed, your junk or spam folders to locate the email. Due to budget concerns, ODE will not send any hard copy reminders or verification on this matter.





# Demographic Update Request Form (DURF) for OAA

For those districts that submitted a DURF by the August 22 deadline, revised demographic information based on the Spring 2013 OAA verification results will be posted on the Ohio Online Assessment Reporting System (OOARS) website on **Sept. 27**. Please contact the Ohio Help Desk at (888) 944-5001 or email the Ohio Help Desk at <a href="mailto:ohhelpdesk@air.org">ohhelpdesk@air.org</a> for additional information.

# Link to Ohio Assessment Systems

District test coordinators can now link to all Ohio Assessment Systems from <a href="https://oh.portal.airast.org">oh.portal.airast.org</a>. 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).

# 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, follow one of these options to ensure that all the features on the site work properly:

- In the address bar, click on the icon that resembles a torn sheet of paper to enable "Compatibility View," OR
- From the "Tools" menu, select "Developer Tools" (or Press F12). Click on "Browser Mode" and then "Internet Explorer 10 Compatibility View," OR
- Use an alternate internet browser, such as Firefox or Chrome.

## **TIDE User Guide**

The *TIDE User Guide* is available at <a href="https://www.ohiodocs.org">www.ohiodocs.org</a>.

## 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. Unless otherwise specified, please email an address change for a community school to Mary Cotton, Office of Community Schools, at mary.cotton@education.ohio.gov.

- Copy of School's Governing Authority Resolution verifying the change of location including the new address;
- Sponsor Assurances for the new facility (at least ten business days prior to the school's opening, if the facility change coincides with a new school year, or prior to instructing students in the new facility if the change happens after the school year has begun);
- Vendor Information Form sponsor submits to Shared Services and sends copy to Office of Community Schools to update the Ohio Educational Directory System;
- Letter of explanation on letterhead for change of address - sponsor submits to Shared Services and sends copy to Office of Community Schools;
- The school submits the Authorization for Direct Deposit (Electronic Fund Transfer) to shared services to update OAKS.

### Rules Book

The Rules Book will be posted in September only once; however, any changes or corrections will be posted throughout the year on the same page with the Rules Book. Please go to the Ohio Department of Education website at <a href="education.ohio.gov">education.ohio.gov</a>, keyword search: rules book. Please direct any questions on the Rules Book to Paula Mahaley by email to <a href="mailto:paula.mahaley@education.ohio.gov">paula.mahaley@education.ohio.gov</a>.





### **Rumor Control**

"The KRA-L may be used to meet the kindergarten reading diagnostic requirement."

The KRA-L must be administered to all first time kindergarten students. Districts and community schools that have administered the KRA-L may use that administration to meet the reading diagnostic requirement based on the Third Grade Reading Guarantee (TGRG). A reading diagnostic assessment does not need to be administered in addition to the KRA-L. However, if districts and community schools want to administer a reading diagnostic assessment in addition to the KRA-L, they are free to do so. Although the KRA-L must be administered by Oct. 1, if it is used to meet the reading diagnostic requirement, it must be administered by Sept. 30.

# **Assessment Keywords**

For a list of keywords and short descriptions for assessment information on ODE's website, education.ohio.gov, that you might find helpful, click here.





# **Key Dates**

OAA Fall 2013 – Grade 3 Reading		
Now – Sept. 11	Pre-ID window open in TIDE	
Week of Sept. 23	Test materials due in districts	
Week of Sept. 30	Pre-ID labels due in districts	
Sept. 23 – Oct. 9	Additional Order window in TIDE	
Sept. 30 – Oct. 18	Pre-processing record change window in TIDE	
Oct. 7-11	Grade 3 Reading OAA administration	

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

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