

*Note: New information or articles that have been updated since the previous newsletter will have "NEW!" in the title. Articles will not be repeated more than 2-3 months. Please maintain a copy or have access to all articles throughout the year for your reference.*

## K-8 District Test Coordinator Bulletin January 2020

### Key Dates

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#### Fall 2019 Ohio's State Tests (OST) – Grade 3 English Language Arts

**January 21** Printed score reports due in district  
**January 31** Rescore and verification request window closes in [TIDE](#)

#### Spring 2020 Ohio's State Tests (OST) – Grades 3-8 English Language Arts, Mathematics, Science

**January 28-February 3** On-time order window open in [TIDE](#) to request materials  
**January 28-February 3** Supplemental information task open in [TIDE](#) to indicate pick-up dates  
**January 28** Score Report Label Request window opens in [TIDE](#) to request spring 2020 report labels

#### Spring 2020 Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

**January 16** Deadline to enter pre-ID data in order to receive Learning Characteristics Inventory assignments  
**February 3** Learning Characteristics Inventory assignments posted in [TIDE](#)  
**February 3** On-time test materials due in district  
**February 3-March 25** Additional order window to request paper accommodation materials  
**February 18-March 27** Spring 2020 AASCD Operational Field Test administration (online and paper)

#### Spring 2020 Ohio English Language Proficiency Assessment (OELPA)

**January 20** On-time test materials due in district  
**January 21-March 25** Additional paper test order window open in [TIDE](#)  
**February 3-March 27** **OELPA 2020 administration**

#### 2019-2020 Ohio English Language Proficiency Screener (OELPS)

**July 10, 2020** Last day for OELPS administration during the 2019-2020 school year

### Testing Dates

The [2019-2020 and 2020-2021 testing dates](#) are posted on the Ohio Department of Education website.

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## OST, OELPS, OELPA, AASCD, Diagnostics and KRA

### New! Windows 7 Support

Microsoft has announced it will stop supporting Windows 7, Windows Server 2008 and 2008 R2 after Jan. 14, 2020. The most prominent aspect of this is that they no longer will provide security patches or updates. When an operating system manufacturer ends support for an operating system in the middle of the school year, we maintain support for that operating system until the end of the school year. Schools and districts should not need to upgrade from Windows 7 to administer assessments in Spring 2020. However, they may choose to do so to enjoy the benefits and security updates of an operating system fully supported by its manufacturer. Testing support for Windows 7 no longer will be available after the 2019-2020 school year. Districts that have not upgraded from Windows 7 by the end of the school year must plan to do so before the start of the 2020-2021 school year.

## Rules Book Posted

The [2019 Ohio's State Tests Rules Book](#) was posted in September. Please review for the most current information on all state tests including OST, OELPS, OELPA, AASCD, Diagnostics, OGT and KRA. The master version will not be changed but any changes that are made through the year will be posted on the Rules Book page under the heading *Changes*.

## Scheduled System Maintenance

AIR will be conducting periodic maintenance of the testing systems to ensure system stability and reliability throughout the school year. These maintenance periods will occur approximately once a month on a Saturday and can last up to 24 hours. During a maintenance period some or all these systems may be inaccessible:

- TIDE;
- Student Testing Site and Practice Test Site;
- TA Interface and TA Practice Site;
- Online Reporting System;
- Teacher Hand Scoring System;
- Data Entry Interface;
- TA Certification Course;
- Assessment Systems Inbox.

### Maintenance Windows

- Saturday, Jan. 11, beginning at 9 a.m.
- Saturday, Feb. 8, beginning at 9 a.m.

## Ohio's State Tests (OST) – English Language Arts, Mathematics, Science

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### New! Middle School Students and English Language Arts I State Assessment Information

In October, the Department released information regarding the elimination of the English language arts I state assessment for students in the class of 2023 and beyond. This information has recently been updated to address frequently asked questions regarding middle school students enrolled in a high school English language arts I course. The updated information can be found in [this document](#). Further updates will be added to this document and communicated through the test coordinator bulletins.

### Bilingual English-Spanish Toggle Function

Beginning in the 2019-2020 school year, there is a new toggle function for the Ohio's State Tests that allows students to switch between English and Spanish forms at the push of a button. This new function replaces the stacked format of the bilingual tests. When toggling between languages, the testing system maintains all student responses, as well as the approximate place on the page. To provide students an opportunity to use the new function, all practice tests and released test questions on all Ohio's State Tests in mathematics and science have been updated to include the toggle function and are available for use on the portal. English language arts items are not translated. To enable the toggle function, the Language setting must be changed to "Bilingual English-Spanish" on the test settings page before beginning the test.



## Fall 2019 Grade 3 English Language Arts Administration

### Discrepancy Resolution Window

Districts will have an opportunity to resolve discrepant records in TIDE. District test coordinators must sign in to the "Ohio State Tests 2019-2020" administration of TIDE and check the Discrepancy Resolution Task to resolve any records that require resolution. Review the [Discrepancy Resolution Guidance](#) document for instructions. Districts must resolve all discrepant records. *Unresolved records will not be reported.*

### New! Rescore and Verification Request Window

Districts may submit rescore and verification requests in TIDE through **Jan. 31**. Review the [Rescores and Verifications Guidance document](#) for instructions.

A district can submit a **rescore** request in TIDE if it believes a student's score does not reflect expected student achievement. There is a \$25 charge for processing rescore requests unless the rescore results in a score change.

A district can submit a **verification** request if the following applies:

- 1) The district believes the student tested and did not receive a score, or
- 2) The district believes a score was incorrectly assigned to a student who took a **paper** test.

## Spring 2020 Grade 3-8 English Language Arts, Mathematics and Science Administration

### New! Pre-ID and On-time Order Window

Districts must ensure all participating students are preidentified in TIDE in advance of the test window and have the appropriate subject mode field set to "O" for online and "P" for paper. Refer to the [Guidance Document for 2019-2020 Ohio Pre-ID files](#) for more information.

Districts whose students are using paper tests and who wish to receive printed Pre-ID labels must submit their Pre-ID data in TIDE by **Feb. 3** under the Ohio's State Tests 2019-2020 Administration task. Student test mode must be marked "P" for paper to receive a printed Pre-ID label.

Districts with students using paper for English language arts, mathematics and science tests may submit their on-time orders in TIDE **Jan. 28-Feb. 3**. All orders are subject to Department approval. District test coordinators will place orders under the “Paper Orders Grades 3-8 Spring 2020” Administration task in TIDE. To access the Orders task, district test coordinators must first confirm their contact information and shipping address under the Contact Info task. District test coordinators who wish to change their shipping address must contact the Ohio Help Desk at 1-877-231-7809 to request a change.

Note: The “Board Resolution – Grade 3 ELA/Math Test Booklets” will be grayed out for all districts and cannot be edited. Districts that filed a board resolution with the Department to test on paper will receive one test booklet per applicable subject for each student preidentified in TIDE as of Feb. 3. The test booklet count showing is the number of students preidentified by the district as of the prior night. **Failure to preidentify grade 3 students by Feb. 3, confirm contact information or indicate a pick-up date in TIDE will result in no material shipments for board resolution districts.**

### New! Paper Materials Pick-Up Window

Districts will enter pick-up date(s) for their scorable materials under the Supplemental Information task in TIDE **Jan. 28-Feb. 3** for each of the spring 2020 administrations. The date must be no later than one business day after the conclusion of the district’s 15-consecutive school day testing window for the English language arts tests and no more than one day after the district’s 15-consecutive school day test window for mathematics and science tests.

### New! Manuals

The spring 2020 Ohio’s State Tests *Test Administration Manual* (TAM) is available for download from the [Administration Manuals and Guidance Documents](#) page of the portal. The *Test Administration Manual* must be reviewed by test coordinators and test administrators prior to the spring 2020 test administration. The *Test Administration Manual* includes key information regarding scheduling, test security, student Pre-ID and test eligibility, staff responsibilities, test status requests and other important policies and procedures. This information is applicable to all spring 2020 test administrations, including students testing online and on paper.

The *Test Administration Manual* also includes a series of appendices that can be downloaded as part of the *Test Administration Manual* or separately. The appendices cover important policies and procedures regarding oral translations, human read-aloud administrations, calculator policies and breach administrations. The appendices also include documents such as the *Test Incident Guidance Document* and *Special Testing Scenarios Guidance Document*. Lastly, the appendices include a series of checklists, including the District Test Coordinator Checklist, Test Administrator Checklist and the *Online Testing Highlights and Script*.

The *Supplemental Instructions for Paper Testing* manual will be available for download by early February. The *Supplemental Instructions for Paper Testing* includes policies and procedures specific to paper testing, such as important dates, distributing paper test materials, test-day procedures, oral scripts, returning test materials and more.

## Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

### New! Differences Between Paper Accommodations for the AASCD

**Ohio’s AASCD is an online test.** Almost all students who take the AASCD will test online through the Student Interface via the secure browser. For students who are *unable* to test in a purely online environment, there are two additional modes that can be provided as accommodations – a full paper version and a supplemental version. If a student is unable to take the full online version of the test, the test mode (full paper or supplemental) **must** be documented in the individualized education program (IEP), and the decision for an alternate mode to online testing must be informed through a data-driven process. These additional test mode options are for students who, due to their unique needs (such as medical conditions), are unable to take the full online version of the test, even with full supports, such as a human reader and/or scribe.

The supplemental version of the test is for students who can be administered the test online but benefit from having paper manipulatives for answering the questions. For example, students who may need more space between options, who need the options presented at a different angle than available with the testing screen, who cannot speak, point or use eye gaze for making selections with a computer screen or who need extra-large response cards. Supplemental materials include paper response card options and sentence strips only. The student will view the questions and associated stimuli online via the Student Interface and can use the supplemental materials to indicate his or her responses. The test administrator then will enter the student's responses directly into the student interface as the student takes the test. Supplemental materials will be available for districts to order during the additional order window.

A full paper version of the test **is available for students who cannot interact with the online testing system, even with supplemental materials and assistance from the test administrator.** Similar to AASCD 1.0 testing, test administrators will use these kits to administer the test and then enter the student responses into the Data Entry Interface (DEI). Paper kits will be available for districts to order during the additional order window.

More information on conducting the AASCD using paper accommodations is available in the *Spring 2020 AASCD Supplemental Information for Paper Testing* manual.

### New! Cancellations for Spring 2020 AASCD On-time Orders

If your district placed an on-time order for AASCD test materials but your district has determined the students the materials were ordered for will be testing online, please contact the Ohio Help Desk by **Jan. 10** at 1-877-231-7809 option 2 or [OHHelpDesk@air.org](mailto:OHHelpDesk@air.org) to request your order be cancelled. The Ohio Help Desk can accept partial and full order cancellations. Please specify your order number(s) and what materials within the order should be cancelled. If you ordered a full paper kit during the on-time order window and have since determined that your student(s) will be testing using the supplemental materials, please contact the Ohio Help Desk at 1-877-231-7809 option 2 or [OHHelpDesk@air.org](mailto:OHHelpDesk@air.org) to cancel your on-time order for the full paper kit. District test coordinators then can place orders for the supplemental materials during the additional order window, which opens **Feb. 3**.

As a reminder, **full paper kits should be ordered only for students who cannot interact with the online testing system, even with supplemental materials and assistance from the test administrator.** It is expected that the majority of AASCD paper accommodation students will be able to test online using the supplemental materials.

### New! Pre-ID Reminders for the Spring 2020 AASCD

As a reminder, the deadline to preidentify students in [TIDE](#) to receive Learning Characteristics Inventory assignments for the spring 2020 AASCD Operational Field Test is **Jan. 16**. Under the Student Information task in the "Ohio State Tests 2019–2020" administration, district test coordinators have two options for preidentifying students: upload a Pre-ID file or manually add students. More information on manually preidentifying students in TIDE can be found in the [TIDE User Guide](#) starting on page 13. Districts should review and use the [Pre-ID File Layout](#) for the 2019–2020 school year and the [Guidance Document for 2019-2020 Ohio Pre-ID Files](#) when preidentifying students via upload. Please share these resources and work with your Information Technology Center (ITC) and/or district data service personnel as soon as possible in the preparation of Pre-ID files.

All students participating in the spring 2020 AASCD Operational Field Test must have the AASCD test eligibility marked as Yes (Y) **and** the Primary Disability field populated in TIDE. Districts also must mark the student's test mode: online (O), supplemental (S) or paper (P) for each test the student is eligible to take. If a registered student is not eligible for a test subject, the test mode should be listed as not eligible (N) for that subject. Students should be marked as eligible only for the tests they are taking. Note that the same four test mode fields used for preidentifying grades 3-8 AASCD students also are used to preidentify high school AASCD students, as noted on page 3 of the [2019-2020 Pre-ID File Layout](#).

### New! 2019-2020 AASCD 2.0 Administration Manuals

The spring 2020 AASCD 2.0 Operational Field Test administration manuals are available for download from the [AASCD portal](#). The AASCD test administration manuals reflect the Ohio's State Tests manual format.

The [Spring 2020 AASCD Test Administration Manual](#) covers policies and procedures for districts and schools that are administering the AASCD online and on paper. District test coordinators, building test coordinators, test administrators and teachers must review the information in this manual prior to testing. This manual will not be included in any material order deliveries for paper accommodations; this manual is only available for download directly from the AASCD portal.

The [Spring 2020 AASCD Supplemental Instructions for Paper Testing](#) covers policies and procedures specific to administering the AASCD on paper. This manual is a supplement to the *AASCD Test Administration Manual*. Test coordinators and test administrators testing students on paper must review the information in the *Spring 2020 AASCD Supplemental Instructions for Paper Testing* prior to testing. Physical copies of this manual will be included in material orders for paper accommodations and it also is available for download from the AASCD portal.

## 2019-2020 AASCD 2.0 Administration PowerPoint

The Alternate Assessment for Students with Significant Cognitive Disabilities ([AASCD\) 2.0 Administration PowerPoint](#) is now available on the AASCD portal for the 2019-2020 school year. This PowerPoint provides an overview of information regarding the spring 2020 AASCD 2.0 test design, policies, procedures and online systems used for the assessment, administering the assessment online, paper accommodations and more.

## AASCD Online Practice Tests

The [AASCD online practice tests](#) have been updated for the 2019-2020 school year.

To ensure students are familiar with the online testing platform, it is imperative that students have access to the practice test prior to testing. The [practice tests](#) are available on the AASCD portal.

## REVISED Spring 2020 AASCD 2.0 Operational Field Test (OFT) Administration Window

The spring 2020 AASCD 2.0 Operational Field Test administration window has changed. The spring 2020 AASCD 2.0 Operational Field Test will be administered **Feb. 18-March 27, 2020**. All testing and entry of student responses must be completed by 5 p.m. on March 27, 2020.

## Ohio English Language Proficiency Screener (OELPS)

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### OELPS Webpage

For information about the Ohio English Language Proficiency Screener (OELPS), refer to the [OELPS webpage](#). This school year, the OELPS is available through July 10, 2020.

## Ohio English Language Proficiency Assessment (OELPA)

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### New! Test Administration Manual

The spring 2020 OELPA Test Administration Manual will be posted on the [portal](#) in early January. The Test Administration manual includes an overview of the administration process with screenshots and the script the test administrator reads aloud to the students.

The spring 2020 OELPA Test Coordinator Manual is available for download from the [portal](#). The manual covers important policies and procedures for districts and schools that are administering the OELPA online and/or on paper.

Both manuals should be reviewed prior to training test administrators for the spring 2020 OELPA administration.

### [New! Elimination of K-1 Writing Supplemental Paper Materials – Change of Item Design](#)

The OELPA writing domain tests for Kindergarten and Grade 1 are going from a mix of online, machine-scored (multiple choice/drag-and-drop) and handwritten constructed response items on paper to only online, machine-scored items. There are no keyboarding or specific “writing” items this year for Kindergarten and Grade 1. Since no written responses or paper are required, there will only be multiple-choice and drag-and-drop items in the writing domain for these grade bands until further notice. Students can experience the types of writing items in the [Student Practice Site](#). Please review the [chart with comparison of the K-1 items Spring 2019 and Spring 2020](#) which is located on the OELPA webpage.

### [New! Spring 2020 OELPA Test Window](#)

The 2019-2020 OELPA test window is **Feb. 3-March 27**. Please plan your calendar to allow testing within the test window. Waiting until the last week of the test window to administer the OELPA will jeopardize a student’s opportunity to test when unexpected incidents occur. There are no extensions to the OELPA test window.

### [New! Spring 2020 OELPA Pre-ID Window](#)

Students who have been identified as English learners must be registered in TIDE for the OELPA. District test coordinators will access the “Ohio State Tests 2019-2020” Administration task in TIDE and mark the “Test eligibility: OELPA” field “O” for students testing online or “P” for students testing using paper. For more information, refer to the [Pre-ID Guidance Document](#). All students, regardless of test mode, must be preidentified by **March 27**.

Districts that preidentified their students by Nov. 15 will receive printed Pre-ID labels on **Jan. 20** with their on-time shipment of test materials.

### [New! Spring 2020 OELPA Paper Materials](#)

Districts that placed orders in TIDE by Nov. 15 will have their materials delivered **Jan. 20**. Districts that preidentified their students by Nov. 15 will receive printed Pre-ID labels on **Jan. 20**.

TIDE will be open **Jan. 21-March 25** for additional orders. All orders are subject to Department approval.