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

K-8 District Test Coordinator Bulletin March 2019

Key Dates

Ohio English Language Proficiency Screener (OELPS) 2018-2019

June 12, 2019	OELPS administration closes ***NEW date!!!***
July 13-31, 2019	OELPS offline for maintenance ***NEW date!!!***

Ohio English Language Proficiency Assessment (OELPA)

February 4-March 29	**OELPA spring 2019 administration**
March 26	Additional order window closes in [TIDE](#)
March 29	Deadline to submit test status requests in [TIDE](#)

Spring 2019 Ohio's State Tests (OST) – Grades 3-8

March 18	Paper test materials due in district
March 18-April 24	Additional order window open in [TIDE](#) to request materials for English language arts
March 18-May 8	Additional order window open in [TIDE](#) to request materials for mathematics and science
March 25-April 26	**OST spring 2019 English language arts administration**
April 1-May 10	**OST spring 2019 mathematics and science administration**

Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) 2018-2019

February 19-April 12	**AASCD 1.0 spring 2019 test administration**
April 10	Additional order window closes in [TIDE](#) to request materials
April 12 5:00pm	**Deadline for submitting student scores in the Data Entry Interface (DEI)**
April 19	Deadline to return test materials to Pel Hughes
April 15-May 31	**AASCD 2.0 spring 2019 independent field-test administration**

Scheduled System Maintenance for OST, OELPS, OELPA, AASCD, Diagnostics and KRA

March 16	AIR maintenance of the testing systems starting at 9 a.m.

OST, OELPS, OELPA, AASCD, Diagnostics and KRA

NEW! Technology Preparation for 2019-2020 School Year

Districts should watch for a document to be published in mid- to late-March that provides advanced notice about how system requirements, supported operating systems and supported browsers will change for the 2019-2020 school year. This document should assist districts with planning their technology for the next school year.

Directions to Find Scores in the AIR System

When a student transfers from one Ohio district to a new Ohio district and the student's previous district or school has not sent the state test scores to the new district, the new district may use AIR systems to retrieve the student's prior scores. The student needs to be registered or preidentified using his or her SSID by the new district in TIDE. This will allow the new district/school to locate the student's score in the [Online Reporting System](#) (ORS).

After the district logs in to the ORS, the district should click on "Score Reports;" then choose Test: Ohio's State Tests, (whatever administration is needed); and then choose the radio button "Scores for my Current Students."

The district or school should be able to click on "Search Students" at the top of the page and find the student by SSID. If this does not work, use the "Reports and Files" at the top of the page and click on "Retrieve Student Results at the top of the page." At that point, select the appropriate drop-down values under "Choose What" and "Choose Who" for the needed scores; and click "Export to Inbox." When the file is ready, it can be downloaded from your Inbox.

Ohio's State Tests – English Language Arts, Mathematics, Science

Spring 2019

NEW! Pre-ID Window 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. All students, regardless of test mode must be preidentified by **April 26** for English language arts tests and **May 10** for mathematics and science tests. Refer to the [Guidance Document for 2018-2019 Ohio Pre-ID Files](#) on the portal for more information.

Test Windows

Please note that for spring 2019, there are **two test windows**; one for the English language arts tests and one for the mathematics and science tests. Districts will schedule their 15-consecutive-school-day English language arts test administrations during **March 25-April 26**. Districts will schedule their 15-consecutive-school-day mathematics and science test administrations **April 1-May 10**. Make-up testing must be completed within each of the district's 15-consecutive-school-day test windows. The [Important Dates page](#) on the portal includes a summary of key dates.

Score Report Labels

Districts that wish to receive a set of spring 2019 Ohio's State Tests score report labels must access the Score Report Label Requests task in the Ohio's State Tests 2018-2019 administration in TIDE, select "Yes," and click "Save" by **May 10**. All districts automatically receive printed Family Reports. If your district does not want to receive score report labels, no action is required.

Preparing for the Spring 2019 Administration

Districts should review and familiarize themselves with the following manuals, guidance documents and other resources that are available on the [portal resources page](#) to prepare for a successful administration:

- [Administration Manuals & Guidance Documents](#) – Test Administration Manual (includes policies and procedures, Test Coordinator Checklists, Online Testing Highlights and Scripts, and testing scenarios), Ohio's Accessibility Manual and Planning Tools and the Supplemental Instructions for Paper Testing;
- [Online Systems Resources](#) – TIDE Support Documents, ORS Support Documents, User Guides and Tutorials;

- [Technology Resources](#) – Online Systems Requirements, Technical Specifications Manual and Secure Browser Installation Manual.

These and other resources are available on the Ohio's State Tests [portal](#).

NEW! Grade 3 Paper Option

Over the past five years, Ohio has transitioned state testing from paper-and-pencil to online administration. The percentage of third-grade students who take their English language arts tests online was nearly 100 percent in 2018, as noted:
- 99.5 percent of the grade 3 English language arts tests were administered online in spring 2018; and
- 99.7 percent were administered online in fall 2018.

A few exceptions to online testing are available for students' religious beliefs and students who require paper test forms as an accommodation documented in their individualized education programs (IEP) or 504 plans. In addition, there are rare exceptions based on a verified lack of technology infrastructure at a district or school. An additional opportunity allowing paper testing is now available.

LEGISLATION
Senate Bill 216, 132nd General Assembly, effective Nov. 2, 2018, allows districts the option of paper or online test administration only for the third-grade state assessments, beginning in the **2019-2020 school year**. Specifically, Ohio Revised Code Section 3301.0711(G)(4), as amended by SB 216 provides:

Beginning with the 2019-2020 school year, a school district, other public school, or chartered nonpublic school may administer the third-grade English language arts or mathematics assessment, or both, in a paper format in any school year for which the district board of education or school governing body adopts a resolution indicating that the district or school chooses to administer the assessment in a paper format. The board or governing body shall submit a copy of the resolution to the department of education not later than the first day of May prior to the school year for which it will apply. If the resolution is submitted, the district or school shall administer the assessment in a paper format to all students in the third grade, except that any student whose individualized education program or plan developed under section 504 of the "Rehabilitation Act of 1973," 87 Stat. 355, 29 U.S.C. 794, as amended, specifies that taking the assessment in an online format is an appropriate accommodation for the student may take the assessment in an online format.

Because the election to use paper tests must be made by a district board of education or a governing authority, please advise your district board of education or governing authority to take action if paper-and-pencil test administration is desired and submit a resolution by May 1, 2019.

The option applies to the following tests in grade 3:
- Ohio's State Tests in English language arts and/or mathematics;
- Ohio's Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD), English language arts and/or mathematics**. Note:** The online AASCD 2.0 to be administered in 2019-2020 is computer adaptive, while the paper version is not.

 Districts should consider the following:
- Districts (including community schools) and chartered nonpublic schools may choose to administer paper tests to their third-grade students for the above tests only. The board's resolution to use paper tests is a general election but cannot supersede a student's individualized education program (IEP) or 504 plan. In other words, if the district chooses paper tests, a student on an IEP or 504 plan must test online if the plan specifies that mode;
- The board's decision applies to all schools within a district;
- The administration format choice (paper or online) is for the full school year (i.e., English language arts for fall, spring and summer administrations; mathematics for spring administration). Changes in the administration mode cannot be made midyear;

- If a district continues to administer the tests online, paper accommodations as accessibility features are still available as detailed in Ohio's Accessibility Manual. A board resolution regarding accommodations is not required;
- Districts wishing to administer paper tests to their third-grade students must submit certified resolutions from their school boards or governing bodies to the Ohio Department of Education **by May 1 of each year** for test administration occurring the following school year;
- Districts that have requested and qualified for an exception to online testing (for example, for religious beliefs) must submit a certified resolution as well; and
- Any district that does not submit a certified resolution **by May 1 of each year** will be expected to test its grade 3 students online the following school year. A resolution needs to be submitted to the Department *only if a district is choosing* **paper**

The Department will release more information about the submission process for the resolutions later. For questions, please contact the Office of Assessment at (614) 466-1317 or statetests@education.ohio.gov.

Alternate Assessment for Students with Significant Cognitive Disabilities

NEW! Spring 2019 Accessibility Features for the AASCD 2.0 Online Independent Field Test

In preparation for the AASCD 2.0 online Independent Field Test, AIR will be expanding the Test Settings feature in TIDE to include AASCD by mid-March. This will allow districts to set AASCD test settings in TIDE prior to testing. Districts should look for future communications regarding the test settings available for AASCD. Once available, districts will access the Student Information task in TIDE to ensure all accessibility features are appropriately marked for AASCD students who will be taking the 2.0 online Independent Field Test.

To add a student's test settings in TIDE, the test coordinator can upload a student test settings file. Alternatively, test coordinators or test administrators can manually edit student records in TIDE. For directions on uploading or manually editing student test settings, refer to the *TIDE User Guide*, located on the portal. If applicable test settings are not marked in TIDE prior to the test administration, the test administrator can indicate the setting in the Test Administrator Interface under "Test Settings" when approving a student to test.

As a reminder, Text-To-Speech (TTS) is on for all AASCD tests and cannot be turned off. Administrators should allow the TTS to play first, to ensure the TTS reads any "hidden" text not displayed within the response option PicSyms. The administrator may then read the text to the student as many times as needed. Note: All devices have pre-installed or "native" voice packs that allow TTS to function on the device. Districts should select a voice pack option the students are familiar with and that has been confirmed to work with the Secure Browser. Districts can access the Practice Test Site via the Secure Browser to check the voice pack functions as expected within the Secure Browser. Refer to the *Technical Specifications Manual* for a list of voice packs that have been confirmed to work with the Secure Browser and for more detailed guidance on voice packs for text-to-speech.

Spring 2019 Participation for the AASCD Independent Field Test

Important: The AASCD Independent Field Test should only be administered to those students who were administered the spring 2019 AASCD 1.0 operational assessment. Students who are preidentified in TIDE for the AASCD 1.0 administration will automatically be preidentified, enrolled and eligible for the AASCD 2.0 online Independent Field Test.

Districts do not need to submit an intent to participate for the Independent Field Test. To participate, districts should complete the following task:
- Ensure teachers (TEs) and test administrators (TAs) who will administer the AASCD Independent Field Test are added in TIDE. Administrators must be in TIDE to be able to access the TA Interface and start an Independent Field Test session beginning **April 15**. Note that second raters (SRs) will not have access to the TA Interface since the AASCD Independent Field Test does not use second raters. It is highly recommended that administrators access the TA Practice Site and practice administering a test session prior to administering the AASCD Independent Field Test. More information on using the TA Practice Test Site can be found in the AASCD Practice Test Guidance Document;

- Ensure students participating in the Independent Field Test are preidentified in TIDE for the duration of the AASCD Independent Field Test **April 15-May 31**;

- Ensure your district has downloaded and installed the AIR Secure Browser or AIRSecureTest app on the device the student will use to take the Independent Field Test. Students will use the AIR Secure Browser or AIRSecureTest app to access the Student Testing Site between **April 15-May 31**. It is highly recommended that administrators use the AIR Secure Browser or AIRSecureTest app to access an AASCD Practice Test to experience the sign-in process, navigate the online testing system, use the available tools and features, and become familiar with online testing.

Spring 2019 1.0 Refresher and 2.0 Training PowerPoints

The Spring 2019 AASCD 1.0 Refresher Training PowerPoint is available for download on the Alternate Assessment Portal. This narrated presentation contains an overview of information regarding design of the AASCD 1.0 paper assessment, changes for the spring 2019 administration, administering the assessment, starting points, entering student scores and more.

To prepare districts for the AASCD online 2.0 assessments, an AASCD 2.0 Administration Training PowerPoint also is available for download on the Alternate Assessment Portal. This narrated presentation contains an overview of information regarding design of the AASCD 2.0 online assessment, the online systems used for the assessment, administering the assessment and more.

These PowerPoints are optional resources for all test administrators for the AASCD. These resources can be downloaded from the Test Administration Resources section of the Alternate Assessment Portal.

If you would like face-to-face training or need additional support on how to administer the AASCD 1.0 or 2.0 assessments, contact your regional state support team. Each state support team has at least one staff member who is a specialist in the alternate assessment. The Ohio Department of Education State Support Teams webpage lists the region that serves you.

Spring 2019 Pre-ID and Second-Rater Assignments

Ohio requires that approximately 10 percent of students in the statewide AASCD population have another trained test administrator, referred to as the second rater, observe the administration and independently score the student's responses in all tested content areas of the AASCD 1.0 operational test. Each district should expect to have at least one student per grade band who requires a second rater for the AASCD 1.0 operational test.

Students who were preidentified in TIDE for the AASCD by **Jan. 23** will have the Second-Rater flag indicated in the student's Pre-ID record in TIDE on **Feb. 7**.

As a reminder, all AASCD students must be preidentified in TIDE prior to entering Spring 2019 AASCD 1.0 results in the Data Entry Interface (DEI) and prior to administering the AASCD 2.0 assessment in AIR's secure browser or the AIRSecureTest app.

Spring 2019 1.0 On-time and Additional Orders

Those districts that confirmed participation and submitted on-time orders in TIDE prior to the Nov. 28 deadline received their on-time orders the week of Feb. 4. The AASCD additional ordering window will open on **Feb. 4** for districts that need to place additional test administrator (TA) kit orders. Districts should *first* confirm their on-time orders are sufficient prior to placing any orders for additional TA kits. As a reminder, TA kits are designed for use with multiple students. *Do not order a TA kit for each student.* Additional orders are subject to Department approval.

Ohio English Language Proficiency Screener and Assessment

Information on OELPS and OELPA Paper Orders

OELPA paper tests are available in two formats when ordering in TIDE:
- The Supplemental Writing Test Booklet, which is only for kindergarten and grade 1 students taking the OELPA online; and
- The Paper Test Booklet, which is for students in grades K-12 who cannot take the OLEPA online.

When ordering the Paper Test Booklet, districts must include a comment indicating the reason why a paper test is required (e.g., IEP or 504 plan or there is a cultural/religious situation). If districts do not indicate the reason for the Paper Test Booklet, the Department will not approve the order.

When ordering the Paper Test Booklet for the OELPS, the same policy applies. Districts must indicate why the student will not test online. OELPS paper requests are sent to Paula Mahaley by email at paula.mahaley@education.ohio.gov.

Ohio English Language Proficiency Screener (OELPS)

NEW! July Screening

The OELPS will remain posted through July 12, 2019. AIR originally had scheduled OELPS maintenance the entire month of July. After discussion, however, AIR, has reduced the maintenance period to two weeks. The two weeks of added OELPS time will allow districts to screen in the summer for students entering school for the first time for school year 2019-2020.

NEW! Early Kindergarten Screening

Some districts choose to screen preschool students in the spring who will be enrolling in kindergarten in the fall. This screening is usually called Early Kindergarten Screening. The OELPS **cannot** be used for the Early Kindergarten Screening as the OELPS was not developed to screen preschool students and is not based on preschool standards. The OELPS was developed for K-12 students and is based on the K-12 English Language Proficiency Standards.

Districts that choose to screen preschool students would need to use a vendor screener for purposes other than identifying English learners. The OELPS is the only Ohio tool used to identify English learners.

Preschool students who are screened using a vendor screener need to be screened again using the OELPS when they enroll in kindergarten in the fall.

Ohio English Language Proficiency Assessment (OELPA)

OELPA Test Window 2019

The 2019 OELPA test window will close on **March 29**. 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.

Spring 2019 OELPA Paper Materials

Districts that missed the Nov. 12-16 window may order during the additional order window **Jan. 22-March 26**. Pre-printed labels are not available for additional order. Print-on-demand labels will be available for districts to manually add the students' names. Braille must be ordered through the Ohio Help Desk ohhelpdesk@air.org or (877) 231-7809.

Domain Exemptions

The OELPA has four domains: listening, speaking, reading and writing. Districts may exempt students from no more than three of the four domains on the OELPA if the student's disability is such that the student cannot participate in the stated domain per the individualized education program (IEP) or 504 plan with existing accommodations. Like accommodations, the domain exemption must be documented on the IEP or 504 plan to be allowed. For example, English learners with hearing impairments could be exempt from taking the listening domain test; a nonverbal English learner could be exempt from taking the speaking domain test. An English learner reading below grade level is still a reader and would not qualify for an exemption.

Domain exemptions are available for the 2018-2019 school year on the OELPA. Districts mark the domain exemption for each student through TIDE registration. The domain exemption must be marked **prior** to the start of the test. Please see the TIDE User Guide for instructions on manually editing or uploading test settings. If students are not marked in TIDE as exempt prior to starting to test, they will not be "exempt" in the AIR systems.

Students will receive an overall designation of Proficient if they receive 4's and/or 5's on all non-exempt domains. Students cannot receive an overall designation of Proficient if any domain is untested in the absence of a valid exemption or invalidated after testing. Additional information is included in the Test Coordinator Manual.

NEW! Common Request for Qualifications (RFQ) for Assessments

ODE is seeking vendor proposals in response to the department's Common Request for Qualifications (RFQ) for Assessments for use by Ohio school districts in the following areas:

- Comparable Assessments to Ohio's K-3 Diagnostic Assessment for the Third Grade Reading Guarantee
- Alternative Standardized Assessment for the Third Grade Reading Guarantee
- Alternative High School Assessments for Graduation
- Teacher and Principal Evaluation Component
- Student Survey for Use in Teacher Evaluation
- Gifted Prescreening and Identification

Districts may choose to inform any assessment vendors they wish to be considered that the RFQ has been posted to http://education.ohio.gov/Topics/Common-Application-for-Requests-for-Qualifications.

Note that vendors may need to submit for approval even if their tests have been approved previously for use in Ohio. Requirements, submission details, and deadlines are specified in the RFQ.

Contact statetests@education.ohio.gov or 614-466-1317 with questions.