



# Ohio Online Assessment Pilot (OAP) Newsletter May 2013

The OAP window will be available May 6–May 31. This newsletter addresses key details for the OAP. For more specific guidelines, please refer to the documentation available on the OAP Portal ([ohsspilot.portal.airast.org](http://ohsspilot.portal.airast.org)). A summary of the materials available is listed below.

## Information for Test Coordinators/Administrators

- **Online TIDE System User Guide**—detailed information on using TIDE to pre-identify students and manage users, such as BTCs and TAs
- **Test Administrator User Guide**—detailed information on *Test Administrator Interface (TA Interface)* and the *Test Administrator Practice Site (TA Practice Site)*
- **Test Coordinator Information**—steps Test Coordinators can follow to prepare for testing
- **User Roles**—an overview of the AIR systems used in the OAP, as well as the tasks within each system and which users can access them
- **Test Administrator Information**—a checklist TAs can follow before, during and after testing
- **Test Administrator Troubleshooting Information**—various scenarios a Test Administrator could encounter during an online administration and how to proceed
- **Practice Test Answer Key**
- **FAQs**

## Information for Technology Coordinators

- **Technical Specifications for Online Testing**—provides network administrators with information, tools and recommended configuration details to help districts and schools prepare for the OAP
- **Minimum Technology Requirements**—minimum technology requirements that schools and districts will need to prepare for the OAP
- **Information on secure browsers**

## Key Dates

April 8–May 31	Secure browser available for download
	TIDE open for the OAP
April 23–May 31	Online practice test window
May 6–May 31	Online Ohio Assessment Pilot test window
May 27	Memorial Day

## Practice Test

A practice test is available on the Portal and allows students, teachers and administrators to become familiar with the online testing systems.

The practice test can be accessed via

- the AIR secure browser
- a supported Firefox browser
- the internet app available on supported tablets

Refer to the [Minimum Technology Requirements](#) document for more information about supported Firefox browsers, operating systems and tablets. Anyone can sign in to the practice test by using the “guest” login. Test Administrators

can also create practice sessions for students; once created, students can log in and practice taking an online test. Students will have a similar testing experience when using the practice test site as when taking the OAP.

## About the OAP

The purpose of the OAP is to provide educators, administrators and students with an opportunity to experience online testing. Districts can decide if and how they will use the OAP in their schools. Some ideas for the OAP include, but are not limited, to:

- simulate an actual secure testing scenario and become familiar with processes, procedures and technology that are part of an online assessment
- evaluate preparedness
- introduce students to an online testing situation in a non-secure, no-stakes environment
- identify whether district and school resources are sufficient to support student testing sessions

These ideas are not exhaustive of the possibilities, nor are they required. Districts should implement the OAP based on their needs and what they hope to learn from the experience. As a reminder, the OAP is not an assessment of fourth-grade students' proficiency in social studies. Students will be given a raw score at the end of the OAP demonstrating the ability to receive instant results with an online test, but this score should not be used in any official capacity.

## What Steps Will Participating Districts Need to Complete for the OAP?

Districts that choose to participate in the OAP will need to complete a series of steps.

1. Upload student Pre-ID data to TIDE for the OAP for participating schools and fourth graders.
2. Add district- and school-level users to TIDE for the OAP.
3. Download and install the secure browser on each PC, or the AIR Secure Test app on each tablet, to be used by a student for the OAP.
4. Provide training to Test Administrators using the materials available on the OAP Portal.

Note that these steps are required, even if the district will be using the OAP only to peruse item types and familiarize staff and students with online testing.

## Systems Available for the OAP

### Online TIDE

The online TIDE system ([ohsspilot.tide.airast.org](http://ohsspilot.tide.airast.org)) has two primary tasks for the OAP: Student Information and Manage Users.

**Student Information:** Note that no student may take the OAP until his or her Pre-ID data has been entered into the online TIDE system. The Pre-ID file format for the online TIDE system is identical to the format used for paper-pencil assessments, with the added requirement that TIDE will only accept students with an enrolled grade of 4. The "Add Student" and "View/Edit Student" tasks function the same way, with the addition of a section for student settings of color choice and print size.

District Test Coordinators (DTCs), District Administrators (DAs) and Information Technology Coordinators (ITCs) may upload Pre-ID files. Only DTCs and DAs may manually add students or edit student demographic data. Building Test Coordinators (BTCs) and Test Administrators (TAs) may view student demographic data, but they cannot edit it. DTCs, DAs, BTCs, and TAs may view and edit student settings.

**Manage Users:** The DTC or a designee of the DTC is responsible for creating BTC and TA user accounts in the online TIDE system under the Manage Users task. When DA, BTC or TA accounts are created, TIDE will automatically email the new user a secure link that the user will use to create his or her password. Users will not be able to access TIDE until the password is set up.

**Important:** Once an account is created in TIDE and the email is sent to the user, the emailed link is only active for 72 hours. If the link expires, users must use the "Forgot Your Password" link on the login page to request a new email with a new secure link.

Once the accounts are created, users will have access to TIDE, the TA Interface and the TA Practice Site. Not all tasks will be available for all users, and school-level users will be restricted to their buildings. Details about user roles can be found in the *User Roles and Access to AIR Systems* document, which is available on [ohsspilot.portal.airast.org](http://ohsspilot.portal.airast.org).

## TA Interface

The TA Interface is the system through which TAs will administer online tests. Test Administrators must log in to create a test session, approve students to test, and monitor students' progress. A summary of these steps is listed below. Please encourage TAs to review the *Test Administrator User Guide* for a complete list of instructions on using the system.

### **Logging in to the TA Interface**

TA user accounts are created by DTCs, DAs and/or BTCs. TAs will access the TA interface from the Test Coordinators/Administrators page of the Portal ([ohsspilot.portal.airast.org](http://ohsspilot.portal.airast.org)).

### **Test Sessions**

TAs must create a test session before students can log in to test. When the test session is created, a session ID will be automatically generated. The TA will need to provide this Session ID to students so they may log in to test. TAs should note the Session ID in case they will need to transfer to another computer during a session. If the session ends prematurely for any reason, students will be logged out of the test. The TA will need to create a new session (a new session ID will be generated) and the students will need to log back in using the new Session ID. Students will be able to resume the test where they left off when the original session ended.

### **Approving Students to Test**

Students must log in to the Student Testing Site using their first name and **SSID** (provided by the TA), and Session ID (supplied by the TA). TAs **must** have student SSIDs available for student testing before students test. After this required information is entered, a student will appear in approval queue in the TA Interface. The TA can then approve students in a test session for testing. A student will not be able to begin testing until the TA approves the student.

**Important:** The first name and SSID must be entered as they appear in TIDE. If a student cannot log in because of a name/SSID mismatch, the TA can use the "Student Lookup" feature in the TA Interface to verify the student's information. Prior preparation is imperative to ensure seamless log in and efficient testing sessions.

### **Monitoring Student Progress**

After students have been approved to test, the TA will see a table listing all students in his or her test session. Each row will display the student's name, SSID, his or her test settings, and current test status. This screen will automatically refresh every 60 seconds.

### **Pausing a Test**

A test can be paused by either a student or the TA. Once the test is paused, the student will be logged out. To resume the test, the student will need to log back in and be approved to resume testing by the TA. If the test is paused for **less than 20 minutes**, the student can go back to questions already answered. If the test is paused for **more than 20 minutes**, the student cannot go back to previously answered questions.

## Student Test Site

In order to test, students must use the secure browser on their PCs or the AIR Secure Test app on their tablets. The secure browser or AIR Secure Test app should be launched on each computer or tablet to be used for student testing before students arrive to take the test. As noted above, in order to log in, students must enter their first name and SSID (provided by the TA), and Session ID (supplied by the TA).

## Preparing for the OAP Administration

### **SSID Requirements**

The Student Testing Site for the OAP requires that a student's SSID be entered as part of the log in process. Districts and schools must be prepared before testing begins to provide each student with his or her SSID. Test administrators have the option of entering the SSID into each computer for each student or providing the SSID to each student to enter at login. To prepare for this step, TAs are encouraged to work with their DTC and BTC to obtain the list of

students participating in the OAP (based on pre-ID upload or manual entry) along with their SSIDs from the online TIDE system.

As a reminder, student information is confidential, and you must follow the security procedures established by your district concerning these data.

## Technology Requirements

Please review the *Minimum Technology Requirements* document available on the Portal. Note that these requirements apply only to the Spring 2013 OAP. These technology requirements should not be used in any way to plan for future assessments or to make purchasing decisions regarding hardware or software.

### Secure Browsers and AIR Secure Test Apps

Secure browsers are available on the OAP Portal, and the AIR Secure Test apps for tablets are available from the Portal and the Play and App stores. The secure browser is the application through which students will access the Student Testing Site. The Student Testing Site for the OAP can only be accessed through the secure browser. The secure browser creates a secure connection to the online testing server and prevents the student from accessing any other programs on the computer while the secure browser is running. The secure browser will not have any effect on the computer when it is not running and it cannot be used for any purpose other than online testing.

For the OAP, the appropriate secure browser must be installed on each computer that will be used for online testing. You must install the secure browser on each individual computer, either one by one or through a network. All secure browsers can be downloaded from the [Secure Browsers section of the portal](#). If your district participated in the Grade 8 Social Studies OAP in spring 2012, previous versions of the secure browser should be uninstalled before installing the new version.

If your students will be using tablets for the OAP (Androids or iPads) the AIR Secure Test app must be installed on each tablet. The AIR Secure Test app for Android and iPad tablets is designed to facilitate a secure testing environment comparable to the secure browser. Additional information about supported tablets can be found in the *Minimum Technology Requirements* document available on the Portal. Refer to the Mobile Secure Browsers section of the [Technical Specifications for Online Testing](#) document for instructions to access and install the AIR Secure Test app for Androids and iPads.

It is important that the Technology Coordinator for each school ensure that the secure browser or AIR Secure Test app is properly installed on each computer or tablet that will be used for student testing before the administration of any online assessment. Additionally, Technology Coordinators are encouraged to run a performance analysis of the LAN/Internet infrastructure in order to identify any bottlenecks that may impact test performance. AIR offers a Run Diagnostics tool. Districts may also have their preferred applications. More information is available in the *Technical Specifications for Online Testing* manual.

## Administering the OAP

On the day of testing, TAs should have access to their students' SSIDs, which are needed by the students to log in to the Student Testing Site. A list of registered students and their SSIDs can be generated from the online TIDE system. The secure browser should be launched on each computer to be used for student testing before students arrive to take the test. Based on the testing schedule, students should be given access to the computers to be used for online testing. The TA will also need to have access to a computer or tablet in the same room as the testing students.

Following the directions outlined above in the *Test Administrator User Guide*, the TA will create a test session and provide the Session ID to the students. The students will log in using their first names and SSIDs and the Session ID. The TA will approve the students to test. Note that there is no script or Directions for Administration Manual for this test. Students can begin testing as soon as they are approved by the TA.

The students will respond to the test questions while the TA uses the TA Interface to monitor their progress. TAs should refer to the [Test Administrator Troubleshooting Information](#) document for guidance on how to handle various testing scenarios.

At the conclusion of the test, students will be asked to complete survey questions about their online testing experience.

### **Accommodations for Students**

Online accommodations will be limited to the ability to change the default “print” size on the screen to make the text and images larger and to change the background color to improve the screen’s contrast for students who have difficulty reading black text on a white screen. No other online testing accommodations will be available within the systems. These accommodations are referred to as test settings and can be adjusted in TIDE or the TA Interface. Students can also use the zoom in and zoom out buttons that appear on the Student Testing Sites or the Practice Test Site.

Although the system will only offer the print size and color choice, districts may elect to provide other accommodations to students with an IEP or to ELL students. Some examples of accommodations include, but are not limited to: extended time, use of a dictionary (ELL), human reader providing a read-aloud, grammar/spell checkers (IEP), whisper phone (IEP), and earplugs (IEP).

### **Security**

The test questions used on this pilot are not secure and standard security procedures do not need to be observed; the assessment pilot is about schools’ online readiness and not student proficiency. However, ODE would like feedback from schools and districts on how security procedures may need to be updated when online testing becomes operational.

### **Testing Time**

The OAP is an untimed test. For planning purposes, ODE recommends that schools schedule one hour for the administration, which includes the time needed to set up the test session and help students log in (about 15 minutes) and the time students will need to complete the questions (about 45 minutes). The pilot test will contain no more than 20 test items; at the end of the OAP, students will be presented with several survey questions.

### **Results**

Official student score results (downloadable scores posted, score reports printed, aggregate district/building reports, and interactive data) will not be provided for the Grade 4 Social Studies OAP. Scores for this pilot will not be reported in EMIS. Instead, a student will be given a raw score only, immediately after completing the OAP. The student score should not and will not be used in any official capacity.

### **After Testing**

After students have completed the test and the survey, they should log out of the Student Testing Site and then close the secure browser. When all students have completed testing, the TA should stop the test session and then log out of the TA Interface. When a new group of students begins testing, a new test session should be created. TAs, BTCs, DTCs and other school and district personnel should provide their feedback to ODE concerning the online testing experience via a survey, which can also be accessed from the Portal or by clicking [here](#).

## **Questions**

If you have additional questions about the OAP, please contact the Ohio Help Desk at 1-888-944-5001 or [ohhelpdesk@air.org](mailto:ohhelpdesk@air.org).