

Ohio Online Assessment Pilot (OAP) Newsletter April 2013

Portal Launch for the OAP

The OAP Portal (<u>ohsspilot.portal.airast.org</u>) is now available. The Portal is the central resource for all information, documents, and links related to the OAP. The three primary sections, and some of the resources available for each, are listed below. Please review the resources available on the Portal for guidance on implementing the OAP in your district and school(s).

Students and Families

- Tutorials that show samples of the different online assessment question types and demonstrate how to answer the questions
- A copy of the student survey questions

Test Coordinators/Administrators

- Test Coordinator Information—steps Test Coordinators can follow to prepare for testing
- Test Administrator Information—a checklist TAs can follow before, during and after testing
- o User Guides for the Online TIDE System and Test Administrator Interface
- Test Administrator Troubleshooting Information
- User Roles

Technology Coordinators

- o Minimum Technology Requirements
- Technical Specifications for Online Testing for Technology Coordinators
- o Information on secure browsers

What Are the Key Dates for the OAP?

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

How Do I Indicate My School's or District's Intent to Participate?

Districts and schools that elect to participate *do not need to submit an intent to participate form, nor do they need to call or email to sign up.* District Test Coordinator (DTC) contact information and active districts and schools from the Spring 2013 OAA will be used to populate accounts for the OAP. Any public district or community school that intends to participate may do so by pre-identifying students in the Online TIDE System for the OAP (ohsspilot.tide.airast.org).

TIDE for the OAP opens on **April 8**. DTCs should upload Pre-ID data for the grade 4 students who will participate. Districts should follow the Ohio Student Pre-Identification File layout that is used for OAA to prepare their Pre-ID files for the OAP. Note that the Pre-ID window for the OAP will be open throughout the OAP administration. This means that DTCs can add students who will participate at any time during the OAP administration. These newly added students will be able to test immediately after their information is submitted to TIDE.

Districts and schools that decide to participate in the OAP can administer the pilot to any cohort of grade 4 students. The OAP can be administered to all grade 4 students in the district, a small number of schools in the district, any small or large sample size of students across the district, or no grade 4 students at all. The **only** requirement is that every participating student **must** have an SSID.

What Steps Will Participating Districts Need to Complete?

Districts that choose to participate 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 machine to be used by a student for the OAP.
- 4. Provide training to Test Administrators using the materials available on the OAP Portal.

Online TIDE for the OAP

Which District- and School-Level Users Will Be Available for the OAP?

The following user roles will be available in Online TIDE for the OAP:

- 1. District Test Coordinator (DTC)
- 2. District Administrator (DA)
- 3. Building Test Coordinator (BTC)
- 4. Test Administrator (TA)
- 5. Information Technology Coordinator (ITC)

Note, Technology Coordinators do not have a specific user role in TIDE, but they may hold DA, BTC or TA accounts if they will be serving in one of those capacities.

DTC Usernames and Passwords

DTC contact information from the Spring 2013 OAA will be used to populate accounts for the OAP, and ITC accounts will be available based on the district-ITC relationships established for OAA.

Email addresses will serve as the usernames for TIDE and the Test Administrator (TA) Interface. Usernames will be emailed to the OAA DTCs of record on **April 8**. The email will include a secure link that the DTC will use to create his or her password. Users will not be able to access TIDE until the password is set up.

Important: The Online TIDE System login username and password are different from the login for the TIDE systems for the paper-pencil assessments and the alternate assessment.

User Management

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. In early April, DTCs should begin gathering user information for the roles that are needed for the OAP: District Administrators (DAs), Building Test Coordinators (BTCs) and Test Administrators (TAs). If the DTC will delegate user role creation to DAs or BTCs, the DAs and BTCs should begin gathering user information.

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 and the TA Interface. 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.

Pre-ID and Student Data

No student may test 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.

DTCs, DAs and ITCs may upload Pre-ID files. Only DTCs and DAs may manually add students or edit student demographic data. BTCs and TAs may view student demographic data, but they cannot edit it. DTCs, DAs, BTCs, and TAs may view and edit student settings.

Common Login System

Each system user will have a unique username (i.e., email address) and password, and all user types (DTC, DA, BTC, and TA) will use their usernames and passwords to access both TIDE and the TA Interface through the Common Login System (CLS). This simplifies the online assessment experience by requiring fewer usernames and passwords to be remembered. Additionally, once a user logs in to the Online TIDE System, he or she can access the TA interface without having to re-enter the username and password.

Online TIDE User Guide

All the features of the Online TIDE System are fully explained in the *Online TIDE System User Guide*, which will be available on the Portal when TIDE launches. We recommend that all users, whether or not they have previous experience with past versions of TIDE, review this document to ensure they can properly use TIDE for the OAP.

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

On **April 8**, the secure browser will be available via the OAP Portal. The secure browser is the application through which students will access the student testing site. While the practice test is also available through the Firefox browser, the student testing site for the pilot test 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 Portal (org/user_technology.html). If your district participated in the Grade 8 Social Studies OAP in spring 2012, previous versions of the secure browser should be uninstalled.

If you will be using tablets for student testing (Androids or iPads) then the secure mobile browser must be installed on each tablet. The secure mobile browser for Android and iPad tablets is designed to facilitate a secure testing environment comparable to the regular 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 secure mobile browser for Androids and iPads.

It is important that the Technology Coordinator for each school ensure that the secure browser is properly installed on each computer 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.

Practice Test

On **April 23**, a practice test will be available on the Portal allowing students, teachers and administrators to become familiar with the online testing systems.

The practice test can be accessed one of two ways:

- 1. via the secure browser
- 2. via a supported Firefox browser. Refer to the *Minimum Technology Requirements* document for more information about supported Firefox browsers and operating systems.

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.

Other Reminders

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.

Survey and Feedback

Students who participate in the pilot will be asked a series of survey questions at the end of their testing session. Additionally, a survey will be available for district and school personnel. These surveys are specific to the OAP and are independent of other surveys on technology and online testing. The feedback is important and will be used to plan the processes and procedures for Ohio's next generation of testing.

Will Results Be Provided for the OAP?

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.

Whom Should I Contact Regarding the OAP?

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