



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 *9-12 District Test Coordinator* newsletters are online. Go to [education.ohio.gov](http://education.ohio.gov), and search keyword “*newsletters*.”

### Spring 2014 Ohio Graduation Tests (OGT) Record-Change Window

The Spring 2014 OGT pre-reporting record-change window will be open in the Test Information Distribution Engine, [TIDE](#), **April 24-28**. During the pre-reporting record-change window, districts have the opportunity to review their students' demographic information and make any necessary corrections (e.g., spelling of name, birth date). Participation in the pre-reporting window is optional, but we encourage you to review your students' demographic information during the **April 24-28** record-change window so you can correct any errors before reporting. The OGT program does not make any updates to student demographic information after results are reported.

### Spring 2014 OGT Invalidations

The Spring 2014 OGT invalidations window is open in [TIDE](#) through **April 10**. Click on [Invalidations] and enter the information specified, including the student's name, birth date, SSID (if available), local ID (if available), the subject(s) to be invalidated, and the lithocode of the student's answer document. The lithocode can be found on the bottom right of the front cover of the answer document. Failure to provide accurate or complete information will reduce the likelihood of matching the request to a score record. Do not invalidate an answer document if you applied a DO NOT SCORE label. Districts that fail to enter invalidations in TIDE by the deadline must enter them directly in EMIS.

### Spring 2014 OGT Answer Document Tracking

On **April 17**, districts will be able to log into [TIDE](#) and access the Answer Docs tab for the Spring 2014 OGT administration. Under this tab, district test coordinators can download an Excel file that includes all the answer documents that were shipped to the district and school(s), as well as each answer document's status (e.g., returned as scorable; returned as non-scorable; Do Not Score). A status of “pending” indicates that Data Recognition Corporation has not yet processed the answer document. Districts are asked to check this report to ensure that all answer documents returned for scoring were received and processed. Please contact the help desk if you have questions about this report: 1-877-231-7809 (press 1).

### Spring 2014 OGT Reporting Labels

All districts receive one free set of reporting labels for the Spring 2014 OGT. You can specify in [TIDE](#) whether you want to receive large or small reporting labels until **April 18**. Districts that do not specify a label size in TIDE receive large labels. Districts can order additional sets of reporting labels at a cost of \$.32 per label with a \$60 minimum per school year. If you order additional sets of reporting labels through TIDE, you must fax or mail a purchase order to the OGT Help Desk (fax number: 1-877-231-7813). Reporting label purchase orders should be payable to the American Institutes for Research, Attn: OGT Help Desk, Room 5217, 1000 Thomas Jefferson Street NW, Washington DC 20007.

### Medical Waiver

The timeline for requesting a medical waiver for the Ohio Graduation Test is March 10-April 11, 2014. A medical waiver allows a district to exclude from its accountability totals the student who has had a medical emergency immediately before the test window begins. The medical emergency as defined by the federal government does not include a medical condition that has been known throughout the school year leading up to the test window. Please contact Marianne Mottley with questions at 614.995.9944 or [marianne.mottley@education.ohio.gov](mailto:marianne.mottley@education.ohio.gov).



## Spring 2014 OTELA Record-Change Window

The Spring 2014 OTELA pre-reporting record-change window will be open in the Test Information Distribution Engine, [TIDE](#), **April 16-17**. During the pre-reporting record-change window, districts have the opportunity to review their students' demographic information and make any necessary corrections (e.g., spelling of name, birth date). Participation in the pre-reporting window is optional, but we encourage you to review your students' demographic information during the **April 16-17** record-change window so you can correct any errors before reporting.

## Summer 2014 OGT

[TIDE](#) will be open **April 28-May 2** for districts to indicate their intent to participate in the Summer 2014 OGT administration. Test materials will only be sent to districts that indicate their intent. If you think you will be conducting summer testing, but are unsure, please confirm participation. If you learn that your district will not offer summer testing after you have confirmed participation in TIDE, you can cancel your order by calling Data Recognition Corporation (1-877-231-7809, press 1) no later than **May 26**. TIDE will be preloaded with test booklets and answer documents based on the number of students who tested in each district in Summer 2013, with a minimum of 10 answer documents and 10 test booklets in each subject per district. During the **April 28-May 2** window to confirm participation, districts can decrease the preloaded quantities, but no increases in the preloaded quantities will be approved. Additional materials and special versions (large-print and Braille test booklets and language translation scripts) can be ordered during the additional order window: **May 26-June 24**. TIDE will accept Pre-ID files for Summer 2014 OGT testing from **May 12-16**. Students should be pre-identified under the district and school where their results should be sent. The Summer 2014 OGT will be administered **June 16-29**. Summer testing is optional. Participating schools and districts do not need to offer all five tests.

## Spring 2014 Alternate Assessment for Students with Significant Disabilities (AASCD) Administration Dates

The Spring 2014 alternate assessment is administered **Feb. 24-April 18**. There is no modification of or extension to the AASCD administration window. All scores must be submitted in the Data Entry Interface by 11:59 p.m. **April 18**.

District test coordinators have the opportunity to pre-identify additional students in [TIDE for online administrations](#) until **April 18**, and confirm participation and order additional Test Administration Kits through **April 16**.

Non-scorable materials must be returned no later than **April 25**.

For general questions about alternate assessments, visit the [Ohio Alternate Assessment Portal](#) or contact Andrew Hinkle, Office for Exceptional Children, at 614-644-7304 or [andrew.hinkle@education.ohio.gov](mailto:andrew.hinkle@education.ohio.gov) or Amy Parker, Office of Curriculum and Assessment, at 614-387-0948 or [amy.parker@education.ohio.gov](mailto:amy.parker@education.ohio.gov).

## Spring 2014 AASCD Data Entry Interface

A step-by-step tutorial video on the Data Entry Interface is available at this [link](#). Test coordinators should encourage their test administrators, teachers and second raters to review this tutorial. Additionally, test administrators, teachers and second raters should log into the Data Entry Interface as soon as possible to make sure they have access to the system and to familiarize themselves with the data entry process. Test administrators, teachers and second raters must use a [supported browser](#) to access the Data Entry Interface.

## Record Description Field in the Ohio Downloadable Data File Layout for AASCD

The record description field of the Ohio Downloadable Data File Layout lists "SPR14AASCD" for the spring 2014 administration. A copy of the layout is available on the Test Coordinator' [Ohio Alternate Assessment Portal](#).



## Medical Waiver

The timeline for requesting a medical waiver for the Alternate Assessment is Feb. 24-May 9. A medical waiver allows a district to exclude from its accountability totals the student who has had a medical emergency immediately before the test window begins. The medical emergency as defined by the federal government does not include a medical condition that has been known throughout the school year leading up to the test window. Please contact Marianne Mottley with questions at 614.995.9944 or [marianne.mottley@education.ohio.gov](mailto:marianne.mottley@education.ohio.gov).

## Spring 2014 AASCD Second Raters

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. Each district should expect to have at least one student per grade band who requires a second rater. Districts are required to review the list of students who were selected for a second rating in [TIDE for online administrations](#). Districts also must identify qualified personnel to serve as second raters and create user accounts for them. They must ensure that all second ratings are conducted and that the corresponding scores are entered in the Data Entry Interface. More information about second rater policies and identifying students who were selected for a second rater can be found in the [Test Coordinator's Manual](#) and the [TIDE User Guide](#).

## Spring 2014 AASCD Test Resets and Invalidation

There may be circumstances in which a test needs to be reset or invalidated for a student. The test reset and invalidation window is open **February 24-April 18**. Only district test coordinators (or a designee) may submit test resets and invalidations in TIDE for online administrations. To learn more about policies governing test resets and invalidations, please see the [Test Coordinator's Manual](#). For the procedures to submit a test reset or invalidation, please see the [TIDE User Guide](#).

## Spring 2014 AASCD Results

Test coordinators can track test submission for the AASCD in the [Online Reporting System](#). District test coordinators can also access AASCD downloadable data files in the Online Reporting System immediately after student scores are submitted in the Data Entry Interface. The data file will include results for all students whose scores were entered up to the point that the data file is generated. Downloadable data files can be extracted for reporting to EMIS on April 19. All students who took the AASCD across all grades are included in the file. Printed family score reports will arrive in districts June 6.

## Returning Spring 2014 AASCD Materials

There is no automatic pickup of Spring 2014 AASCD materials. District test coordinators are responsible for calling UPS to arrange for pick-up of secure test materials as soon as they are ready. The pick-up must occur no later than **April 25**. UPS can be reached at 1-866-857-1501. (Do NOT call the UPS general pick-up number found on the UPS website.) Inform UPS that you have UPS-RS labels, and be sure to schedule your pick-up at least one day in advance. Same-day service is not available in all areas. Tell the UPS service representative the tracking numbers printed on the UPS-RS labels.

If you have a daily scheduled UPS pick-up, you may send your return shipment with the rest of your packages; however, please set apart the Data Recognition Corporation shipment for the driver. If you have any questions about returning your materials, please contact the Ohio Help Desk at 1-877-231-7809 (press 1).

## 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.

## DISTRICT TEST COORDINATOR NEWSLETTER

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### Comment Forms

Please take a few minutes to complete the comment forms available on the Ohio Department of Education website at this [link](#) for each test administration. Your feedback is important to us.

### Assessment Keywords

For a list of keywords and short descriptions for assessment information on the Ohio Department of Education's website that you might find helpful, click [here](#).

### 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.

### Accessing Success and OOARS with Internet Explorer 10

If you have difficulty accessing Success or OOARS with Internet Explorer 10, click [here](#) for assistance.

### Rules Book

The 2013 *Rules Book* is posted [here](#). Please direct any questions on the *Rules Book* to Paula Mahaley by email to [paula.mahaley@education.ohio.gov](mailto:paula.mahaley@education.ohio.gov).

### Ohio Online Assessment Reporting System (OOARS) Data Cleanup

Due to its size, the Ohio Online Assessment Reporting System (OOARS) requires database cleanup. **IMPORTANT:** Data for administrations of the OAA, OGT and OTELA prior to **fall 2011** will be removed from OOARS on **May 24**. All data for the portfolio-based Alternate Assessment for Students with Disabilities, which was last administered in spring 2012, will be removed from OOARS. Districts that wish to download copies of their downloadable data files for administrations that will be removed have the opportunity to do so through **May 23**. As a reminder, data available in OOARS is considered preliminary and is not the final score record. The data districts submit to EMIS are the official records.



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## OHIO'S NEXT GENERATION ASSESSMENTS

### Spring 2014 Field Test Information

#### Spring 2014 Field Tests

Ohio students will be participating in field tests to determine which questions and passages will be used to form the assessments administered in the 2014-2015 school year. Two separate field tests will be conducted: science and social studies developed by Ohio and English language arts and mathematics developed by PARCC. Districts who will participate in the field tests have been notified. Those districts that have not been chosen to participate in the data field tests will have an opportunity to participate.

The administration windows are as follows:

- Science and social studies performance-based  
**March 24-April 18**
- Science and social studies end-of-year  
**May 5-16**
- English language arts and mathematics performance-based  
**March 24-April 11**
- English language arts and mathematics end-of-year  
**May 5-June 6**

Please contact Max Xu at [max.xu@education.ohio.gov](mailto:max.xu@education.ohio.gov) or Larry Early at [larry.early@education.ohio.gov](mailto:larry.early@education.ohio.gov) with questions about the English language arts/Literacy and mathematics field tests.

Please contact Sara Allen at [sara.allen@education.ohio.gov](mailto:sara.allen@education.ohio.gov) or Paula Mahaley at [paula.mahaley@education.ohio.gov](mailto:paula.mahaley@education.ohio.gov) with questions about the science and social studies field tests.

## Portal for Information on the Ohio Online Science and Social Studies Field Tests 2014

Please go to this [link](#) for information and materials on the Ohio Online Science and Social Studies Field Tests to be conducted in spring 2014. Please contact Sara Allen at [sara.allen@education.ohio.gov](mailto:sara.allen@education.ohio.gov) with questions on the science and social studies field tests.

## PARCC Documents Released for Field Test

PARCC documents were released in January. Included with these documents are manuals for test administration, user guides for technical issues and many others. Administration documents and resources that will be used for the field test may be found at this [link](#). Districts and schools that are participating in the field test must become familiar with these documents prior to the field test. Please go to the [Ohio Department of Education web page](#) for immediate links to PARCC documents.

## Websites for PARCC

Please go to these websites for information on the tests developed by PARCC:

General information: <http://parconline.org>  
Field Test: <http://parconline.org/field-test>  
System Check: <http://parcc.pearson.com/systemcheck>  
Support: <http://parcc.pearson.com/support>  
PearsonAccess: [www.parcc.pearson.com](http://www.parcc.pearson.com)  
TestNav 8 Requirements: <http://parcc.pearson.com/tn8requirements>

Pearson Access is the developer of the test. TestNav is the hardware and software provider.

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OHIO'S NEXT GENERATION  
ASSESSMENTS

School Year 2014-2015 Information

The [test dates](#) for the 2014-2015 school year are posted on the Ohio Department of Education website. Please note that districts/schools are allowed only a 20-consecutive school day test window. While the dates indicate a 25-school day test window, the extra five days were included for those districts/schools that have a spring break in the test window. The five-week test window allows a district/school a spring break and the four weeks of testing.

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**Key Dates**

<b>Spring 2014 PARCC Field Test – Paper-based test only</b>	
March 19-April 11*	Additional orders window for performance-based assessment (PBA) test materials including return materials
Week of April 21	Initial delivery for end-of-year assessment (EOY) – test materials
April 21-June 4*	Additional orders window for end-of-year assessment (EOY) test materials including return materials
Pick-ups must occur no later than one week after the testing window ends based on the district test schedule	

\*Please note PARCC dates on PARCC website are for all states and will not match Ohio’s field test window posted above

<b>Spring 2014 Ohio Test of English Language Acquisition</b>	
April 16-17	Pre-reporting record change window open in TIDE
May 7	Downloadable data files available
May 7-June 4	Verification window open in TIDE - no rescores available for OTELA
May 15	Printed reports due in district
May 22	Interactive data available

<b>Spring 2014 AASCD</b>	
Feb. 3-April 18	Additional Pre-ID window open in TIDE for online administrations
Feb. 10-April 16	Additional order window for materials open in TIDE for online administrations
<b>Feb. 24-April 18</b>	<b>Spring 2014 AASCD administration</b> (All scores must be entered and submitted in the Online Data Entry Interface by April 18)
Feb. 24-April 18	Test resets and invalidations window
April 19	Final downloadable data files available in the Online Reporting System
April 25	Non-scorable test materials due to Data Recognition Corporation
June 6	Printed reports due in district

<b>Spring 2014 OGT</b>	
April 24-28	Pre-reporting record change window open in TIDE
May 12	Downloadable data files posted
May 12-June 20	Rescore/verification window open in TIDE
May 22	Printed reports due in district. Interactive data available online

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Summer 2014 OGT

April 28-May 2	Confirm participation window open in TIDE
May 12-16	Pre-ID window open in TIDE
May 26-June 24	Additional order window open in TIDE
June 9	Materials due in district
<b>June 16-29</b>	<b>Summer 2014 OGT administration</b>
June 16-July 8	Pre-processing record change and invalidations windows open in TIDE
August 4	Downloadable data files available
August 4-Sept. 25	Rescore and verification window open in TIDE
August 26	Printed reports due in district. Interactive data available online