

DISTRICT TEST COORDINATOR NEWSLETTER

9 – 12 Assessments



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 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, search keyword “newsletters.”

Summer 2013 Ohio Graduation Tests (OGT) Results

Downloadable data files with test results for all students whose answer documents were returned to Data Recognition Corporation (DRC) by **July 2** will be posted online **August 5**. Printed score reports will be delivered to districts and interactive data will be posted online **August 27**. Instructions for accessing files [here](#).

Summer 2013 OGT Rescores and Verifications

The Test Information Distribution Engine, TIDE, (www.oh tide.org) will accept Summer 2013 OGT rescore and verification requests **Aug. 5-Sept. 26**. Requests for rescoring will be subject to Ohio Department of Education (ODE) approval. There is a \$25 charge for each verification request. Additionally, there is a \$25 charge for processing rescore requests unless the rescore results in a score change. Instructions for requesting a rescore or verification [here](#).

Double Check Your Fall 2013 OGT Pre-ID File

If you or your Information Technology Center (ITC) uploads a Pre-ID file, please double check that the data for all students were properly uploaded in TIDE. After a Pre-ID file is uploaded, click the [View/Edit Students] tab. Select “All Schools” and “All Grades” to see all the students in your district’s Pre-ID file. If you need help with your Pre-ID file, please contact the Help Desk at 1.877.231.7809 (press 2) for further assistance.

Fall 2013 OGT Reporting Labels

All districts will receive one free set of reporting labels for the Fall 2013 OGT. You can specify in TIDE whether you want to receive large or small reporting labels **Aug. 20-Nov. 27**. To access this task in TIDE, click [Orders] and then [Reporting Labels]. Districts that do not specify a label size in TIDE will receive large labels. Additional sets of reporting labels can be ordered on the same page in TIDE at a cost of \$0.32 per label with a \$60 minimum per school year. If you order additional sets of reporting labels through TIDE, you must fax at 1.877.231.7813 or mail a purchase order to the Help Desk. Make purchase orders for reporting labels payable to the American Institutes for Research, Attn: OGT Help Desk, Room 5217, 1000 Thomas Jefferson Street NW, Washington DC 20007.

Fall 2013 OGT TIDE Window for On-Time Orders and Pre-ID Submission

TIDE (www.oh tide.org) will be open **Aug. 20-Sept. 5, 2013**, for districts to confirm participation, upload a Pre-ID file or manually enter students’ Pre-ID information, review and modify pre-loaded quantities of test materials, order special versions, and order reporting labels. Quantities for test booklets and answer documents will be pre-loaded based on Spring 2013 OGT fail counts. Please ensure that the quantities of materials in TIDE reflect actual district or school need. To ensure timely order approval and sufficient statewide quantities, do not order quantities in excess of student enrollment. Districts that confirm their participation by Sept. 5 will receive materials on Oct. 11. The Fall 2013 OGT will be administered **Oct. 28-Nov. 10, 2013**. Districts that do not confirm participation during the on-time window will have the opportunity to do so during the additional order window: **Oct. 1-Nov. 5, 2013**. Pre-ID labels cannot be ordered during the additional order window. Additional orders begin shipping Oct. 11.

Fall 2013 OGT Foreign Language CDs

Foreign language CDs for the Fall 2013 OGT will be available in Arabic, Mandarin Chinese and Spanish.

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Spring 2014 Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

The Spring 2014 alternate assessment will be administered **Feb. 24-April 18**. The TIDE On-Time order window will be open Dec. 2-13. The TIDE preID window will be open Jan 13-24. Further information about the 2013-2014 assessment will be disseminated in future newsletters.

For general questions about alternate assessments, contact Andrew Hinkle, Office for Exceptional Children at 614.644.7304 or andrew.hinkle@education.ohio.gov or Amy Parker, Office of Curriculum and Assessment at 614.387.0948 or amy.parker@education.ohio.gov.

Alternate Assessment Systems Downtime and User Account Cleanup

The ORS and TIDE for the AASCD will be temporarily closed for system updates and maintenance **August 16 – 22**.

IMPORTANT: On **August 15**, all building test coordinator, building reporting user, test administrator and second rater user accounts **will be removed** from TIDE for the alternate assessment. These accounts are being removed to ensure that only authorized users have access to alternate assessment systems for the 2013-2014 school year. All district test coordinators (DTCs), district administrators, district reporting users and information technology center accounts will be preserved in TIDE. DTCs are responsible for ensuring that the district-level users are accurate and up to date for the 2013-2014 school year. District coordinators are strongly encouraged to log into TIDE by **August 14** to download an extract of the district's 2012-2013 users. [Here](#) are instructions.

NEW Alternate Assessment User Role

DTCs are responsible for creating user accounts for personnel who need access to Ohio's alternate assessment online systems. The level of access to each system (TIDE, Data Entry Interface (DEI) or the ORS) depends on the user's role, as described in the user role matrix located on the portal (oh.portal.airast.org).

To coincide with the release of interactive score data and in response to feedback from the field, a new user role is available for the 2013-2014 school year. The new role — "Teacher" — will be able to enter scores in the DEI in the same way a test administrator presently does. Additionally, a "Teacher" will have access to interactive score data at the school level. Test administrators do not and will not have access to interactive score data at the school level. District and building coordinators should consider assigning the "Teacher" role to personnel who will be administering the alternate assessment and entering scores into the data interface and who also should have access to school results.

The test administrator role will continue to be available for users and will have the same access that was available during the 2012-2013 school year. Test administrators will be able to enter scores in the data interface, but will not have access to score data in the ORS. Note that test administrators may submit scores for students as well as serve as second raters. Second raters may only submit scores for students as second raters and may not serve as test administrators.

Alternate Assessment Interactive Score Data

Interactive score data for the alternate assessment will be released on **August 23** in the Online Reporting System (ORS). The reporting system can be accessed via the Alternate Assessment Portal (oh.portal.airast.org). Guidance for navigating the system, creating rosters and manipulating the interactive score data can be found in the updated ORS User Guide, to be published August 22.



AUGUST 2013

OGT Calculators

New schools that are participating in the OGT for the first time this fall will receive a shipment of OGT TI-30X IIS calculators. For schools that have already received a supply of the red calculators, the OGT program will only provide additional calculators for increased enrollment or to replace non-working calculators. Do not discard non-working calculators. If you need additional or replacement calculators, please call the Help Desk at 1.877.231.7809 (press 1). Remember to check your calculators to make sure they are working correctly before the fall OGT administration.

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. Unless otherwise specified, please email an address change for a community school to Mary Cotton, Office of Community Schools, at mary.cotton@education.ohio.gov.

- Copy of School's Governing Authority Resolution verifying the change of location including the new address;
- Sponsor Assurances for the new facility (at least ten business days prior to the school's opening, if the facility change coincides with a new school year, or prior to instructing students in the new facility if the change happens after the school year has begun);
- [Vendor Information Form](#) - sponsor submits to [Shared Services](#) and sends copy to Office of Community Schools to update the Ohio Educational Directory System;
- Letter of explanation on letterhead for change of address - sponsor submits to Shared Services and sends copy to Office of Community Schools;
- The school submits the Authorization for Direct Deposit (Electronic Fund Transfer) to shared services to update OAKS.

Intent to Participate Survey-Chartered Nonpublic Schools

All chartered nonpublic school principals are requested to respond to the survey by **August 1** about OAA and OGT participation in 2013-2014, whether participating or not. Department reminder emails with the survey were sent to any non-responding school's principal in June and July (last on July 23). The email's subject line was *OAA and OGT Participation Input Needed*. Please check your inbox and, if needed, your junk or spam folders to locate the email. Due to budget concerns, the department will not send any hard copy reminders or verification on this matter.

Accessing Success and Ohio Online Assessment Reporting System (OOARS) with Internet Explorer 10

If you have difficulty accessing Success or OOARS with Internet Explorer 10, follow one of these options to ensure that all the features on the site work properly:

- In the address bar, click on the icon that resembles a torn sheet of paper to enable "Compatibility View," OR
- From the "Tools" menu, select "Developer Tools" (or Press F12). Click on "Browser Mode" and then "Internet Explorer 10 Compatibility View," OR
- Use an alternate internet browser, such as Firefox or Chrome.

Comment Forms

Please take a few minutes to complete the comment forms available on www.ohiodocs.org for each test administration. Your feedback is important to us.

Assessment Keywords

For a list of keywords and short description for assessment information on ODE's website, education.ohio.gov that you might find helpful, click [here](#).

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AUGUST 2013

Key Dates

Spring 2013 Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)	
8/23/13	Spring 2013 interactive data available for districts

Summer 2013 Ohio Graduation Tests (OGT)	
8/5/13	Downloadable data files posted
8/5/13 – 9/26/13	Rescore/verification window open in TIDE
8/27/13	Printed reports due in district
8/27/13	Interactive data available online

Ohio Graduation Tests (OGT) Practice Tests	
9/5/13	Practice tests due in district
9/5/13 – 10/3/13	Additional order window open in TIDE

Fall 2013 Ohio Graduation Tests (OGT)	
8/20/13 – 9/5/13	On-time order and Pre-ID window open in TIDE
10/11/13	Materials due in district
10/1/13 – 11/5/13	Additional order window open in TIDE (additional orders begin shipping 10/11/13)
10/11/13	Additional orders begin shipping
10/11/13 – 11/18/13	Pre-processing record change window open in TIDE
10/28/13 – 11/10/13	Fall 2013 OGT administration
10/28/13 – 11/21/13	Invalidations window open in TIDE (5 p.m. close)
11/4/13	Automatic pickup of scorable answer documents by UPS at nonpublic, community and joint vocational schools and at public districts with only one testing school
11/5/13	Automatic pickup of scorable answer documents by UPS at the district location where materials were delivered for public districts with more than one testing school within the district
11/15/13	Materials pickup deadline in order to receive on-time results
12/4/13 – 12/5/13	Pre-reporting record change window open in TIDE (5 p.m. close)
12/16/13	Downloadable data files posted
12/16/13 – 2/10/14	Rescore/verification window open in TIDE
1/9/14	Printed reports due in district
1/9/14	Interactive data available online