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, search keyword "*newsletters*."

Fall 2013 Ohio Graduation Tests OGT Record-Change Window

The second record-change window for the Fall 2013 OGT opens in the Test Information Distribution Engine, TIDE, (www.ohtide.org) on **Dec. 4** and closes at 5 p.m. on **Dec. 5**. During this window, districts have the opportunity to review their students' demographic information and make any necessary corrections (e.g., spelling of name, birth date). Participation is optional, but we encourage you to review your students' demographic information during the **Dec. 4-5** record-change window so you can correct any errors before reporting. The OGT program does not make any updates to student demographic information in the Ohio Online Assessment Reporting System (OOARS) after results are reported.

Fall 2013 OGT Results

Downloadable data files with test results for all students whose answer documents were returned to Data Recognition Corporation by **Nov. 15** will be posted online **Dec. 16**. Printed score reports will be delivered to districts on **Jan. 9**, and interactive data are available online **Jan. 9**. OGT results are accessed through OOARS at portal.success-ode-state-oh-us.info. Instructions for accessing data in OOARS are available here.

Fall 2013 OGT Rescores and Verifications

TIDE for OGT will accept Fall 2013 OGT rescore and verification requests **Dec. 16-Feb. 10**. Requests are subject to Ohio Department of Education 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 rescores or verifications may be found at this link. Contact the OGT Help Desk at 1-877-231-7809 with questions about OGT rescores and verifications.

Spring 2014 OGT TIDE Window for On-Time Orders and Pre-ID Submission

TIDE for OGT will be open **Jan. 2-Jan. 13** 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, answer documents and English audio CDs are pre-loaded. 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 confirmed their participation by **Jan. 13** receive materials on **Feb. 24**. The Spring 2014 OGT is administered **March 10-23**. Districts that do not confirm participation during the on-time window have the opportunity to do so during the additional order window: **Feb. 18-March 18**.

Please Double Check Your Spring 2014 OGT Pre-ID File

Spring 2014 OGT Pre-ID files will not be accepted in TIDE after **Jan. 13**, and Pre-ID labels cannot be ordered during the additional order window. If you need help checking that your Pre-ID file uploaded correctly, please contact the OGT Help Desk at 1-877-231-7809 (press 2) before Jan. 13 for assistance.

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Home District Reminder

The Home District IRN (positions 488-493 in the Ohio Pre-ID File Layout) and the Home School IRN (positions 494-499) are to be used for a student who is attending an institution that differs from the district that will grant the student's diploma. The most common scenario for including Home District and School information with a Pre-ID record is a student who attends a Joint Vocational School or Career Technology Center. Community schools that provide diplomas to their students should not include a student's residential district in the Home District IRN positions of the Pre-ID record; including the community school student's residential district in the Home District field results in the student's scores being reported to that district unnecessarily.

Spring 2014 OGT Foreign Language CDs and Language Translators

Foreign language CDs for the Spring 2014 OGT are available in Arabic, Mandarin Chinese and Spanish. Translators are needed for all other languages. If you or someone you know is proficient in both English and a language other than those listed above and is interested in providing this valuable service, please contact Data Recognition Corporation at 1-877-231-7809 (press 1), or send an email to OGTProjectTeam@DataRecognitionCorp.com.

If you need help finding a translator for your students for the Spring 2014 OGT, please complete the Request for Language Translator Form and fax it to Data Recognition Corporation at 1-866-377-1249. Data Recognition Corporation will contact you with information regarding translators. Districts are responsible for securing translators and making arrangements for the administration. The reimbursement rate for translators is $100 per student per test for the Spring 2014 OGT. Districts are reimbursed for Spring 2014 OGT translators by Data Recognition Corporation. Note that districts are not reimbursed for translators during the fall administration.

Spring 2014 OGT Form SV for Special Versions

For the Spring 2014 OGT, the Form SV test booklet must be used with the following special versions: English audio CDs, foreign language CDs, Braille, and language translations. One Form SV is automatically sent for each special version ordered in TIDE. Form SV must also be used to conduct OGT read-aloud administrations. Please note that a read-aloud script is not available for the OGT. If you need additional Form SVs because you are conducting read-aloud administrations or because you are using an English Audio CD or Foreign Language CD with multiple students, you can order them in TIDE for OGT. Students who require accommodations such as extended time or a small-group administration should not use Form SV unless they are also using a special version of the OGT.

Spring 2014 Ohio Test of English Language Acquisition Administration (OTELA)

Districts that confirmed participation during the on-time window receive Spring 2014 OTELA materials on **Jan. 6**. Districts that did not confirm participation during the on-time window have the opportunity to do so in TIDE for OTELA during the additional order window: **Jan. 6-March 5**. Pre-ID files are not accepted during the additional order window. The administration of the Spring 2014 OTELA for K-12 is **Jan. 13-March 7**. There is no modification of or extension to the OTELA test window. The return date of test materials is March 10. Any tests shipped after March 10 will not be scored. OTELA results are available electronically May 7, and printed reports are available May 15.

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Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) Administration Dates

The Spring 2014 alternate assessment is administered **Feb. 24-April 18**. 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.

On-Time Order Window for the AASCD

Online TIDE for AASCD is open **Dec. 2-13** for district test coordinators or their designees to confirm participation for the Spring 2014 AASCD and order on-time materials. TIDE is preloaded with Test Administration Kits (TA Kits) based on a ratio derived from the number of students reported by school and grade band for the Spring 2013 administration.

Each teacher or test administrator who gives the AASCD needs access to one Test Administration Kit for the appropriate grade band. Test Administration Kits are designed for use with multiple students. Do not order a Test Administration Kit for each student. Please ensure that quantities of Test Administration Kits reflect actual need, and reduce pre-loaded quantities if needed. To ensure timely order approval and sufficient statewide quantities, do not order quantities in excess of the number of personnel who will be administering the AASCD. Districts with students who are served outside the district should confer with the district/school of service to determine whether the home district orders Test Administration Kits. Refer to the AASCD Fact Sheet for Special Testing Scenarios and *Test Coordinator's Manual* for additional information.

NEW Alternate Assessment User Role

District test coordinators 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 or the Online Reporting System depends on the user's role, as described in the user role matrix located on the portal (oh.portal.airast.org). In conjunction 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" (TE)—will be able to enter scores in the Data Entry Interface in the same way a test administrator presently does as well as have access to scores. More information is available here.

Test Administrator Training for the AASCD

For the 2013-2014 school year, State Support Teams provide training for all personnel who will be administering the AASCD. Note that all teachers, test administrators and second raters participating in the administration of the AASCD must be trained. Contact information is on the above support team link. In addition, district and school staff who have attended train-the-trainer sessions and have received updates on the administration of the AASCD for 2013-2014 may train colleagues in their districts or schools.

Most training sessions for the alternate assessment will be held in January 2014. District test coordinators and educators whose students will be taking the AASCD in the spring of 2014 are encouraged to speak with their local State Support Team to learn more about the assessment and how to receive test administrator training.

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On-Time Pre-ID Window for the AASCD

TIDE for AASCD is open **Jan. 13-24** for district test coordinators or their designees to pre-identify students who will be participating in the Spring 2014 AASCD administration. Note that every student who participates in the AASCD must be pre-identified in TIDE. Districts that wish to upload a Pre-ID file will continue to use the Ohio Record Layout Description for Student Pre-Identification Files that is used for the OAA, OGT and OTELA. Districts also have the option of manually entering student information. The submission of Pre-ID data during the on-time Pre-ID window is monitored, and districts that do not enter their Pre-ID data are contacted to ensure compliance.

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.

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.

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 the Ohio Department of Education's website that you might find helpful, click here.

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Key Dates

Fall 2013 Ohio Graduation Tests (OGT)	
12/4/13 – 12/5/13	Pre-reporting record change window open in TIDE (5 p.m. close)
12/16/13	Downloadable data files available
12/16/13 – 2/10/14	Rescore/verification window open in TIDE
1/9/14	Printed reports due in district. Interactive data available online

Spring 2014 Ohio Test of English Language Acquisition	
1/6/14	Test materials due in district
1/6/14 – 3/5/14	Additional order window open in TIDE
1/16/14 – 3/14/14	Pre-processing record change window
1/13/14 – 3/7/14	**Spring 2014 OTELA administration**
4/16/14 – 4/17/14	Pre-reporting record change window
5/7/14	Downloadable data files available
5/15/14	Printed reports due in district
5/22/14	Interactive data available

Spring 2014 AASCD	
12/2/13 – 12/13/13	TIDE On-Time order window open
1/13/14 – 1/24/14	TIDE On-Time Pre-ID Window
2/10/14	Test materials due in district
2/24/14 – 4/18/14	**Spring 2014 AASCD administration**
6/6/14	Printed reports due in district

Spring 2014 OGT	
1/2/14 – 1/13/14	On-time order and Pre-ID windows open in TIDE
2/18/14 – 3/18/14	Additional order window open in TIDE
2/24/14	Materials due in district
2/24/14 – 3/31/14	Pre-processing record change window
3/10/14 – 3/23/14	**Spring 2014 OGT administration**
3/17/14	Automatic pick-up of scorable answer documents for JVS/districts with one school
3/18/14	Automatic pick-up of scorable answer documents for districts with central pick-up
3/24/14	Materials pickup deadline in order to receive results
4/24/14 – 4/28/14	Pre-reporting record change window open in TIDE
5/12/14	Downloadable data files posted
5/12/14 – 6/20/14	Rescore/verification window open in TIDE
5/22/14	Printed reports due in district. Interactive data available online

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