Happy New Year!

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, and search keyword "*newsletters*."

Spring 2014 Ohio Graduation Test (OGT) TIDE Window for On-Time Orders and Pre-ID Submission

The Test Information Distribution Engine (TIDE) for OGT is 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 confirm their participation by **Jan. 13** will 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**.

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. Please contact the OGT Help Desk at 1-877-231-7809 (press 2) **before Jan. 13**.

If your district works with an Information Technology Center (ITC), you should contact them to request they upload your pre-ID file. After your ITC has uploaded the file, you should verify the upload in TIDE.

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.

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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.

OGT Calculators for Spring 2014

Districts that have had significant growth in their student population since last year and require additional calculators can order those calculators in TIDE during the additional order window (**Feb. 18-March 18**). Orders for additional calculators may be subject to Ohio Department of Education approval. If you have any non-working calculators, please contact Data Recognition Corporation at 1-877-231-7809 (press 1). Data Recognition Corporation will arrange to replace any non-working calculators. Do not discard any non-working calculators unless you are instructed to do so by Data Recognition Corporation.

Foreign Exchange Students

All foreign exchange students classified as grade 10 or above must take the OGT. Only foreign exchange students who have been identified as an English language learner may have the Spring 2014 administration of the OGT for foreign exchange students. This should include first time grade 10 test takers and grade 11 and 12 students who have not passed all portions of the OGT. Additional information concerning the administration of the OGT to foreign exchange students may be found at education.ohio.gov, keyword search: *Rules Book*.

Adult Non-Students Who Have Not Passed the OGT

Adults who are no longer enrolled in any school in Ohio but who have completed all high school requirements and still need to pass one or more OGT subject areas may contact any district that is administering the OGT. If adult non-students request an OGT administration, districts must make the testing opportunity available to them per ORC 3301.0711(8)(b). These students are to be coded as grade 14 (OGT Only). The adult will need to present a photo ID and sign a statement that she or he has completed all high school requirements before she or he will be allowed to take the OGT.

Fall 2013 OGT Score Reports

Printed score reports will be delivered to districts on **Jan. 9**, and interactive data are available online **Jan. 9**. OGT results are accessed through the Ohio Online Assessment Reporting System (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 through **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.

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Ohio Test of English Language Acquisition (OTELA) Requirement

Students who have been identified as English language learners must take the OTELA until they receive a score that will allow them to exit the program. While they are taking the OTELA, the students must also take the OAA or OGT. OTELA does **not** take the place of the required statewide assessments.

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.

OTELA and Student Learning Objective (SLO)

Please direct any questions on the use of the OTELA and the SLO to Carolyn Everidge-Frey at this address SGM@education.ohio.gov.

On-Time Pre-ID Window for the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

TIDE for online administrations 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. When uploading a pre-ID file be sure to select the *Upload Pre-ID File (AASCD)* tab. 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.

Districts with students who are served outside the district should confer with the district/school of service. Refer to the AASCD Fact Sheet for Special Testing Scenarios and *Test Coordinator's Manual* for guidance.

AASCD Administration Dates

Districts that confirmed their participation during the on-time order window will receive materials on **Feb. 10**. District test coordinators have the opportunity to register new students in TIDE for online administrations **Feb. 3-April 18**, and confirm participation and order additional Test Administration Kits **Feb. 10-April 16**. 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 (DEI) by **April 18**. 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 or Amy Parker, Office of Curriculum and Assessment, at 614-387-0948 or amy.parker@education.ohio.gov.

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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 by grade band who requires a second rater.

Districts are required to review the list of students who have been selected for a second rating in TIDE for online administrations; the list will be available **Feb. 3**. Districts must also 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*.

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 Alternate Assessment Portal. 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 available here. 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 and February 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. Teachers can also search STARS (keyword: Alternate Assessment).

Every teacher, test administrator and second rater should also review the *AASCD Directions for Administration Manual* in advance of the testing window.

Spring 2014 AASCD Results

District test coordinators can access AASCD downloadable data files in the Online Reporting System (ORS) immediately after student scores are submitted in the Data Entry Interface (DEI). The data file will include results for all students whose scores were entered up to the point that the data file is generated. Printed family score reports will arrive in districts June 6.

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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 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.

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.

OHIO'S NEXT GENERATION OF ASSESSMENTS

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.

PARCC Documents Released

PARCC documents will be released in January. These documents will cover topics such as proctor caching, test administration and many others. Please go to this link for the list of documents with dates and email addresses.

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 school year 2014-15. 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 12-June 6

Please contact Max Xu max.xu@education.ohio.gov or Larry Early larry.early@education.ohio.gov with questions on the field tests.

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Regional Workshops

Pearson is the vendor for the field test assessments being developed by the PARCC consortium. There will be two regional workshops in January to share information on the field test administration. The dates are Jan. 14 in Springfield and Jan. 16 in Akron. For questions, please contact Sarah Stirling sarah.stirling@education.ohio.gov.

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Key Dates

Fall 2013 Ohio Graduation Tests (OGT)	
1/9/14	Printed reports due in district. Interactive data available online
2/10/14	Rescore/verification window closes in TIDE

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
1/6/14 – 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	
1/13/14 – 1/24/14	On-time Pre-ID Window open in TIDE for online administrations
2/3/14	Second rater assignments available in TIDE for online administrations
2/3/14 – 4/18/14	Additional Pre-ID window open in TIDE for online administrations
2/10/14	Test materials due in district
2/10/14 – 4/16/14	Additional order window for materials open in TIDE for online administrations
2/24/14 – 4/18/14	**Spring 2014 AASCD administration** (All scores must be entered and submitted in the Online Data Entry Interface by April 18)
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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