

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 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)

The Spring 2014 OGT is administered **March 10-23**. Districts that did not confirm participation in the Test Information Distribution Engine, [TIDE](#), during the on-time window have the opportunity to do so during the additional order window, which is open through **March 18**. Pre-ID files are not accepted during the additional order window, but districts can order generic labels.

Receiving and Confirming Pre-ID Labels and Test Materials for Spring 2014 OGT

Please check your materials, including your Pre-ID labels, as soon as you receive them. Call the OGT Help Desk at 1-877-231-7809 (press 2) immediately if you discover any defective Pre-ID labels or if you are missing labels for any students who were included in your final Pre-ID file. When confirming materials, make sure your order is correct and you have enough tests, answer documents, manuals and special versions. Although the shrink wrap **cannot** be broken until the day of testing, the number of special version test forms and regular test forms can be confirmed by examining the shrink-wrapped packets. Call the OGT Help Desk at 1-877-231-7809 (press 1) immediately if you discover that any materials included on your packing list are missing.

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.

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.

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OGT Calculators

Districts that have had significant growth in their student population since last year and require additional calculators can order those calculators in [TIDE for OGT](#) 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 no matter the intention of receiving a diploma or not receiving one. This should include first time Grade 10 test takers and Grade 11 and 12 students who have not passed all portions of the OGT. Only foreign exchange students who have been identified as English language learners may have accommodations such as translators for the Spring 2014 administration of the OGT. Additional information concerning the administration of the OGT for 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 Ohio Revised Code 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.

Spring 2014 OGT Test Incidents and Breach Forms

ODE may approve the use of a breach form if a test irregularity or a test security violation has compromised a student's test. District test coordinators must call the Office of Curriculum and Assessment (614-466-0223) to discuss test irregularities and security violations and obtain approval for receiving and using a breach form. Districts may not request breach forms directly from American Institutes for Research, Data Recognition Corporation or the OGT Help Desk. Note that costs associated with breach incidents resulting from district error may be charged to the district. Please refer to the [Rules Book](#) for additional information on reporting test incidents and breach form procedures.

Spring 2014 OGT TIDE Record-Change Windows

There are two record-change windows available in [TIDE](#) for the Spring 2014 OGT. The first record-change window opened **Feb. 24** and closes **March 31**. During this record-change window, districts can use the TIDE record-change system to modify Pre-ID data and/or associate a student's demographic information with the barcode of the generic label affixed to the student's answer document. The second record-change window will be open **April 24-28**. During the second 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 either record-change 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 March 10-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. Do not invalidate an answer document if you applied a DO NOT SCORE label.

Using Generic Labels for the Spring 2014 OGT Administration

If a district elects to use generic labels, DTCs have the option of using the TIDE record-change system to associate student demographic information with the generic labels or hand-gridding the demographic information. DTCs must inform their BTCs if they will be using the TIDE record-change system and which gridding instructions to use.

If generic labels are used in conjunction with the TIDE record-change system, students must be instructed to grid the STUDENT LAST NAME and STUDENT FIRST NAME fields (Box H) on the demographic page of their answer documents (page 2). No other fields on the demographic page need to be gridded, but DTCs must enter ALL demographic data in the TIDE record-change system. Students are reported to the district and school listed on the generic label.

If generic labels are applied and the TIDE record-change system will NOT be used, students must grid all required fields except the DISTRICT IRN and SCHOOL IRN fields (Boxes P and Q). Students are reported to the district and school listed on the generic label.

Generic labels are not available for joint vocational school districts (JVSDs). Please see the *District Test Coordinator's Manual* and the *Directions for Administration Manual* for more information on the use of Pre-ID and generic labels and completing the demographic pages of the answer document.

Returning Scorable Answer Documents for the Spring 2014 OGT

The automatic pickup of scorable answer documents for public districts with only one testing school and all nonpublic, community and joint vocational schools is **March 17**. Public districts with more than one testing school have an automatic pickup on **March 18**. The same carrier that delivered testing materials to your district (either UPS or King Solutions) will pick up your answer documents. If you miss your automatic pickup or if you have additional answer documents to be picked up, call UPS at 1-866-857-1501 or King Solutions at 1-866-750-5464. Do **NOT** call the general UPS number listed on the UPS website.

On the March 17 or 18 pickup, return all answer documents completed during the first week of testing. If you have students testing during the make-up testing week, do not wait for these tests to be completed before returning your answer documents. **March 24** is the last day for returning make-up answer documents for inclusion in the downloadable data files posted on **May 12**. If you need additional return UPS labels or boxes, call the OGT Help Desk at 1-877-231-7809 (press 1).

Returning Answer Documents for Students Who Use Foreign Language CDs

Answer documents for students who use foreign language CDs and who complete their written responses in their native language must be placed in the separate return plastic bag labeled OGT FOREIGN LANGUAGE ANSWER DOCUMENT(S) ENCLOSED. Return the plastic bag with all the other scorable answer documents. In addition, the SPECIAL VERSIONS/AUDIO CDs box (Box G) in the SCHOOL USE ONLY section of students' answer documents must be gridded. Answer documents with foreign language responses that are not returned following these procedures will not be translated and thus will not receive any credit for the written response(s). Districts that suspect this occurred with any of their students will need to file an appeal to have DRC translate and rescore that student's responses. There will be a \$25 charge per subject for processing each rescore or verification.

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Spring 2014 OGT Reporting Labels

All districts receive one free set of reporting labels for the Spring 2014 OGT. You can specify in [TIDE for OGT](#) 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.

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 OTELA

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, which is open through **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 Objectives

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

Spring 2014 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 **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 or Amy Parker, Office of Curriculum and Assessment, at 614-387-0948 or 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.



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](#).

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's [Ohio Alternate Assessment Portal](#).

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 (DEI). The data file will include results for all students whose scores were entered up to the point that the data file is generated. All students who took the AASCD across all grades are included in the file. Printed family score reports will arrive in districts June 6.

Spring 2014 AASCD Test Resets and Invalidations

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](#).

Returning Spring 2014 Alternate Assessment Materials

There is no automatic pickup of Spring 2014 AASCD materials. DTCs 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 DRC 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.

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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.

OHIO'S NEXT GENERATION ASSESSMENTS

Spring 2014 Field Test Information

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 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://parcconline.org>
Field Test: <http://parcconline.org/field-test>
System Check: <http://parcc.pearson.com/systemcheck>
Support: <http://parcc.pearson.com/support>
PearsonAccess: 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.



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 or Larry Early at larry.early@education.ohio.gov with questions about the ELA and mathematics field tests.

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

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

Spring 2014 PARCC Field Test – Paper-based test only	
Week of March 17	Initial delivery for performance-based assessment (PBA) – test materials
Week of April 21	Initial delivery for end-of-year assessment (EOY) – test materials
March 19-April 11*	Additional orders window for performance-based assessment (PBA) test materials including return 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

Spring 2014 Ohio Test of English Language Acquisition	
3/5/14	Additional order window closes in TIDE
3/7/14	Last day to administer the Spring 2014 OTELA
3/10/14	Materials pick-up deadline in order for materials to be scored
3/14/14	Pre-processing record change window closes in TIDE
4/16/14 – 4/17/14	Pre-reporting record change window open in TIDE
5/7/14	Downloadable data files available
5/15/14	Printed reports due in district
5/22/14	Interactive data available

Spring 2014 AASCD	
2/3/14 – 4/18/14	Additional Pre-ID window open in TIDE for online administrations
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)
2/24/14 – 4/18/14	Test resets and invalidations window
4/19/14	Final downloadable data files available in the Online Reporting System
4/25/14	Non-scorable test materials due to DRC
6/6/14	Printed reports due in district

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Spring 2014 OGT	
2/18/14 – 3/18/14	Additional order window open in TIDE
2/24/14 – 3/31/14	Pre-processing record change window open in TIDE
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

Summer 2014 OGT	
4/28/14 – 5/2/14	Confirm participation window open in TIDE
5/12/14 – 5/16/14	Pre-ID window open in TIDE
5/26/14 – 6/24/14	Additional order window open in TIDE
6/9/14	Materials due in district
6/16/14 – 6/29/14	Summer 2014 OGT administration
6/16/14 – 7/8/14	Pre-processing record change window in TIDE
8/4/14	Downloadable data files available
8/26/14	Printed reports due in district and interactive data available