



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), search keyword “*newsletters*.”

### Fall 2013 OGT

The last day to administer the Fall 2013 OGT is **Nov. 10**. Districts that did not confirm participation during the on-time window have the opportunity to do so during the additional order window, which is open in TIDE ([www.oh tide.org](http://www.oh tide.org)) through **Nov. 5**. Pre-ID files are not accepted during the additional order window, but districts can order generic labels.

### Returning Scorable Answer Documents for the Fall 2013 OGT

There is an automatic pickup on **Nov. 4** of scorable answer documents for public districts with only one testing school and all nonpublic, community and joint vocational schools. Public districts with more than one testing school have an automatic pickup on **Nov. 5**. Answer documents are picked up by UPS. If you miss your automatic pickup or if you have additional answer documents to be picked up, call UPS at 1-866-857-1501. Do **NOT** call the general UPS number listed on the UPS website.

For the Nov. 4 or 5 pickup, return all answer documents completed during the first week of testing. If you have students testing during the makeup testing week, return those answer documents after makeup testing. **Nov. 15** is the last day for returning answer documents in order for them to be included in the downloadable data files posted on **Dec. 16**. Nov. 15 also is the deadline for returning all non-scorable materials. If you need additional return UPS labels or boxes, call the OGT Help Desk at 1-877-231-7809 (press 1).

### Who Can Take the Fall 2013 OGT?

Students in grades 11 and 12 who have not passed all required tests should participate in the fall administration of the OGT. Students in grade 10 or below should not participate. Students repeating grade 10 may participate if the district determines that the students will be in grade 11 by the end of the school year. Students below grade 10 enrolled in state-approved STEM schools may also participate in the OGT. Those students enrolled in adult education programs or classified as “OGT Only” may participate.

### 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 of the 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 state law [3301.0711\(8\)\(b\)](http://legislation.ohio.gov/legislation/3301.0711(8)(b)). These students are to be coded as OGT Only in Box L on page 2 of the answer document. The adult needs to present a photo ID and sign a statement that she or he has completed all high school requirements before she or he is allowed to take the OGT.

### Foreign Exchange Students

All foreign exchange students classified as grade 10 or above must take the OGT. The Fall 2013 administration of the OGT for foreign exchange students should include 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](http://education.ohio.gov), keyword search: *Rules Book*. Please reference Ohio state law [3313.61\(H\)](http://legislation.ohio.gov/legislation/3313.61(H)) and [3301-13-01-\(D\)\(12\)\(b\)](http://legislation.ohio.gov/legislation/3301-13-01-(D)(12)(b)).



## 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. The plastic bag is returned 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). Please see the [District Test Coordinator's Manual](#) for additional guidance.

## Fall 2013 OGT TIDE Record-Change Window

[TIDE](#) offers two record-change windows for the Fall 2013 OGT. The first record-change window is open until **Nov. 18**. During this 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. Consult the *TIDE User Guide* for assistance with the system.

The second record-change window opens **Dec. 4** and closes at 5 p.m. on **Dec. 5**. During the second 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 **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 Answer Document Tracking

On **Nov. 26**, the Answer Docs tab for the Fall 2013 OGT administration opens in [TIDE](#). Under this tab, district test coordinators (DTCs) can download an Excel file that includes all the answer documents that were shipped to the district and its school(s), as well as the status of each answer document returned (e.g., returned as scorable; returned as nonscorable; Do Not Score). A status of "pending" indicates that the answer document has not been processed by Data Recognition Corporation. District Test Coordinators should check this report to ensure that all answer documents returned for scoring were received and processed by Data Recognition Corporation. Contact the OGT Help Desk with questions about this report at 1-877-231-7809 (press 1).

## Fall 2013 OGT Invalidations

The Fall 2013 OGT invalidations window closes in [TIDE](#) at 5 p.m. on **Nov. 21**. Click [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 is found on the bottom right of the front cover of the answer document. Invalidations are applied based on the information provided; failure to provide accurate or complete information reduces 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 Nov. 21 deadline must enter them directly in EMIS.



## Fall 2013 OGT Reporting Labels

All districts 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 through **Nov. 27**. To access this task in TIDE, click [Orders] and then [Reporting Labels]. Districts that do not specify a label size in TIDE 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 (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 Results

Downloadable data files with test results for all students whose answer documents were returned to Data Recognition Corporation by **Nov. 15** are posted online **Dec. 16**. Printed score reports are delivered to districts **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](http://portal.success-ode-state-oh-us.info). Instructions for accessing data in OOARS are available [here](#).

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

Districts that confirmed participation during the on-time window receive Spring 2014 OTELA materials **Jan. 6**. Districts that do not confirm participation during the on-time window will have the opportunity to do so during the additional order window: **Jan. 6-Mar. 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-Mar. 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 are not scored. OTELA results are available electronically on May 7, and printed reports are available May 15.

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

The Spring 2014 alternate assessment is administered **Feb. 24-Apr. 18**. For general questions about alternate assessments, 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).

## On-Time Order Window for the AASCD

[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 Administrator Kits based on a ratio derived from the number of students reported by school and grade band for the Spring 2013 administration.

Each test administrator or teacher who gives the AASCD needs access to one Test Administrator Kit for the appropriate grade band. Test Administrator Kits are designed for use with multiple students. Do not order a Test Administrator Kit for each student. Please ensure that quantities of Test Administrator 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 Administrator Kits. Refer to the AASCD [Fact Sheet for Special Testing Scenarios](#) for additional information.

## 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, click [here](#) for assistance.



## 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 (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](http://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" — will be able to enter scores in the Data Entry Interface in the same way a test administrator presently does and will 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 Alternate Assessment for Students with Significant Cognitive Disabilities. 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 district or school.

Most trainings 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.

## Spring 2014 OGT Administration

The Spring 2014 OGT On-Time Order and Pre-ID Windows in TIDE are open **Jan. 2-13**. On-time orders are due in the district **Feb. 24**. The Spring 2014 OGT will be administered **Mar. 10-23**.

## 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](mailto:OGTProjectTeam@DataRecognitionCorp.com). The reimbursement rate for translators is \$100 per student per test for the Spring 2014. Districts are reimbursed for Spring 2014 OGT translators by Data Recognition Corporation. Note that districts are not reimbursed for translators during the fall administration.

## 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 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.

DISTRICT TEST  
COORDINATOR NEWSLETTER

9 – 12  
Assessments

NOVEMBER 2013



### 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).

### 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](http://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](#).

**DISTRICT TEST  
COORDINATOR NEWSLETTER**

**9 – 12  
Assessments**



NOVEMBER 2013

Key Dates

Fall 2013 Ohio Graduation Tests (OGT)	
11/5/13	Additional order window closes in TIDE
11/4/13	Automatic pickup of <b>scorable</b> 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 <b>scorable</b> answer documents by UPS at the district location where materials were delivered for public districts with more than one testing school in the district
<b>11/10/13</b>	<b>Fall 2013 OGT administration ends</b>
11/15/13	Materials pickup deadline in order to receive on-time results
11/18/13	Pre-processing record change window closes in TIDE
11/21/13	Invalidations window closes in TIDE (5 p.m. close)
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	OTELA materials due in district
1/6/14 – 3/5/14	OTELA additional order window open in TIDE
<b>1/13/14 – 3/7/14</b>	<b>Spring 2014 OTELA administration</b>

Spring 2014 AASCD	
12/2/13 – 12/13/13	AASCD TIDE On-Time order window open
1/13/14 – 1/24/14	AASCD TIDE On-Time Pre-ID Window
2/10/14	AASCD materials due in district
<b>2/24/14 – 4/18/14</b>	<b>Spring 2014 AASCD administration</b>

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
<b>3/10/14 – 3/23/14</b>	<b>Spring 2014 OGT administration</b>