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 OGT

The Fall 2013 OGT will be administered **Oct. 28–Nov. 11**. Districts that confirmed their participation by Sept. 5 will receive materials on Oct.11. Districts that did not confirm participation during the on-time window will have the opportunity to do so during the additional order window, which is open in TIDE (www.ohtide.org) through **Nov. 5**. Pre-ID files are not accepted during the additional order window, but districts can order generic labels. Additional orders begin shipping Oct. 11.

Receiving and Confirming Pre-ID Labels and Test Materials

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.

Note: The Pre-ID label for a student attending a JVS/CTC should list the student's JVS/CTC school and the student's home district. This will ensure that both the JVS/CTC and the home district receive the student's scores. The home district is the district that will grant the student's diploma. If the district and school information on the Pre-ID label is incorrect, do not use the Pre-ID label.

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 ORC 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 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.

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, keyword search: *Rules Book*. Reference: ORC 3313.61(H) and OAC 3301-13-01-(D)(12)(b).

OGT Half-Length Practice Tests

TIDE (www.ohtide.org) will be open for additional orders of half-length practice tests through **Oct. 3**.

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Fall 2013 OGT TIDE Record-Change Window

TIDE (www.ohtide.org) offers two record-change windows for the Fall 2013 OGT. The first record-change window will be open **Oct. 11–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 will open **Dec. 4** and will close at 5:00 p.m. on **Dec. 5**. During the second window, districts will 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 after results are reported.

Fall 2013 OGT Invalidations

The Fall 2013 OGT invalidations window will be open in TIDE **Oct. 28 – Nov. 21** (5:00 p.m. close). 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 can be found on the bottom right of the front cover of the answer document. Invalidations will be applied based on the information provided; failure to provide accurate or complete information will reduce 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 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 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 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.

Returning Scorable Answer Documents for the Fall 2013 OGT

There will be 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 will have an automatic pickup on **Nov. 5**. Answer documents will be 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 make-up 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 is also 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).

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Spring 2014 Ohio Test of English Language Acquisition

TIDE is open **Oct. 14-31** 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 and order special versions. Test materials are pre-loaded based on the number of students reported for the Spring 2013 administration. 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 the number of students testing.

On-time materials will be sent only to districts that confirm participation. 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-March 5, 2014**. 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 on May 7, and printed reports are available May 15.

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.

Test Administrator Training for the Alternate Assessment for Students with Significant Cognitive Disabilities (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 on the administration of the AASCD may train colleagues in their district or school.

The Spring 2014 AASCD represents the second administration of the new alternate assessment design. Returning test administrators and second raters must attend a half-day training session. The half-day session will provide a review of key components of administration procedures, valuable updates, and new components of the spring 2014 administration. Any person who will administer the AASCD or serve as a second rater and has not been previously trained, must attend a full-day training session. *Note that the Test Administrator training sessions for the AASCD are separate from the extended standards training.*

Most trainings sessions for the alternate assessment are 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 SST to learn more about the assessment and how to receive test administrator training.

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Alternate Assessment Administration Dates

The Spring 2014 alternate assessment will be administered **Feb. 24-Apr. 18**. The TIDE Pre-ID window will be open Jan. 13-24. Further information about the 2013-2014 assessment is coming 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.

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). 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. More information here.

Rules Book

The *Rules Book* is posted here. Please direct any questions on the *Rules Book* to Paula Mahaley by email to paula.mahaley@education.ohio.gov.

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

If you have difficulty accessing Success or OOARS with Internet Explorer 10, here is help.

Security Plan

Districts, community schools and participating chartered nonpublic schools must have a written test security plan no later than **October 1** of each school year. The test security plan must include procedures on test security which covers many areas that are listed in the Ohio Administrative Code (OAC) section 3301-13-05 (H) and (J). The listed OAC section may be found at this link. The test security plan must be presented to all staff who is involved with the state assessments: Ohio Achievement Assessments, Ohio Graduation Tests, and Ohio Test of English Acquisition.

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 ODE's website, education.ohio.gov that you might find helpful, click here.

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Key Dates

Ohio Graduation Tests (OGT) Practice Tests	
10/3/13	Additional order window closes in TIDE

Fall 2013 Ohio Graduation Tests (OGT)	
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 – 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 in 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. Interactive data available online

Spring 2014 Ohio Test of English Language Acquisition	
10/14/13 – 10/31/13	OTELA On-time order and Pre-ID window open in TIDE
1/6/14	OTELA materials due in district
1/6/14 – 3/5/14	OTELA additional order window open in TIDE
1/13/14 – 3/7/14	**Spring 2014 OTELA administration**

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

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