

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."

Summer 2013 Ohio Graduation Test (OGT) Rescores and Verifications

AIR's Test Information Distribution Engine, TIDE, (www.ohtide.org) will accept Summer 2013 OGT rescore and verification requests until Sept. 26. Requests for rescores will be subject to Ohio Department of Education (ODE) 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 to enter a request for rescores or verifications may be found at this link. Or, you may contact the OGT Help Desk at 1-877-231-7809 with questions about OGT rescores and verifications.

Fall 2013 OGT TIDE Window for On-Time Orders and Pre-ID Submission

TIDE (www.ohtide.org) will be open until Sept. 5 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 and answer documents will be pre-loaded based on Spring 2013 OGT fail counts. 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 Sept. 5 will receive materials on Oct.11. The Fall 2013 OGT will be administered Oct. 28-Nov. 10. Districts that do not confirm participation during the on-time window will have the opportunity to do so during the additional order window: Oct. 1-Nov. 5. Pre-ID labels cannot be ordered during the additional order window. Additional orders begin shipping Oct. 11.

Double Check Your Fall 2013 OGT Pre-ID File

If you or your Information Technology Center (ITC) uploads a Pre-ID file, please double check that the data for all students were properly uploaded in TIDE. After a Pre-ID file is uploaded, click the [View/Edit Students] tab. Select "All Schools" and "All Grades" to see all the students in your district's Pre-ID file. If you need help with your Pre-ID file, please contact the Help Desk at 1-877-231-7809 (press 2) for further assistance.

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 now 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.

Fall 2013 OGT Foreign Language CDs

Foreign language CDs for the Fall 2013 OGT will be available in Arabic, Mandarin Chinese and Spanish.

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.





OGT Full-Length Practice Test

Districts who have a three-year graduation rate of 75% or less must administer to the grade nine students a full length OGT practice test per state law. The text requiring districts with an academic watch or in a state of academic emergency has been deleted from the law.

OGT Half-Length Practice Tests

OGT half-length practice tests ordered during the ontime window this past spring will be delivered to districts by **Sept. 5**. TIDE (<u>www.ohtide.org</u>) will be open for additional orders **Sept. 5-Oct. 3**.

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.

Assessment for Students with Significant Cognitive Disabilities (AASCD) Spring 2014 Administration

The Spring 2014 alternate assessment will be administered **Feb. 24-Apr. 18**. The TIDE On-Time order window will be open Dec. 2-13. The TIDE Pre-ID window will be open Jan. 13-24. Further information about the 2013-2014 assessment will be disseminated 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.

Test Administrator Training for the Alternate Assessment

For the 2013-2014 school year, <u>State Support Teams</u> will be providing test administrator (TA) training on the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD). Contact information is on the above support team link. In addition, school districts have the option of providing their own trainers and training sessions.

The Spring 2014 AASCD represents the second administration of the new alternate assessment design. Returning test administrators and second raters are required to attend a half-day training session. The half-day session will review key components of administration procedures, provide valuable updates, and introduce new components of the spring 2014 administration. All **new** administrators and raters 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 will be held in January 2014. District test coordinators (DTCs) and educators whose students will be taking the AASCD in the spring of 2014 are encouraged to speak with their local support team to learn more about the assessment and how to receive test administrator training.





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. Additionally, a "Teacher" will have access to interactive score data at the school level. Test administrators will not have access to interactive score data at the school level. Test coordinators should consider assigning the "Teacher" role to personnel who will be administering the alternate assessment and entering scores into the DEI and who also should have access to school results.

The test administrator role will continue to be available for users and will have the same access that was available during the 2012-2013 school year. Test administrators will be able to enter scores in the data interface, but will not have access to score data in the ORS. Note that test administrators may submit scores for students as well as serve as second raters. Second raters may only submit scores for students as second raters and may not serve as test administrators. More information can be found in the TIDE User Management guidance document.

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.

Spring 2014 Ohio Test of English Language Acquisition (OTELA)

TIDE will be open Oct. 14-31 for districts to confirm participation, upload a Pre-ID file or manually enter students' Pre-ID information, review and modify preloaded quantities of test materials, order special versions, and order reporting labels. Test materials will be pre-loaded based on the number of students reported for the Spring 2013 administration. Please make sure 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. Only districts that confirm participation will receive on-time materials. 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. Pre-ID files are not accepted during the additional order window. The Spring 2014 OTELA for K-12 will be administered Jan. 13- March 7. There will be no modification of or extension to the OTELA test window. The return date for test materials is March 10. Any tests shipped after March 10 will not be scored. OTELA results will be available electronically on May 7, and printed reports will be available May 15.

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, follow one of these options to ensure that all the features on the site work properly:

- In the address bar, click on the icon that resembles a torn sheet of paper to enable "Compatibility View," OR
- From the "Tools" menu, select "Developer Tools" (or Press F12). Click on "Browser Mode" and then "Internet Explorer 10 Compatibility View," OR
- Use an alternate internet browser, such as Firefox or Chrome.





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. Unless otherwise specified, please email an address change for a community school to Mary Cotton, Office of Community Schools, at mary.cotton@education.ohio.gov.

- Copy of School's Governing Authority Resolution verifying the change of location including the new address;
- Sponsor Assurances for the new facility (at least ten business days prior to the school's opening, if the facility change coincides with a new school year, or prior to instructing students in the new facility if the change happens after the school year has begun);
- Vendor Information Form sponsor submits to Shared Services and sends copy to Office of Community Schools to update the Ohio Educational Directory System;
- Letter of explanation on letterhead for change of address - sponsor submits to Shared Services and sends copy to Office of Community Schools;
- The school submits the Authorization for Direct Deposit (Electronic Fund Transfer) to shared services to update OAKS.





Key Dates

Summer 2013 Ohio Graduation Tests (OGT)	
Now – 9/26/13	Rescore/verification window open in TIDE

Ohio Graduation Tests (OGT) Practice Tests	
9/5/13	Practice tests due in district
9/5/13 – 10/3/13	Additional order window open in TIDE

Fall 2013 Ohio Graduation Tests (OGT)		
Now – 9/5/13	On-time order and Pre-ID window open in TIDE	
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

