District Test Coordinators
Quick Guide

This guide provides links to resources for district test coordinators.
For more information, visit the Ohio Department of Education *Testing Webpage*.

Announcements: Announcements for teachers and test coordinators are updated, as needed, on the Portal. These include scheduled maintenance, scoring and results, secure browser updates, and testing issues and updates.

Data Entry Interface (DEI): The Data Entry Interface is a component of the online testing system that allows authorized users to enter student assessment data, such as question responses and scores. The Data Entry Interface page provides a user guide, FAQs and tutorial.

District Test Coordinator Checklist: This month-by-month timeline suggests activities for district and building test coordinators to prepare for and oversee the administration of both paper and online tests.

AASCD	Alternate Assessment for Students with Significant Cognitive Disabilities
DEI	Data Entry Interface
DTC	District Test Coordinator
OELPA	Ohio English Language Proficiency Assessment
OELPS	Ohio English Language Proficiency Screener
OGT	Ohio Graduation Tests, for students who entered high school before July 1, 2014
ORS	Online Reporting System
OST	Ohio's State Tests for grades 3-8 and high school
TIDE	Test Information Distribution Engine
TAM	Test Administration Manual

FAQs about Ohio's State Tests: Find answers to frequently asked questions about Ohio's State Tests.

Ohio Accessibility Manual: Describes accessibility policies, as well as the related features of Ohio's State Tests available for all students, students with disabilities, students who are English language learners and students who are English language learners with disabilities.

Ohio's State Tests Portal: The portal is the gateway to state test administration systems, guidance, manuals and resources for test coordinators, technology coordinators, teachers and test administrators.

Ohio's State Tests Rules Book: The Ohio's State Tests Rules Book provides a reference for school officials responsible for statewide testing in a district or building. It also provides a general overview of Ohio's statewide testing program and shares specific information pertaining to testing at each grade level.

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Online Reporting System: The Online Reporting System provides dynamic data schools and districts can use to gauge students' achievement on various state assessments. This data can be used to compare achievement between individual students and the school, district and state.

Special Testing Scenarios: These describe how to handle situations such as students who receive services outside their home districts, receive state scholarships, move to different districts, enroll in internet-based schools, attend educational service centers, require medical waivers and more.

Supplemental Instruction for Paper Testing: The Supplemental Instructions for Paper Testing manual covers policies and procedures specific to administering Ohio's State Tests on paper. This manual is a supplement to the Test Administration Manual. Test coordinators and test administrators testing students on paper must review this manual prior to testing.

Test Administration Manual: Test coordinators and test administrators must review the Test Administration Manual (TAM) prior to test administration. The manual includes key information about scheduling, test security, student pre-IDs and test eligibility, staff responsibilities, test status requests and other important policies and procedures.

The Test Administration Manual also includes a series of appendices that can be downloaded as part of the TAM or separately. The appendices cover important policies and procedures regarding oral translations, human read-aloud administrations, calculator policies and breach administrations.

The Test Administration Manual replaces the former Test Coordinator's Manual and Directions for Administration Manual.

Test Administrator Certification Course: This course is for the OST, OELPA, OGT and upcoming AASCD 2.0. Required training for AASCD test administration is provided by State Support Teams.

Test Security Training: This is required training for all test administrators that must be completed by October of each school year. A Test Security Training resource also is available.

TIDE Manual and Tasks for Test Coordinators: The Test Information Distribution Engine (TIDE) stores student demographic information and provides authorized users with tools for administrative tasks for testing.

Contact information:
Ohio Help Desk: (877) 231-7809
Office of Assessment: (614) 466-1317
State Testing Help: *statetests@education.ohio.gov or* (877) 644-6338
Sign up for testing alerts and announcements.

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