

K-8 District Test Coordinator Bulletin October 2020

Note: Please maintain a copy or have access to all articles throughout the year for your reference. Past K-8 newsletters are located at this [link](#).

New! Fall 2020 Third Grade ELA Administration Extended

The fall administration of the third grade ELA test is a requirement in state law, not federal law. The fall 2020 grade 3 test window originally scheduled for **Oct. 19-30** has been **extended for one additional week and will now occur Oct. 19 – Nov. 6**. Schools will continue to select five-consecutive school days to administer the tests.

Traditionally, “consecutive school days” has been considered as “days when school is in session.” In order to provide flexibility, the Ohio Department of Education (Department) is clarifying the five-consecutive school day requirement for the fall 2020 third grade ELA administration.

- **Hybrid Models:** In hybrid models, a district may determine that a “consecutive school day” could apply when students are physically present in the building. Days when students are attending remotely **will not** count toward the five-consecutive days. This flexibility may be applied to each cohort. For example, if the district has a Cohort A attending school Monday and Tuesday, and Cohort B attending school Thursday and Friday, with alternating Wednesdays, Cohort A may have a five-consecutive school day window (for instance, Monday, Tuesday, Wednesday and the following Monday and Tuesday), and Cohort B may also have a separate five consecutive school day window, only counting the days where the students are physically present in the building.
- **Remote Models:** Districts are encouraged to establish a five-consecutive day window to test remote students to the extent possible. Students who are attending remotely will only have days counted when they are **in the buildings to test**. This window may be different from students attending in-person or hybrid. Schools may choose to:
 - Schedule appointment times for students to come in and test, either individually or in socially distanced groups;
 - Utilize days when other students may not be in the building to bring students in to test (e.g., if there is one day per week when all students are virtual or if the district is fully virtual);
 - Use alternative locations that may allow for students to test in larger groups but remain physically distant (e.g., gymnasiums, auditoriums, cafeterias) as long as the environment is appropriate for testing (e.g., quiet, no distractions);
 - Test some students in other buildings (e.g., at a middle school) when they are not being used for in-person instruction.

The Department emphasizes that districts first and foremost should be concerned about the **safety of students and staff**. Assessments should occur only if they can be administered safely. Safety may be determined locally at the student, teacher, building, district or county level depending on the circumstances. Ohio’s school and district leaders should continue prioritizing the safety of students, employees and the community, respect the decisions being made by parents in response to the pandemic and make good faith efforts to meet testing requirements amid local context and conditions.

New! Assistive Technology Manual

The revised [Assistive Technology Manual](#) for 2020-2021 is available on the Technology Resources pages for each of the state tests (except the Restart Readiness Assessments) of the test portal. The Assistive Technology

Manual provides an overview of the embedded and non-embedded assistive technology tools that can be used to help students with special accessibility needs complete online tests. It includes lists of supported devices and applications, as well as setup instructions for those that require additional configuration.

- Embedded assistive technology tools include the built-in test tools in the Test Delivery System, such as the Text-to-Speech tool. These tools can be accessed without third-party software or hardware and do not require Permissive Mode to be turned on.
- Non-embedded assistive technology tools are the third-party hardware and accessibility software that students use to help them complete tests in the Test Delivery System. These tools require Permissive Mode to be turned on and may require additional configuration steps prior to testing.

Students should be familiar with assistive technology and accessibility features prior to testing and should have the opportunity to select, practice and use those features in instruction before test day. The best way to test compatibility with assistive technologies is to take a practice test administered through the secure browser with those technologies turned on.

New! Request for Parent Input -- Ohio's State Tests Performance Standards Confirmation

The State Board of Education adopts performance standards for the Ohio's State Tests that are used to determine whether a student meets the proficiency level. Because of the importance of the performance standards, the Board's Assessment and Accountability Committee has directed the Ohio Department of Education to conduct a confirmation process to review where the performance levels are set for the English language arts (ELA) and mathematics tests.

Achieving a proficient level on a state test has significant impact for students and families. As part of the review process, the Ohio Department of Education is seeking input from parents around the meaning of performance standards for their children as they progress in school and as they prepare for life beyond high school.

We are looking for parents to participate in six virtual discussion committees. Participants should have online access for viewing the meeting information virtually, but video capability is not required. There will be six separate interactive discussions with parent committees, and they will take place on the following dates and times.

- Elementary School (grades 3-5) ELA will be on Tuesday, October 27, 10 a.m. – 11:30 a.m.
- Middle School (grades 6-8) ELA will be on Wednesday, October 28, 10 a.m. – 11:30 a.m.
- High School ELA will be on Thursday, October 29, 10 a.m. – 11:30 a.m.
- Elementary School (grades 3-5) Mathematics will be on Tuesday, October 27, 10 a.m. – 11:30 a.m.
- Middle School (grades 6-8) Mathematics will be on Wednesday, October 28, 10 a.m. – 11:30 a.m.
- High School Mathematics will be on Thursday, October 29, 10 a.m. – 11:30 a.m.

Information from this discussion will be shared with educator committees as they take a technical look at how the performance levels were originally set. Finally, the State Board will receive a report on the feedback from parents and the outcomes of the educator review committees as board members evaluate whether the performance levels are accurately determining whether a student is proficient in English language arts and mathematics.

If you are interested in participating on one of these parent discussion committees, please complete the [online application](#).

If you have any questions, please contact the Office of Assessment at statetests@education.ohio.gov or call Dr. Marie-Elena Hall at 614-306-3467.

New! Important Dates for the State Tests

Review the upcoming important dates on the [test portal](#) for Ohio's State Tests (OST), the Ohio English Language Proficiency Assessment (OELPA), the Ohio English Language Proficiency Screener (OELPS) and the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD). Please check back regularly as the information is subject to change

New! Scorable Test Booklets and Secure Material Return

All grade 3 scorable test booklets must have a Pre-ID label placed in the box that reads "Apply Label Here" on the scorable test booklet. **Failure to apply a Pre-ID label will result in scores not being reported.** There are two types of Pre-ID labels: preprinted Pre-ID labels and print-on-demand Pre-ID labels. The information on both types of labels is the same, and both are placed in the same box on the scorable document.

Districts are required to return scorable grade 3 English language arts paper tests immediately after testing and no later than one business day following the district's five-consecutive school day test window. All grade 3 English language arts nonscorable materials must be returned no later than one week after the district's scorable documents pickup.

Please refer to the [Supplemental Instructions for Paper Testing manual](#) for further guidance.

Materials and Additional Order Window

Districts that placed orders in [TIDE](#) by Aug. 28 had their materials delivered on **Oct. 5**. TIDE will be open for additional orders **Oct. 6-28**. All orders are subject to Department approval. District test coordinators will place orders under the "Paper Orders Grade 3 ELA Fall 2020" Administration task in TIDE. Please provide a reason for your request in the comments field. To access the Orders task, district test coordinators must first confirm their contact information and shipping addresses under the Verify Contact Information task. District test coordinators who wish to update their shipping addresses must contact the Ohio Help Desk at 1-877-231-7809 to request a change.

Manuals

The fall 2020 Ohio's State Tests Test Administration Manual (TAM) is available for download from the [Administration Manuals and Guidance Documents](#) page of the test portal. The Test Administration Manual must be reviewed by test coordinators and test administrators prior to the fall 2020 test administration. The Test Administration Manual includes key information regarding scheduling, test security, student Pre-ID and test eligibility, staff responsibilities, test status requests and other important policies and procedures. This information is applicable to all fall 2020 test administrations, including students testing online and on paper.

The [Supplemental Instructions for Paper Testing](#) manual is also available for download from the test portal.

Pre-ID Window

The Pre-ID window opened in [TIDE](#) under the Ohio's State Tests 2020-2021 administration task on Aug. 6. Districts and schools must Pre-ID their students who are participating in the fall 2020 test administration. Remember to use the Student Pre-ID File Layout for the 2020-2021 school year.

Districts and schools must ensure all participating students have the appropriate subject mode field set to "O" for online or "P" for paper. All students, regardless of test mode, must be preidentified no later than **Oct. 30**.

Score Report Labels

The window for districts to request a set of grade 3 fall 2020 Ohio's State Tests score report labels is **open through Oct. 30**. To request labels, the district test coordinator must access the Score Report Label Requests task in the Ohio State Tests 2020-2021 administration in TIDE, select "Yes" and click [SAVE]. All districts automatically receive printed Family Reports.

Reset and Restart Education

The Ohio Department of Education (Department) has posted planning guides to spur local-level, partnership-based discussions and decision-making in areas critical to the start of the 2020-2021 school year by sharing a coordinated and collaborative approach for codesigning and framing various considerations in planning the [Reset and Restart](#) of Ohio's schools. Please continue to visit the Department's website for additional updates as they become available.

New! OELPA On-time Order Window

The on-time order window for the accommodated paper materials for the spring 2021 OELPA will be open in [TIDE](#) Nov. 9-13, 2021. District test coordinators will place orders under the "Paper Orders OELPA Spring 2021" Administration task in TIDE. To access the Orders task, district test coordinators must first confirm their contact information and shipping addresses under the Verify Contact Information task. District test coordinators who wish to update their shipping addresses must contact the Ohio Help Desk at 1-877-231-7809 to request a change. All orders are subject to Department approval. Please provide a reason for your request in the comments field.

Districts that placed orders in [TIDE](#) by Nov. 13 will receive their materials by **Jan. 19**. Districts that preidentified their students with a test mode of "P" for paper will receive their preprinted pre-id labels by **Jan. 19, 2021**.

OELPS for School Year 2020-2021

The Ohio English Language Proficiency Screener (OELPS) test administration began on **Aug. 6, 2020**, to assist schools in identifying students as English learners for the 2020-2021 school year. The pre-ID window opened in [TIDE](#) on Aug. 6 and will remain open through June 2021. Information and resources for the OELPS administration can be found on the new [test portal](#).

OELPS Test Administration Manual Updated and Posted with Updated Test Administrator Questions

The *OELPS Test Administration Manual (TAM)* has been revised for the 2020-2021 test administration and posted on the new [test portal](#). Please note the test administrator questions after Step One have been updated. Pages 9-11 and pages 19-21 of the OELPS TAM have this information. The *Screener Online Reporting*

System (ORS) Quick Guide and *OELPS Teacher Hand Scoring System (THSS) User Guide* have also been updated and posted to the test portal for this year's test administration.

Ohio English Learner Tests Portal

The Ohio Department of Education, in partnership with Cambium Assessment, Inc., is pleased to announce the launch of the redesigned [Ohio English Learner Tests Portal](#) for the Ohio English Language Proficiency Assessment (OELPA) and Ohio English Language Proficiency Screener (OELPS). The new layout helps users easily navigate the test systems and locate resources. The Ohio English Learner Tests Portal will be updated throughout the year, so check back for the most current information. For questions or feedback about the new test portal, please contact the Ohio Help Desk at OHhelpdesk@cambiumassessment.com or 1-877-231-7809.

Reset and Restart Resources Now Available for English Learners

The Department has published [A Restart Guide for School Administrators Serving English Learners and Linguistically Diverse Families](#). This information on English learners should be used in conjunction with [Reset and Restart: Education Planning for Ohio Schools and Districts](#), and the United States Department of Education Office of Elementary and Secondary Education [Fact Sheet: Providing Services to English Learners during the Covid-19 Outbreak](#) (May 2020). Also, the Council of Chief State School Officers (CCSSO) has posted a list of state and national resources and information on remote learning for English learners during the school closure, [Restart and Recovery: Serving English Language Learners During COVID-19](#).

New! Item Specifications for the AASCD

Alternate Assessment Test Specifications are now available on the Alternate Assessment portal under [General Resources](#). These test specifications provide an overview of the structure and content for each grade and subject area of the Ohio's Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD). The test specifications include a description of the test design, information on the items that will appear on the tests, and a test blueprint that identifies the range and distribution of items grouped into various reporting categories. The test specifications also provide specific guidelines for the development of all items used for Ohio's AASCD. These documents are resources for Ohio educators and other stakeholders who are interested in a deeper understanding of the tests.

New! Spring 2020 AASCD Score Reports

Due to the ordered school-building closure caused by the ongoing coronavirus (COVID-19) pandemic, the Department was unable to meet with educators to establish performance standards for the new AASCD. Without cut scores, students who completed AASCD testing in the spring cannot be assigned scores and districts will not receive score reports for the 2020 AASCD administration. The postponed standard setting has been rescheduled for spring 2021. For questions or inquiries regarding spring 2020 testing and graduation requirements, contact the Office of Assessment at statetests@education.ohio.gov.

New! Spring 2021 AASCD On-time Orders

The spring 2021 AASCD On-time Order window will be open in [TIDE](#) **Oct. 27 - Nov. 9**. District test coordinators will place orders under the "Paper Orders AASCD Spring 2021" administration task in TIDE. All orders are subject to Department approval.

To access the Orders task, district test coordinators must:

- 1) Confirm their contact information and shipping addresses under the Contact Info task. District test coordinators who wish to update their shipping addresses must contact the Ohio Help Desk at 1-877-231-7809 to request a change.
- 2) Enter the quantity requested in the Search for Orders section and click [SAVE]. **A reason for the requested materials must be entered in the Comments box that will appear.**

There will be **no preloads** of any test materials for the Spring 2020 AASCD. **Materials should only be ordered if your district is a board resolution district or if your district has students with a paper accommodation documented in their IEP.**

Each test administrator or teacher giving the AASCD supplemental paper accommodation needs access to one Supplemental Paper Kit for the appropriate grade level(s). Each test administrator or teacher giving the AASCD full paper accommodation needs access to one Full Paper Kit for the appropriate grade level(s). Each test administrator or teacher in a board resolution district needs access to one Full Paper Kit for the grade 3 subject(s) that the district indicated it would be using paper tests during the Spring 2021 AASCD administration.

Supplemental Paper Kits and Full Paper Kits are designed for use with multiple students. Districts should order by the number of administrators using these materials, **not** by count of students. 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 using paper accommodations. All orders are subject to Department approval.**

Districts with students who are served outside the district should confer with the district/school of service to determine which district will be responsible for ordering materials. Refer to the AASCD Special Testing Scenarios located on the [Ohio Alternate Assessment Portal](#) for additional information.

Spring 2021 Alternate Assessment Operational Field-Test Administration Window

The spring 2020 Alternate Assessment for Students with the most Significant Cognitive Disabilities (AASCD) Operational Field Test administration was designed to be a six-week test window but not completed due to the ordered school-building closure in March 2020.

The spring 2021 AASCD administration will be an Operational Field Test, **Feb. 2 - March 19, 2021**, providing a seven-week test window. All testing and entry of student responses must be completed by 5 p.m. March 19, 2021.

Prior to releasing scores for the spring 2021 AASCD Operational Field Test, the Department must conduct a standard-setting committee meeting. The standard-setting committee, composed of Ohio stakeholders, will review student performance data and performance level cut scores. The Department then will present the proposed performance standards to the State Board of Education. After State Board approval, the scores for the Operational Field Test will be released to districts. Districts should look for future communications regarding the release date of scores for the spring 2021 AASCD Operational Field Test administration.

Districts should ensure that staff involved in the administration of the AASCD are aware of the spring 2021 AASCD Operational Field Test administration window. The Department's website will be updated to reflect the change in schedule.

For questions or concerns regarding the test window dates for the spring 2021 Alternate Assessment Operational Field Test, contact the Office of Assessment at statetests@education.ohio.gov.

Updates to the AASCD Online Practice Tests

The AASCD online practice tests have been updated for the 2020-2021 school year. Updates include:

- Increasing the number of questions to 20 per test;
- Removing the password requirement to exit out of full screen mode;
- Adding the early stopping rule after the first 4 items of each test; and
- Adding item-level scoring for each question and a score summary at the end of each practice test, similar to what is currently available on OST practice tests.

Students can access the [Practice Test Site](#) on the [Alternate Assessment portal](#) via any supported web browser. The Practice Test Site allows students to experience the sign-in process, navigate the online testing system, use the available tools and features and become familiar with online testing.

Administrators should access the TA Practice Site on the Alternate Assessment portal to experience starting a session, approving students to test and to become familiar with online testing, prior to administering the spring 2021 AASCD Operational Field Test.

The [2020-2021 AASCD Practice Site Guidance Document](#) is available on the Alternate Assessment portal. Please review this guidance document for details on using the online practice test sites. AASCD Practice Test Scoring Guides are also available under the [Student Practice Resources](#) page of the Alternate Assessment portal. These scoring guides provide the extended standard, item target level, access limitations, answer key, reporting category and notes on scoring information for each item on the AASCD half-length practice tests. They also include screen shots and the scripts for each stimulus and item.

New! Kindergarten Readiness Assessment Revised (KRA-R) Timeline

Although the KRA-R is significantly shorter, comprised of only 27 items compared to 50 from the previous version, we encourage everyone to take full advantage of the assessment window. KRA-R scores must be entered into the Ready for Kindergarten Online system (also called KReady) **no later than November 1, 2020 at 11:59 p.m.** Data Managers will have until Nov. 6 to clean up student demographics and transfer requests. Scale score reports will be generated in the KReady system, and we will notify data managers when they are available.

New! KRA-R Data

If you are unable to complete the assessment for some or all students due to COVID, leave those KRA-R items blank in KReady rather than marking them Not Scorable (NS). The “NS” option is only for children on Individualized Education Plans (IEPs), 504s, or who have been identified as an English Learner and should not be used for items missed due to COVID. The Department recommends that districts document instances when they are not able to complete the KRA-R for some students.

New! KRA-R Resources for 2020

The [Universally Designed Allowable Supports for 2020-2021](#) provide additional flexibility in administration procedures during COVID. This document includes both the standard allowable supports across five categories – directions, item presentation, student response, setting, and scheduling – and Enhanced Allowable Supports

for the 2020-21 school year. The [KRA for Teachers Webpage](#) has resources for Teachers including score sheets and an observation form that can be used with Families.

New! KRA-R Considerations for 2020 EMIS Reporting

Districts that are able to complete the assessment for all students should report in EMIS as usual, following the [EMIS Data Collection Calendar for 2020-2021](#). We are working on updated reporting guidance to address missing KRA-R scores due to COVID. Districts should document instances when they are not able to complete the KRA-R and wait to report those students' KRA assessment records to EMIS until further guidance is provided.

New! KRA-R and Third Grade Reading Guarantee

If a district uses the KRA-R Language and Literacy domain for the Third Grade Reading Guarantee, the district must administer it by Nov. 1. The Language and Literacy cut score for *on-track* in reading is 263 (scaled-score) and above. If a student scores 262 or less on the Language and Literacy area, the child is *not on-track* for reading on grade level. This score is for the Language and Literacy sub score only, not the overall score.

Do not administer the KRA-R to any student retained in kindergarten. If your district uses the Language and Literacy domain from the KRA-R for the Third Grade Reading Guarantee, either the state-developed reading diagnostic for kindergarten or one of the approved vendor diagnostics must be administered to kindergarten students who are in their second year of kindergarten.

New! KRA-R Updates 2020

A [KRA-R Teacher Updates 2020](#) and optional [KRA-R refresher](#) are available for returning teachers.

New! Teacher Training

Teacher trainings are coming to an end, however, if your school or district has a need for new teachers to get trained to administer the KRA-R, please email KRAhelp@education.ohio.gov.

New! Updates to KRA-R Individual Student Report (ISR)

Individual Student Reports (ISRs) are available for each kindergarten student's KRA-R results. The report shows the student's overall performance based on four areas of development and learning: Language and Literacy, Mathematics, Social Foundations, and Physical Development and Well-Being. The overall performance level (emerging, approaching, demonstrating) is based on the overall score. This year, the ISR will only display the overall scale score and will not include any of domain level scores. The domain level scores will be provided in the scale score reports in November.

All KRA-R ISRs are found in the KReady system. The Department will not be sending out paper copies to the districts. Data managers and teachers with a KReady account have access to the ISRs for their students. Please share the KRA-R ISRs with parents in a way that makes the most sense for your school. For example, your school could mail the report to each student's home or provide it during a parent-teacher conference.

A teacher can generate an ISR on demand after all the scores for a child have been entered in the KReady system. The ISR is available in the KReady system in 6 languages: English, Spanish, Chinese, Japanese, Somali and Arabic. View a sample of the updated ISR in English [here](#).

NEW! Scheduled Maintenance

Cambium Assessment will be conducting periodic maintenance of the testing systems to ensure system stability and reliability throughout the school year. These maintenance periods will occur on the dates indicated below and can last up to 24 hours. During a maintenance period some or all of these systems may be inaccessible:

- TIDE
- Student Testing Site and Practice Test Site
- TA Interface and TA Practice Site
- Online Reporting System (ORS) and Centralized Reporting System (CRS)
- Teacher Hand Scoring System
- Data Entry Interface
- TA Certification Courses
- Assessment Systems Inbox

Maintenance Windows

- Saturday, November 14, beginning at 9 a.m.
- Saturday, December 12, beginning at 9 a.m.

Updated Line Reader

The line reader tool allows students to highlight a line of text as they read. Beginning with the 2020-2021 school year, there is a new “Enhanced” line reader that will be “On” by default. This enhanced line reader highlights the student selected text **and** greys out the remainder of the item content on the screen. The “Classic” line reader, that was the default version for last school year, remains available for districts to select for their students’ settings. The “Classic” line reader highlights only the student selected text. The line reader setting can be changed in TIDE and in the TA Interface. To provide students an opportunity to use this new “Enhanced” version, all practice tests and released item tests for all OST, OELPA and AASCD tests available on the Practice Tests sites on the [test portals](#) have been updated to include this new “Enhanced” version.

Pre-ID Layout for 2020-2021

The Department has updated its Student Preidentification (Pre-ID) File Layout for the 2020-2021 school year. The layout collects student information for all Ohio’s statewide assessments.

Please download a copy of the 2020-2021 Pre-ID layout for Ohio’s State Tests. The layout builds upon the 2019-2020 layout; changes to the layout are indicated in **red** font. Review the *Guidance Document for 2020-2021 Ohio Pre-ID Files* for details on the changes to the layout. Please share and work with your Information Technology Coordinator (ITC) and/or district data service personnel as soon as possible in the preparation of Pre-ID files. The layout and guidance document are located on the [TIDE Support Documents](#) page of the test portal.

TIDE Resources

The Test Information Distribution Engine, or **TIDE**, is available for the 2020-2021 school year. TIDE and the other testing systems provided by Cambium Assessment contain secure student data, including demographic information and scores. Please review the [TIDE User Guide](#) for complete details. As in past years, all passwords have been reset and all users will be required to set up new passwords according to the new guidelines before accessing any Cambium Assessment testing system.

Several resources are available on the [TIDE Support Documents](#) page of the Ohio's State Tests portal to help users complete tasks for the fall 2020 test administration. These include:

- TIDE User Guide;
- TIDE Tutorials;
- TIDE Tasks for Test Coordinators;
- Pre-ID File Layout for 2020-2021;
- Pre-ID Guidance Document;
- Pre-ID Upload Templates;
- TIDE User Management Guidance Document;
- User Role Matrix; and
- TIDE FAQ.

Secure Browsers for 2020-2021

Secure Browser version 12.5 for desktop and laptop devices is available to download from the [Secure Browsers](#) page of the test portal. Version 12.5 of the secure browser is the only version that can be used beginning **Sept. 1**. Older versions of the secure browser installed on desktop and laptop devices cannot be used for secure student testing after Aug. 31.

The SecureTest Browser (formerly AIRSecureTest) app version 7.0 for Chromebooks is available in the Chrome app store and the SecureTest Browser (formerly AIRSecureTest) app version 6.0 for iPads is available in the Apple app store. Similar to the desktop secure browser, only the new version of the secure test app can be used for secure student testing beginning Sept. 1. Older versions of the secure test app cannot be used after Aug. 31.

Technical Documentation for 2020-2021

With the release of Secure Browser v12.5 for desktops and laptops and the SecureTest Browser app for Chrome and iPads, the corresponding technical documents have been updated for 2020-2021 and can be found on the [Technology Coordinator](#) page of the test portal. The *Quick Guide for Setting Up Your Online Testing Technology* is a one stop shop for information on installing and using the Secure Browser and Secure Test Browser App, as well as information on preparing computers and tablets for online testing. Many districts and schools should find this document covers all technology topics needed to prepare for testing.

For districts and schools that need additional information, each of the following documents provides greater detail for the indicated operating system:

- *Technology Guide for Chrome OS;*
- *Technology Guide for iPads;*
- *Technology Guide for Linux;*
- *Technology Guide for Mac; and*
- *Technology Guide for Windows.*