

9-12 District Test Coordinator Bulletin October 2020

Note: Please maintain a copy or access to all articles throughout the year for your reference. Past 9-12 newsletters are located at this [link](#).

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. 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.

Interested parents may complete the online application located at: <https://www.surveymonkey.com/r/standardsparentgroup2020>.

Applications for these parent discussion committees must be submitted by **4:00 p.m. on Friday, October 16th**.

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.

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.

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 **Jan. 8**.

Score Report Labels

The window for districts to request a set of high school end-of-course fall 2020 Ohio's State Tests score report labels is open and will close on **Jan. 8**. 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.

OGT Administration for School Year 2020-2021

The 2020-2021 online Ohio Graduation Tests (OGT) will be administered **Sept. 1, 2020 - July 30, 2021**. Individuals who entered 9th grade for the first time before July 1, 2014 are subject to the OGT requirements for graduation. Each individual will have three opportunities to test per subject during the school year. Most tests will be administered to adults who have completed their high school courses and those adults who are completing their high school courses in an Adult Diploma Program. **In all cases, individuals are required to present a photo ID at testing.**

The Pre-ID window is open in TIDE under the Ohio's State Tests 2020-2021 Administration task. Districts must Pre-ID individuals who are participating in the 2020-2021 OGT administration. Remember to use the Student Pre-ID File Layout for the 2020-2021 school year.

The *2020-2021 OGT Test Administration Manual* (OGT-TAM) is available on the [Ohio Graduation Tests Resources](#) page of the test portal.

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, 2020. 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 have 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 on **Aug. 6** in [TIDE 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* also have 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 more 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 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](#). The new guidance 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 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 IEPs.**

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 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 was 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 the 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! 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.

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.

Updated Line Reader

The line reader tool allows students to highlight a line of text as they read. A new “Enhanced” line reader is available for practice tests and released test questions in addition to the “Classic” Line Reader.

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 all non-selected text. 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 test questions on 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.

Technical Documentation for 2020-2021

With the release of Secure Browser v12.5 for desktops and laptops and the Secure Test 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 App, as well as information on preparing computers and tablets for online testing. Many schools and districts should find this document covers all technology topics needed to prepare for testing.

For schools and districts 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.*