

*Note: New articles/information or articles that have been updated since the previous newsletter will have “NEW!” in the title of the article. Articles will not be repeated more than 2-3 months. Please maintain a copy or have access to all articles throughout the year for your reference.*

## K-8 District Test Coordinator Bulletin June 2019

### Key Dates

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#### Ohio English Language Proficiency Screener (OELPS) 2018-2019

**July 12**                      **OELPS administration closes**  
**July 13-31**                    OELPS offline for maintenance

#### Ohio English Language Proficiency Assessment (OELPA)

**June 10**                      Family Reports due in districts

#### Spring 2019 Ohio’s State Tests (OST) – Grades 3-8

**June 3**                        Results for online tests available in [Online Reporting System \(ORS\)](#)  
**June 17**                      Results for grade 3 paper English language arts tests available in [Online Reporting System \(ORS\)](#)  
**June 24**                      Results for all other subjects’ paper tests available in [Online Reporting System \(ORS\)](#)  
**July 24**                      Printed Family Reports due in district

#### Summer 2019 Ohio’s State Tests (OST) – Grade 3 English Language Arts

**May 24**                      Deadline to Pre-ID students in TIDE to receive preprinted print Pre-ID labels  
**July 8-12**                    **OST summer 2019 grade 3 English language arts administration**  
**July 26**                      Window closes to request printed score report labels in [TIDE](#)

#### Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) 2018-2019

**June 4**                        AASCD 1.0 spring 2019 Family Reports due in districts  
**June 7**                        **AASCD 2.0 spring 2019 Independent Field Test survey closes**

#### 2019-2020 Testing Dates

The [2019-2020 testing dates](#) have been posted to the Department web-site.

## OST, OELPS, OELPA, AASCD, Diagnostics and KRA

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### NEW! Translator Reimbursement for Ohio’s State Tests

There has been a change in the Translation Reimbursement Policy. The translation reimbursement amount has increased. It is now \$90 per translated test administration for each part of the test for OST and AASCD and \$180 per translated test administration for OGT. Please refer to the [Translation Reimbursement Guidance Document](#) for additional information on the policy.

Please have your reimbursement application for the 2018-2019 school year submitted by June 30, 2019. The reimbursement application is new. You can find it with the guidance document on the [Documents and Forms page](#) of our website. If you have any questions or challenges, please contact Noël Nethers at [noel.nethers@education.ohio.gov](mailto:noel.nethers@education.ohio.gov) or 614-728-2759.

## NEW! Scheduled System Maintenance

AIR will be conducting periodic maintenance of the testing systems to ensure system stability and reliability throughout the school year. These maintenance periods will occur approximately once a month on Saturday and **can last up to 24 hours**. During a maintenance period, some or all systems may be inaccessible, including:

- TIDE;
- Student Testing Site and Practice Test Site;
- TA Interface and TA Practice Site;
- Online Reporting System;
- Teacher Hand Scoring System;
- Data Entry Interface;
- TA Certification Course;
- Assessment Systems Inbox.

The next two maintenances dates are scheduled for **Saturday, June 15 and Saturday, July 13 beginning at 9 a.m.** Please watch the [portal](#) for announcements regarding upcoming scheduled maintenance dates.

## Technology Preparation for 2019-2020 School Year

The [Technology Preparation for 2019-2020](#) document is available on the portal. This document provides advanced notice about how system requirements, supported operating systems and supported browsers will change for the 2019-2020 school year. It should assist districts with planning their technology for the next school year.

## District Test Coordinators Quick Guide

The new District Test Coordinators Quick Guide now is posted to the Ohio Department of Education [Testing Webpage](#) under Resources. This guide provides links, acronyms, definitions, contact information and resources that will assist district test coordinators.

## Ohio's State Tests – English Language Arts, Mathematics, Science

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### Spring 2019

#### NEW! Rescore and Verification Window

Districts will have an opportunity to submit rescore and verification requests in TIDE from **June 3** until **July 25**. Review the [Rescores and Verifications Guidance document](#) for instructions.

A district can submit **rescore** requests in TIDE if it believes a student's score does not reflect expected student achievement. There is a \$25 charge for processing rescore requests unless the rescore results in a score change.

A district can submit **verification** requests if the following applies:

- (1) The district believes the student tested and did not receive a score; or
- (2) The district believes a score was incorrectly assigned to a student (this verification type only applies to students who took paper tests).

## NEW! Discrepancy Resolution Window

Districts will have an opportunity to resolve discrepant records in TIDE. District test coordinators must sign in to the “Ohio State Tests 2018-2019” administration of TIDE and check the Discrepancy Resolution Task to resolve any records that require resolution. Review the [Discrepancy Resolution Guide](#) for instructions. Districts must resolve all discrepant records. *Unresolved records will not be reported.*

## Returning Paper Test Materials

Return scorable test materials immediately after testing and no later than one business day after each of the district’s test windows end. Return nonscorable materials within one week of returning scorable documents. Districts that did not submit pickup dates for scorable materials in the Supplemental Information task in TIDE by the Feb. 4 deadline are responsible for scheduling their own pickups according to the instructions in section 4 of the [Supplemental Instructions for Paper Testing](#).

## Spring 2019 Score Reporting

District results for students who took the spring 2019 Ohio’s State Tests online will be posted in the [Online Reporting System](#) (ORS) on **June 3**. Students whose scorable documents were returned to DRC according to the instructions in the manual will be posted **June 17** for grade 3 English language arts and **June 24** for all other subjects. Scores for students who tested using a breach form will be posted by **July 8**. Records that require discrepancy resolution will be reported after the records are resolved in TIDE.

## Summer 2019 Grade 3 English Language Arts Administration

### NEW! Test Administration

Summer testing is optional, and the administration window is **July 8-12**. Students, schools and districts may elect to participate or not participate. The summer 2019 administration is an online test administration. Grade 3 English language arts paper tests only are available for specific situations.

The summer Test Administration Manual is available for download on the [Administration Manuals and Guidance Documents](#) page of the portal. The manual must be reviewed by test coordinators and test administrators prior to the summer 2019 administration. The manual includes key information regarding scheduling, test security, staff responsibilities and other important policies and procedures.

### NEW! Pre-ID Window and Additional Order Window

Districts must ensure all participating students are preidentified in TIDE in advance of the test window and have the appropriate subject mode field set to “O” for online and “P” for paper. Refer to the [Guidance Document for 2018-2019 Ohio Pre-ID files](#) for more information.

Districts with grade 3 students using paper may place an order in TIDE **July 1-10**. All orders are subject to Department approval. District test coordinators will place orders under the “Paper Orders Grade 3 Summer 2019” administration task in TIDE. To access the Orders task, district test coordinators must first confirm their contact information and shipping address under the Contact info task. District test coordinators that wish to change their shipping addresses must contact the Ohio Help Desk at 1-877-231-7809 to request a change.

### NEW! Secure Browser for Summer Testing

The secure browser used for spring 2019 online testing should continue to be used for summer testing. Refer to the [technology resources](#) page for more information.

## NEW! Score Report Labels

Districts that wish to receive a set of grade 3 English language arts summer 2019 test score report labels must access the Score Report Label Requests task in the Ohio State Tests 2018-2019 administration in TIDE, select “Yes” and click save by **July 26**. All districts automatically receive printed Family Reports. If your district does not want to receive score report labels, no action is required.

## Alternate Assessment for Students with Significant Cognitive Disabilities

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### AASCD 1.0 Spring 2019 Operational Paper Score Reports

Family Score Reports for the spring 2019 operational 1.0 AASCD will arrive in districts on **June 4**. To replace lost or misplaced Family Score Reports, your district can download and print Individual Student Reports (ISRs) from the [Online Reporting System](#). Instructions for downloading Individual Student Reports can be located in the [ORS User Guide](#).

### New! AASCD 2.0 Independent Field Test Survey

Districts are invited to submit feedback on their experiences with the AASCD Independent Field Test. The AASCD 2.0 Independent Field Test Survey can be accessed via the [Ohio Alternate Assessment portal](#) homepage. District feedback is valuable and will be used to inform future policies and procedures for AASCD online testing.

## Ohio English Language Proficiency Screener (OELPS)

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### July Screening

The OELPS will remain posted through July 12, 2019. AIR originally had scheduled OELPS maintenance the entire month of July. After discussion, however, AIR, has reduced the maintenance period to two weeks. The two weeks of added OELPS time will allow districts to screen in the summer students entering school for the first time for school year 2019-2020. The Kindergarten OELPS is based on the K-12 Kindergarten English Language Proficiency Standards and should be given as close as possible to the beginning of the school year.

### Early Kindergarten Screening

Some districts choose to screen preschool students in the spring who will be enrolling in kindergarten in the fall. This screening is usually called Early Kindergarten Screening. The OELPS **cannot** be used for the Early Kindergarten Screening as the OELPS was not developed to screen preschool students and is not based on preschool standards. The OELPS is based on the K-12 English Language Proficiency Standards and is the Ohio tool used to identify English learners enrolled in public schools.

Students who will enter kindergarten in the fall may be screened any time after the last day of preschool, even if this is before the end of the OELPS window in July. For the most valid results, the OELPS should be given as close as possible to the beginning of the kindergarten school year when the students are no longer attending preschool.

Districts that choose to screen preschool students would use a vendor screener for purposes other than identifying English learners and then use the OELPS for identification when those students are in kindergarten.

## Ohio English Language Proficiency Assessment (OELPA)

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### Discrepant Records for 2019 Spring OELPA Kindergarten and Grade 1 Writing Supplements

Districts that have discrepant test records in [TIDE](#) for the spring 2019 OELPA administration received an email indicating that action is required. The discrepancies are for the Kindergarten and Grade 1 Writing Supplemental Test Booklets and students' online writing domain records. The vendor has received the paper writing supplement booklet(s) but is unable to associate them with the corresponding online record(s). Corrective action is required. **Unresolved records will negatively impact each student's writing score and possibly the overall proficiency determination.**

District test coordinators are required to resolve test records that do not match Pre-ID records. If a student has more than one test opportunity for the same test, or if the school or district association does not match the Pre-ID record in TIDE, the student's record will require resolution. Although districts may resolve discrepant records into November, districts should resolve discrepant records before the EMIS OELPA data collection window closes.

To resolve the discrepant records, district test coordinators must sign into the "Ohio State Tests 2018-2019" administration in [TIDE](#) and check the Discrepancy Resolution task. Review the [Discrepancy Resolution Guidance](#) document for instructions.

### Scores for Spring 2019 Administration

Printed Family Reports are due the week of **June 10**.