K-8 District Test Coordinator Bulletin December 2020

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

General Information

Updated Test Administrator (TA) Certification Flag and Assessment Systems Dropdown Menu

With the addition of the Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD) TA Certification Course, the TA Certified field in the user profile of the Test Information Distribution Engine (TIDE) has been changed to TA Certifications and independently captures the status of each certification. A value of "ALT" means the user has completed the AASCD TA Certification Course; a value of "GEN" means the user has completed the General TA Certification Course; and a value of "ALT;GEN" means the user has completed both courses. To aid in searching for users based on their certification status, the TA Certifications search criteria is now a multiselect dropdown. The systems dropdown menu available on the top left of most assessment systems pages has also been updated to allow users to access the General TA Certification Course or the AASCD TA Certification Course.

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) on 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.

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.

Important Dates for the State Tests

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

2020 Fall Grade 3 English Language Arts Test

New! Student Results Data Files

Districts' results for students who took the fall 2020 grade 3 English language arts tests online will be posted in the Online Reporting System (ORS) on **Dec. 14**. Students whose paper scorable documents were returned to Data Recognition Corporation (DRC) according to the instructions in the manual will be posted Dec. 21 in ORS. Students whose paper scorable documents were returned to DRC late will be posted Dec. 29 in ORS. Records that require discrepancy resolution will be reported after the records are resolved in TIDE.

New! Discrepancy Resolution Window

Districts will have an opportunity to resolve discrepant records in TIDE beginning **Dec. 21**. District test coordinators must sign in to the "Ohio State Tests 2020-2021" administration of TIDE and check the Discrepancy Resolution Task to resolve any records that require resolution. Review the Discrepancy Resolution Guidance document for instructions. Districts must resolve all discrepant records. Unresolved records will not be reported.

New! Rescore and Verification Window

Districts will have an opportunity to submit rescore and verification requests in TIDE from **Dec. 14, 2020-Jan. 29, 2021**. A district can submit a **rescore** request 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 a **verification** request by contacting the Ohio Help Desk at OHHelpDesk@cambiumassessment.com or 1-877-231-7809 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 who took a paper test.

2021 Spring English Language Arts, Mathematics, Science and Tests

New! On-time Order Window and Spring Administration

The spring 2021 on-time order window will be open in TIDE **Jan. 26-Feb. 1** to place orders for students that will be testing using paper materials. The English language arts tests will be administered March 22-April 23, 2021. The administration of mathematics and science tests will occur March 29-May 7, 2021.

Ohio English Language Proficiency Screener (OELPS)

New! EMIS Coding for Presumptive English Learners 2020-2021

The Ohio Department of Education has revised statewide Reset and Restart Education information in accordance with recent guidance provided by the U.S. Department of Education. **All students identified as English learners—whether identified by the standard or provisional procedure—should be coded appropriately using the state Education Management Information System (EMIS) before December 21, 2020.** This will ensure continuity of funding and eligibility for other English learner-specific provisions. Additional information is available on the Department's website: EMIS Coding for Presumptive English Learners 2020-2021.

Please contact the Lau Resource Center for general information about English learner identification at (614) 466-4109 or lau@education.ohio.gov. If you have questions about the Ohio English Language Proficiency Screener (OELPS), please contact the Office of Assessment at (614) 466-1317 or statetests@education.ohio.gov.

Ohio English Language Proficiency Assessment (OELPA)

New! Accommodated Paper Materials
Paper materials ordered and approved by the Department during the OELPA paper order window in November will arrive in districts the week of **Jan. 18, 2021**. Districts that preidentified their students with a test mode of "P" for paper by Nov. 13 will receive their preprinted Pre-ID labels the week of **Jan. 18, 2021**.

The additional order window will open in [TIDE](#) on **Jan. 20, 2021**. All orders are subject to Department approval. District test coordinators will place orders under the "Paper Orders OELPA Spring 2021" Administration task in TIDE. **A reason is required for the paper 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.

New! OELPA Test Coordinator Manual Updated and Posted
The OELPA Test Coordinator Manual (TCM*)* has been updated for the 2020-2021 test administration and is now posted on the [test portal](#).

Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD)

New! AASCD Pre-ID Deadline for the Learning Characteristics Inventory (LCI)
During the spring 2021 AASCD test administration window, a Learning Characteristics Inventory (LCI) survey will be conducted to collect evidence to analyze for external validity purposes. The LCI is accessed through the Data Entry Interface (DEI) and is completed only by the test administrator. Students do not need to be present while the test administrator completes the LCI. Administrators should complete the LCI before administering the test to their students.

The deadline to pre-ID students in order to receive LCI assignments is **Dec. 31, 2020**. Approximately 10 percent of students in the statewide AASCD test population will be required to have the LCI completed by a test administrator. For AASCD students preidentified in TIDE by Dec. 31, 2020, a random sampling procedure will be used to indicate those students selected for the LCI. District personnel should check TIDE on **Jan. 19, 2021** to confirm which of their AASCD students have been assigned the LCI. All LCI information must be entered in the DEI for these students by the end of the spring 2021 AASCD test administration window.

New! AASCD 2021 Administration Manuals
The Spring 2021 AASCD Operational Field Test administration manuals will be available on the AASCD portal by Dec. 28, 2020. The Spring 2021 AASCD Test Administration Manual (TAM) will cover policies and procedures for districts and schools that are administering the AASCD in any mode. District test coordinators, building test coordinators, test administrators and teachers **must** review the information in this manual prior to testing. This manual will only be available for download directly from the AASCD [test portal](#).

The Spring 2021 AASCD Supplemental Instructions for Paper Testing (SIFPT) will cover policies and procedures specific to administering the AASCD on paper. This manual is a supplement to the AASCD Test Administration Manual. Test coordinators and test administrators testing students on paper **must** review the information in

the Spring 2021 AASCD Supplemental Instructions for Paper Testing prior to testing. Physical copies of this manual will be included in material orders for paper accommodations and is also available for download from the AASCD [test portal](#).

AASCD Test Administrator Certification Course

The online AASCD Test Administrator Certification Course is now available on the Alternate Assessment portal under the [Teachers/Test Administrators](#) and [Test Coordinators](#) user pages. Users must have a TIDE account to access the course.

This course is specific to the AASCD and consists of 3 training modules and an online quiz that cover the various aspects test administrators will need to know to administer the AASCD. The training modules cover the following topics:

- Testing Policies and Procedures;
- TA Interface and Data Entry Interface; and
- Student Interface.

Each training module must be completed before the next module can be accessed. Once all three training modules are completed, a certification quiz must be completed to be considered AASCD TA certified. The quiz consists of 10 questions covering material from the three training modules. Users must receive an 80% or higher on the quiz for their TIDE accounts to be marked as AASCD TA Certified.

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.

Test Systems

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 (THSS);
- Data Entry Interface (DEI);
- TA Certification Courses; or
- Assessment Systems Inbox.

Maintenance Windows
- Saturday, December 12, beginning at 9 a.m.
- Saturday, January 9, beginning at 9 a.m.