

# A Roadmap for District Test Coordinators (DTCs) in 2023-24

The DTC Roadmap provides an overview of District Test Coordinator roles and responsibilities regarding statewide assessment and accountability. The DTC Roadmap supplements, but does not replace, manuals and other publications from the Oregon Department of Education (ODE). While appropriate for all DTCs, the Roadmap is particularly suited to DTCs new to their role.



**Jump To:** [OSAS Administration Year At-A-Glance](#), [Frequently Used Acronyms](#)

## ***The Purpose of Statewide Assessment***

Assessment serves as a bridge between teaching and learning. High-quality assessment practices center learners, acknowledge learners’ cultural and linguistic funds of knowledge, and humanize the learning process through clarity, feedback, and support. This humanized and equitable vision of assessment requires caring and skillful practitioners who, through their collective impact, share responsibility for the academic and socioemotional growth of all students.

Federal law requires statewide summative assessment as one measure of student achievement toward Oregon State Standards. ODE must provide a fair, valid, reliable, and accessible assessment system. In order to do this, statewide assessments are standardized to allow comparison across student groups.

Districts must ensure student access to statewide assessments and provide families with an annual report of student achievement. With few exceptions, statewide assessments should not be used to make high-stakes decisions (labeling students, determining course placement, or assigning intervention). Instead, statewide summative assessments should be used to evaluate **systems** of teaching and learning. Consult ODE’s [Right Assessment for the Right Purpose](#) guidance document for more information.

## ***Highlights for 2023-24***

While not a comprehensive list, here are a few of the most important updates to Oregon’s Statewide Assessment System for the current school year.

- The OSAS Summative [test windows](#) are updated from 2022-23.
- Students will use their SSID and legal **last** name (rather than their legal full first name) to access OSAS.
- Oregon districts and public charter schools are required to make the SEED Survey available to all students in Grades 3-11. The forthcoming SEED Survey Administration Manual details administration.
- DTCs will receive crisis alerts directly from Cambium rather than from ODE.
- The [Oregon Accessibility Manual](#) (OAM) is reorganized for increased usability.
- The Grade 11 OSAS Math CAT blueprint is transitioning to better align to 2021 Oregon Math Standards.
- For students using the “Translations (dual language)” designated support on OSAS Math Tests, the “stacked” Spanish presentation has been replaced with a Spanish/English language toggle.

## The Role of DTC

Every local educational agency in Oregon must [appoint a District Test Coordinator](#) to oversee statewide assessment for that district ([current Oregon DTCs](#)). Some DTCs also support the processes of accountability and reporting; if the DTC does not have these responsibilities in their district, they should coordinate closely with the person who does. A DTC’s primary responsibilities include:

- communicating with ODE regarding matters of statewide assessment;
- communicating between and among district personnel who interface with the Oregon Statewide Assessment System (OSAS), including the Oregon Extended Assessment (ORExt);
- managing all OSAS testing, including some components in conjunction with other district staff;
- providing local OSAS training for School Testing Coordinators (STCs) and Test Administrators (TAs);
- ensuring the appropriate test settings for each student, including designated supports and accommodations;
- reporting and investigating any potential testing improprieties and irregularities to ODE;
- validating district assessment data in ODE systems for accountability reporting; and
- coordinating the distribution of student reports to families.

*The DTC is the primary conduit of assessment-related information from ODE's Assessment Team and should consider how to distribute this information to other district staff.*

## What is the Oregon Statewide Assessment System (OSAS)?

Oregon’s Statewide Assessment System is a set of assessments, tools, and resources available at no cost to districts that fulfill federal testing requirements under the [Elementary and Secondary Education Act](#) and support ongoing teaching and learning efforts throughout the academic year. ODE maintains required statewide assessments in English Language Arts (ELA), Mathematics, Science, and English Language Proficiency (ELPA) in two formats: **general** (for the majority of students) and **alternate** (for students with the most significant cognitive disabilities). ODE manages the full system, which also includes optional interim assessments and a student survey, in collaboration with several partner organizations.

**Table 1: OSAS Assessments**

Component	Partner Organization
<a href="#">English Language Arts</a> (ELA) & <a href="#">Mathematics</a> summative and interim assessments	<a href="#">Smarter Balanced Assessment Consortium</a> (SBAC) <a href="#">Measurement, Inc.</a> (scoring of performance tasks)
<a href="#">Science</a> summative and interim assessments	<a href="#">Cambium Assessment, Inc.</a> (CAI or Cambium)
<a href="#">English Language Proficiency Assessment</a> (ELPA) Summative, Screener, and Alt ELPA	<a href="#">ELPA21 Consortium</a>
<a href="#">Oregon Extended Assessment</a> (ORExt) – ELA, Mathematics, and Science	University of Oregon’s <a href="#">Behavioral Research and Teaching</a> (BRT)

Component	Partner Organization
<a href="#">Student Educational Equity Development</a> (SEED) and Alt SEED Survey	<a href="#">Cambium Assessment, Inc.</a>
<a href="#">Nationally Normed College Entrance Practice Test</a>	<a href="#">ACT®</a>

**Table 2: ODE Applications**

Application	Function
<a href="#">Accountability Warehouse Extract</a> (AWE)	Download historical test data for students claimed in your district, regardless of the district in which the test was taken.
<a href="#">Achievement Data Insight</a> (ADI)	Validate accountability reports for schools and districts, as well as the data elements that are used in these reports.
<a href="#">Assessment Record Updating Application</a> (ARUA)	View, edit, and correct test records received by ODE.
<a href="#">Secure Assessment Reports</a> (SAR)	Download state test reports at the individual student, classroom and institution level.
<a href="#">Secure Student ID System</a> (SSID)	Manage SSID numbers.

**Table 3: OSAS Delivery**

Component	Function	Resource(s)
<a href="#">OSAS Portal</a>	Test delivery “hub” for most components of OSAS.	
<a href="#">Test Information Distribution Engine</a> (TIDE)	System for managing all OSAS users and embedded accessibility features.	<a href="#">TIDE User Guide</a>
<a href="#">Test Delivery System</a> (TDS)	Creates test sessions and delivers test content to students.	<a href="#">TA User Guide</a> <a href="#">Remote TA User Guide</a>
<a href="#">Assessment Viewing Application</a> (AVA)	Allows authorized users to preview interim assessment items before assigning to students.	<a href="#">AVA User Guide</a> <a href="#">AVA Training</a>
<a href="#">Centralized Reporting System</a> (CRS)	Provides unofficial results for OSAS summative tests. Provides official results for ELPA Screener and interims.	<a href="#">CRS User Guide</a> <a href="#">CRS Training</a>
<a href="#">Data Entry Interface</a> (DEI)	Allows TAs to input responses on behalf of students participating in non-online tests, such as ELPA Braille.	<a href="#">DEI User Guide</a>
<a href="#">ORExt Training and Proficiency Website</a>	System for managing all aspects of the Oregon Extended Assessments (ORExt).	

*New DTCs will need to become familiar with the resources on the OSAS Portal, including the TIDE, TDS, and CRS applications.*

## **Information & Communication**

ODE's test manuals, forms, user guides, training modules, professional learning resources, and content-specific assessment information, as well as contact information for Assessment Team members, are published on ODE's [Student Assessment](#) webpages. Additional testing resources, including vendor-created user guides, are available on the [OSAS Portal](#) and the [ORExt Training and Proficiency Website](#). If you're not sure which team member to contact, email [ODE.AssessmentTeam@ode.oregon.gov](mailto:ODE.AssessmentTeam@ode.oregon.gov).

DTCs are automatically added by ODE to a DTC-only listserv used for important time-sensitive communication. DTCs are also automatically signed up for the weekly [Assessment & Accountability Update](#) newsletter; STCs, district data specialists, and TAs are also encouraged to [subscribe to this newsletter](#). The A&A Update includes announcements, reminders, technical support, and important updates to OSAS throughout the year. Important assessment-related information also appears in announcements on the [OSAS portal](#). DTCs may also choose to [sign up to receive emails](#) when announcements and resources are posted to the portal.

ODE encourages all DTCs to attend monthly virtual DTC webinars during which ODE answers questions, shares announcements, and discusses important information needed for the DTC role. DTC webinars will generally occur on the second Wednesday of every month from 10:00-11:00 am PT. DTCs should [register in advance](#) for the full series of webinars.

*Be sure to bookmark ODE's [Student Assessment](#) webpages and thoroughly read the weekly [A&A Update newsletter](#).*

## **How to Get Support**

First line support is provided through [Regional ESD Partners](#) who support all assessment and accountability needs. Technical issues directly concerning TDS or other Cambium-provided services will be directed to the [OSAS Helpdesk](#), staffed by Cambium Assessment. Technical issues directly concerning the Oregon Extended Assessments will be directed to the [Oregon Extended Helpdesk](#).

## **Statewide Testing Windows**

ODE makes assessments available statewide in [testing windows](#). Prior to administering tests, DTCs must ensure that all TAs, QTs and staff supporting students during testing are appropriately [trained](#) and prepared for the logistics of administration. DTCs often collaborate with an STC at each school site to create schedules, facilitate training, and coordinate with TAs to support the logistics of administration.

### Before Summative Testing Window (August - December)

#### Establishing Connections with District Personnel (New DTCs)

DTCs new to their role should build relationships with school, district, regional, and state personnel who support Test Administrators and students throughout the testing process, such as:

- School Test Coordinators (STCs)
- School administrators
- District Information Technology personnel (for help installing [Secure Browsers](#))
- District student services and special education personnel, including school-level case managers
- District ELD, Migrant Education, and/or Title III coordinators
- [District Security Administrator](#) and Data Submitter(s)
- ORExt Qualified Trainers (QTs) and/or Special Education coordinators
- [Regional ESD Partners](#)
- [DTCs in neighboring districts](#)
- Personnel from ODE's [Assessment](#) and [Accountability](#) teams

#### Assessment and Accountability Checklist

ODE publishes annually an [Assessment and Accountability Checklist](#) and a [Schedule of Due Dates](#) that help DTCs plan the year in collaboration with other district personnel. The Checklist contains statewide testing windows dates; key events and district responsibilities related to the ordering, handling, administration, and reporting of OSAS and ORExt results; data collection windows related to school and district accountability reports; and key events and district responsibilities related to student and staff level data collection used in school and district at-a-glance profiles, and assessment group reports. In districts where DTCs also manage data submission, the Checklist serves as a resource for roles and responsibilities in assessment, data submission, and data validation. The Schedule of Due Dates also lists contact information for each data collection.

#### DTC, STC, and TA Checklists

ODE publishes checklists on the [Test Administration](#) webpage for each of the primary user roles within OSAS. These checklists summarize the major training requirements and tasks of each role, and should be used in local training in conjunction with relevant manuals and [training materials](#).

#### Confirm Access to ODE Applications

DTCs or district designees will need access to data applications that ODE maintains outside of the OSAS Portal. New DTCs request access to [ODE Applications](#) from their [District Security Administrator](#) (see [Table 2](#) for a list of applications that require access). All DTCs or designees should confirm access yearly.

## Yearly TIDE Rollover

TIDE goes offline near the end of July each year for the implementation of new features and enhancements. During this downtime, many OSAS applications are not available. TIDE comes back online during the first week of August each year.

Existing users retain their current role (i.e., TAs will still be active as TAs). In TIDE, DTCs need to manually remove accounts for personnel no longer serving in the district, and add accounts for new personnel who have completed training requirements. DTCs must also ensure that each school has an STC for the new academic year.

Even though previously active users remain active in TIDE, the “Summative” and “ELPA Summative” test groups are removed from all users. Users rolled over into the new school year retain access to summative data in CRS but must renew yearly TA training requirements before the DTC may reactivate the “Summative” and/or “ELPA Summative” test groups. The “ELPA Screener” and “Interims” test groups remain enabled so that TAs who require immediate access may administer these assessments; yearly training for these assessments should be completed within a reasonable period of time after the modules become available. DTCs who will be administering summative assessments will need to contact an [ESD Partner](#) to have the respective test group(s) reactivated. For more information on test groups, consult the [TIDE User Guide](#) and [training materials](#).

*Existing users in TIDE retain their role across school years, but will need to complete required training in order to administer summative assessments.*

## ELPA Screener Training and Administration

The ELPA Screener is available in early August when TIDE comes online. DTCs should ensure that trained personnel are available to administer the Screener throughout the year, especially during high screening volume months such as August and September. Required training materials are found on the [Assessment Training Materials page](#), in the Training Modules accordion menu. Optional training materials and resources, including introductory information about the ELPA Screener, are found in the Optional Training Materials accordion menu.

## Accessing Summative Assessment Results

Summer is an ideal time for district and school teams to conduct a detailed review of summative assessment results, particularly cross-sectional target reports. These data can identify system-level strengths and opportunities for growth in the upcoming academic year. DTCs ensure that appropriate district and school personnel have access via TIDE to summative assessment results in the Centralized Reporting System (CRS). DTCs may need to provide training on CRS to other district personnel. For more information, consult the [CRS User Guide](#) and [training materials](#).

## Updating the OSAS Secure Browser

OSAS requires the use of a secure web browser that prohibits students from accessing other websites and applications during testing. Installation and updates to the [OSAS Secure Browser](#) are available through the [OSAS Portal](#). DTCs should coordinate the installation of updates on student devices with district IT personnel well in advance of the summative testing window. For more information, consult Cambium’s comprehensive [technology guidance](#).

## Reviewing Assessment Manuals

ODE publishes the Summative [Test Administration Manual](#) (TAM), the [Oregon Accessibility Manual](#) (OAM), the [ELPA Screener Administration Manual](#), [OSAS Interim Assessment Guide](#), [Essential Skills and Local Performance Assessment Manual](#), SEED Survey Administration Manual (coming soon), and all training modules by the first school day of October each year.

## DTC Training Requirements

DTCs must participate in annual test security and administration training provided by ODE. DTCs must:

- independently review and complete all ODE-provided [training modules](#)
- independently complete the 2023-24 [DTC Fact Finder](#), a self-assessment of some of the most important DTC-related information
- register for and attend one of the required ODE-facilitated DTC training webinars held in early November (register for one of the following: [November 7](#), [November 8](#), or [November 9](#))

DTCs must ensure that STCs, TAs, QTs, QAs, and other personnel supporting students during testing receive the appropriate required training. DTCs may add to ODE-provided materials for local use. All staff who administer tests must complete their required yearly training before they can create test sessions. See Section 1.5 of the [Test Administration Manual](#) for training requirements by role.

DTCs are encouraged to register for a DTC account on the [ORExt Training and Proficiency Website](#), and to attend an annual QT Training for the ORExt provided by ODE and BRT in either November 2023 or February 2024.

## Communicating Updates

The DTC is the primary conduit of assessment information from ODE's Assessment and Accountability teams to other district personnel. ODE communicates regularly through the weekly A&A Update and monthly DTC webinars, and as needed through a DTC listserv. Relevant information should be passed along to classroom educators, district and school leaders, special education teams, and other appropriate partners in a timely manner. A DTC should consider how to pass along any communication from ODE, and to whom, early in the academic year.

## Creating Local Statewide Assessment Schedules

DTCs should work with administrators, STCs, and QTs to determine a viable schedule for statewide summative testing, both at the district and school levels, including a local testing window if necessary. See Section 5.2 of the [Test Administration Manual](#) for more details.

## SSID System

In some districts, DTCs create and maintain student records in ODE’s SSID System, accessed via the [ODE Central Login](#). ODE issues each student in Oregon a unique secure student identifier (SSID), which is required by the student to access OSAS. The information from SSID System is automatically synchronized to TIDE nightly. ELPA Screener administration may require DTCs to assign a student a “Temp ID” in TIDE to allow them to test. Districts are strongly encouraged to merge Temp IDs with SSIDs in TIDE in order to preserve a student’s ELPA Screener scores with the student's profile in TIDE. See the [ELPA Screener Administration Manual](#) for more information.

*Students’ personally identifiable information (PII), which includes SSIDs, must be securely protected at all times. Whenever required to transfer student information, DTCs must do so securely. See Section 2.5 of the [Test Administration Manual](#) for more information on student confidentiality.*

## Student Designated Supports and Accommodations

Individual Education Programs (IEPs) and Section 504 Plans are legally binding documents. DTCs, STCs, and TAs should coordinate with district and school student services personnel and case managers to ensure that documented OSAS accessibility feature(s) are set in TIDE prior to testing. While enabling accessibility features in TIDE can begin as soon as students are in TIDE, the process will continue throughout the testing window.

Students participating in the ORExt (per their IEPs) need to be rostered through the [ORExt Training and Proficiency Website](#) where their assessment will be administered.

## Annual and 30-Day Notices of Statewide Assessment, Opt-Out Forms, and Parent Exemptions

Oregon law ([ORS 329.479](#)) permits parents, legal guardians, and adult students to annually opt-out of Oregon’s statewide summative assessments in English Language Arts and Mathematics. DTCs must work with their district to ensure that schools make available to families the annual notice of statewide assessment at the start of the academic year, as well as the opt-out form at least 30 days prior to the start of testing. Annual notice of statewide assessment and opt-out forms can be found in the “Forms” menu on the ODE [Test Administration](#) webpage. Districts must retain submitted opt-out forms for at least three (3) years.

Oregon Administrative Rule (OAR) [581-021-0009](#) allows districts to excuse students from a state required program or learning activity, including statewide assessments other than English Language Arts and Mathematics, to accommodate a student’s disabilities or religious beliefs. See Section 5.3 of the [Test Administration Manual](#) for more details, including additional information regarding opt-out and exemption requests for students who have already begun or completed testing.



### **Ongoing Communication**

DTCs communicate with STCs, TAs, and other personnel supporting statewide assessment throughout the testing window. This communication should include reminders of important dates throughout the testing window, information about student accessibility feature(s), and relevant updates from ODE.

### **Provide Technical Support**

DTCs are often a first line of technical support for STCs and TAs during statewide assessment and should create a process to provide such support. Issues beyond the expertise of DTCs should be referred to [Regional ESD Partners](#).

### **Reporting Potential Test Improprieties and Irregularities**

DTCs report potential test improprieties and irregularities, including requests to reopen expired tests, to ODE through an [online form](#). Potential incidents are evaluated by ODE Assessment Team personnel who either confirm and/or carry out the DTC's recommended action, require a different action than that recommended by the DTC, or request additional information for ongoing investigation. ODE sends monthly reports and an annual summary of irregularities and improprieties to the district superintendent, copying the DTC.

### **Follow Procedures for Handling Crisis Alerts**

DTCs are alerted of student responses that could indicate potential cases of self-harm, bullying, abuse, and other forms of distress via the Secure File Center in TIDE. DTCs must develop a formal process for addressing crisis alerts, which should include relevant staff, communication protocols, and timelines for all responses. Additional information regarding the handling of crisis alerts and sensitive responses can be found in Section 2.6 of the [Test Administration Manual](#).

### **SEED Survey Administration**

The [Student Educational Equity Development \(SEED\) Survey](#) and associated Alt SEED Survey gather information about the educational experiences of students in Oregon, such as students' sense of belonging and self-efficacy beliefs. In 2023-24, the SEED or Alt SEED Survey must be made available to all students in Grades 3-8 across Oregon districts and public charter schools. SEED and Alt SEED Survey results complement statewide test results by allowing districts and public charter schools to more accurately interpret these data in their local context. DTCs should refer to the forthcoming SEED Survey Administration Manual for full details.

### **Monitor Participation Rates**

Federal and state laws require districts to administer most statewide assessments to at least 95% of students who are enrolled on the first weekday in May of that school year. DTCs, as well as authorized district and school personnel, can monitor participation rates in TIDE throughout the testing window to ensure compliance, and through the ORExt assessment site through their DTC designated accounts.

## After Summative Testing Window (June - July)

*If a DTC does not work during this window, the district superintendent should be made aware of these tasks and designate someone to complete them. Contact your [Regional ESD Partner](#) with any support needs.*

### **Complete Assessment Record Management**

DTCs or district designees utilize the [Assessment Record Updating Application](#) (ARUA) via the [ODE Central Login](#) to view, edit, fix/download errors, upload fixes, and download student test records that have been received by ODE. Common test record management includes: resolving errors (SSID conflicts, student demographic information, student services designations, accommodation flags, etc.), entering administration codes (opt-out, homeschooled, foreign exchange, etc.), and reviewing participation status. Review the [Assessment and Accountability Checklist](#) for training dates and test record load schedules. See Appendix C of the [Test Administration Manual](#) for more details, including a full list of administration codes.

### **Review Assessment-Related Validations**

The assessment validation review window is open from mid-June through mid-August, in the [Achievement Data Insight](#) (ADI) application via the [ODE Central Login](#). ODE calculates official participation and performance summaries in three assessment student performance validations (English Language Arts, Mathematics and Science Next Gen). ODE summarizes On-Track to English Language Proficiency data in a fourth assessment validation. If there is an error, action is required. For training and validation timelines, see the [Assessment and Accountability Checklist](#).

### **Distribute Individual Student Reports (ISRs)**

Districts are required to report student progress to families annually. DTCs should work with district and school leaders to determine whether this will happen in spring of the current school year or fall of the next school year. Districts have local control of how results are communicated. Official ISRs are available through ODE's [Secure Assessment Reports](#) application.

### **Submit Annual DTC Designation Form**

Districts must use the [DTC Designation Form](#) to provide ODE with contact information for both the primary DTC and a secondary "information only" point of contact. This form must be submitted annually, even if the current DTC will be continuing in the role, as well as in the event a new DTC assumes the role mid-year. ODE maintains a [list of DTCs](#) by district.

### **Prepare Assessment Data Reports Prior to Summer Break**

Statewide assessment results are often most meaningful when analyzed immediately following the closing of the statewide testing window. DTCs or any other trained district/school personnel with access to CRS may generate relevant assessment reports, including cross-sectional target reports.

## Appendix A: OSAS Administration Year At-A-Glance

This section, organized by month, provides a high-level list of important events and DTC responsibilities.

Before Summative Testing Window (August - December)	
August	Details
Overview	Read the Preliminary TAM; become familiar with TIDE and the SSID System (if applicable); TIDE comes online; ELPA Screener administration begins.
Important Events	<ul style="list-style-type: none"> <li>● <a href="#">Assessment and Accountability Checklist</a> published</li> <li>● <a href="#">Assessment and Accountability Update</a> newsletter resumes weekly publication</li> <li>● TIDE comes online</li> <li>● SSID System begins to sync student data with TIDE</li> <li>● Preliminary <a href="#">Test Administration Manual</a> published</li> <li>● Official <a href="#">ELPA Screener Administration Manual</a> and annual <a href="#">training module</a> published</li> <li>● ELPA Screener comes online (available through mid-July of next year)</li> <li>● Validation window closes for assessment records from previous year</li> </ul>
DTC Responsibilities	<ul style="list-style-type: none"> <li>● Review <a href="#">Preliminary TAM and DTC, STC, and TA checklists</a></li> <li>● Add and remove district and school personnel in TIDE, as needed</li> <li>● Verify or assign STC users in each school</li> <li>● Request and/or confirm access to <a href="#">ODE Applications</a></li> <li>● Add and/or update students in the SSID System as needed (in districts where managed by the DTC)</li> <li>● Ongoing: read Assessment &amp; Accountability Update weekly newsletter and DTC listserv notifications</li> <li>● Ongoing: request <a href="#">Braille forms for ELPA Screener</a> as needed</li> <li>● Schedule <a href="#">required training</a> for ELPA Screener TAs (or coordinate with STCs)</li> </ul>
September	Details
Overview	OSAS Interim Assessment administration begins.
Important Events	<ul style="list-style-type: none"> <li>● Testing window opens for <a href="#">OSAS Interim Assessments</a> in ELA, Math, and Science</li> <li>● Locally distribute ODE’s <a href="#">Annual Notice of Statewide Assessment</a> (published in 12 languages under the “Forms” menu of ODE’s <a href="#">Test Administration</a> webpage)</li> <li>● <a href="#">National Assessment of Educational Progress (NAEP)</a> coordination begins at selected schools</li> <li>● ORExt 1% Participation Cap Projection Training (optional)</li> </ul>
DTC Responsibilities	<ul style="list-style-type: none"> <li>● Establish relationships with assessment-related district personnel</li> <li>● Determine a plan for communicating assessment-related information to district and school personnel</li> <li>● Ongoing: order <a href="#">PreACT materials</a> online</li> <li>● Prepare ORExt 1% Participation Cap Projections (additional information and guidance can be found in “Policies” on ODE’s <a href="#">ORExt webpage</a>)</li> </ul>

October	Details
Overview	Become familiar with the contents of each manual; PreACT testing window opens.
Important Events	<ul style="list-style-type: none"> <li>● Official <a href="#">assessment manuals</a> and <a href="#">training modules</a> published</li> <li>● Testing window opens for PreACT</li> <li>● Sample and Training Tests are updated on the <a href="#">OSAS Portal</a></li> </ul>
DTC Responsibilities	<ul style="list-style-type: none"> <li>● Review all <a href="#">assessment manuals</a></li> <li>● Complete <a href="#">DTC training modules</a> and <a href="#">DTC Fact Finder</a></li> <li>● Register for Required DTC Training Webinar (<a href="#">November 7</a>, <a href="#">November 8</a>, or <a href="#">November 9</a>)</li> <li>● Orders due for <a href="#">Braille Forms for ELPA Summative</a></li> <li>● Submit ORExt 1% Participation Cap Projections to ODE</li> </ul>

November	Details
Overview	Attend one of the required DTC Training Webinars.
Important Events	<ul style="list-style-type: none"> <li>● Required Annual DTC Training Webinars</li> <li>● Order window opens for <a href="#">Braille &amp; Large Print Forms for ORExt</a></li> <li>● <a href="#">ORExt Training and Proficiency website</a> comes online <ul style="list-style-type: none"> <li>○ Register for a DTC account on the site (optional)</li> </ul> </li> <li>● ORExt Qualified Trainer (QT) Training <ul style="list-style-type: none"> <li>○ DTC participation optional; additional session in February 2024</li> </ul> </li> </ul>
DTC Responsibilities	<ul style="list-style-type: none"> <li>● Work with district IT personnel to ensure the <a href="#">Secure Browser</a> has been updated for the current year on all computers that will be used for testing</li> <li>● Determine and communicate as needed the process through which opt-out forms and parent exemption requests will be collected, processed, and stored</li> </ul>

December	Details
Overview	Ensure OSAS training requirements are fulfilled for various users.
Important Events	<ul style="list-style-type: none"> <li>● Make the <a href="#">30-Day Notice and Opt-Out Form</a> available no later than 30 days before the opening of the summative testing window (published in 12 languages on ODE’s <a href="#">Test Administration</a> webpage)</li> </ul>
DTC Responsibilities	<ul style="list-style-type: none"> <li>● Ongoing: Ensure that STCs, TAs, QTs, and QAs complete appropriate training (and then receive associated test group permissions) prior to administering tests</li> <li>● Ongoing: Ensure that all personnel who will be present in the testing environment have signed the appropriate Assurance of Test Security form, available under the “Forms” menu of ODE’s <a href="#">Test Administration</a> webpage</li> <li>● Ongoing: Work with appropriate district and school personnel to set student accessibility feature(s) in TIDE</li> <li>● Ongoing: Distribute <a href="#">Remote Test Administration permission forms</a>, as applicable (available in seven languages under the “Remote Testing Resources” menu of ODE’s <a href="#">Test Administration</a> webpage)</li> </ul>

## During Summative Testing Window (January - June)

January	Details
<b>Overview</b>	<b>ELPA and Alt ELPA testing windows open.</b>
<b>Important Events</b>	<ul style="list-style-type: none"> <li>● Testing window opens for ELPA Summative and Alt ELPA</li> <li>● Testing window opens for <a href="#">NAEP</a></li> <li>● ARUA, AWE, and SAR applications open</li> </ul>
<b>DTC Responsibilities</b>	<ul style="list-style-type: none"> <li>● Confirm that STCs, TAs, QTs, and QAs are ready for the opening of the testing window</li> <li>● Ensure student accessibility feature(s) are set in TIDE (ongoing)</li> <li>● Conduct TA training, including remote administration as needed, and add relevant test groups in TIDE (ongoing)</li> <li>● Orders due for <a href="#">Braille &amp; Large Print Forms for ORExt</a></li> <li>● Provide first-line technical support to TAs throughout the testing window</li> <li>● <a href="#">Report potential test improprieties and irregularities</a> to ODE and implement ODE-indicated action<sup>1</sup></li> </ul>

February	Details
<b>Overview</b>	<b>High School OSAS ELA, Math, and Science Testing Window opens.</b>
<b>Important Events</b>	<ul style="list-style-type: none"> <li>● Testing window opens for High School Statewide Summative Assessments in ELA, Math, and Science, including remote administration</li> <li>● Testing window opens for High School Extended Assessments in ELA, Math, and Science</li> <li>● ORExt Qualified Trainer (QT) Training                             <ul style="list-style-type: none"> <li>○ DTC participation optional; repeat session from November 2023</li> </ul> </li> </ul>
<b>DTC Responsibilities</b>	<ul style="list-style-type: none"> <li>● Continue to support statewide testing: assisting TAs, enabling student accessibility features, reporting potential test improprieties and irregularities, handling crisis alerts, monitoring participation rates, setting remote testing permissions, etc.</li> <li>● Begin to monitor district-wide participation rates in TIDE and ORExt Website</li> <li>● May begin correcting assessment records in ARUA</li> <li>● May begin downloading data files from AWE</li> <li>● May begin downloading Individual Student Reports from SAR</li> </ul>

<sup>1</sup> Potential test improprieties and irregularities must be reported throughout the year; however, this process begins in earnest when summative testing windows open.

March	Details
<b>Overview</b>	<b>OSAS Science testing window (Grade 5, 8) and SEED Surveys open (Grades 3-11).</b>
<b>Important Events</b>	<ul style="list-style-type: none"> <li>• Testing window opens for Grades 5 and 8 Statewide Summative Assessments in Science, including remote administration</li> <li>• Testing window opens for Grades 5 and 8 Extended Assessments in Science</li> <li>• Remote administration available for ELPA Summative</li> <li>• Grades 3-11 SEED and Alt-SEED Surveys open</li> <li>• Testing window closes for NAEP</li> </ul>
<b>DTC Responsibilities</b>	<ul style="list-style-type: none"> <li>• Continue to support statewide testing: assisting TAs, enabling student accessibility features, reporting potential test improprieties and irregularities, handling crisis alerts, monitoring participation rates, setting remote testing permissions, etc.</li> </ul>

April	Details
<b>Overview</b>	<b>OSAS ELA and Math testing window opens (Grades 3-8); ELPA and Alt ELPA testing windows close.</b>
<b>Important Events</b>	<ul style="list-style-type: none"> <li>• Testing window opens for Grades 3-8 Statewide Summative Assessments in ELA and Math, including remote administration</li> <li>• Testing window opens for Grades 3-8 Extended Assessments in ELA and Math</li> <li>• Testing window closes for ELPA Summative and Alt ELPA</li> <li>• Testing window closes for PreACT</li> </ul>
<b>DTC Responsibilities</b>	<ul style="list-style-type: none"> <li>• Continue to support statewide testing: assisting TAs, enabling student accessibility features, reporting potential test improprieties and irregularities, handling crisis alerts, monitoring participation rates, setting remote testing permissions, etc.</li> </ul>

May	Details
<b>Overview</b>	<b>Monitor participation to ensure federal and state requirements are met.</b>
<b>Important Events</b>	No new important events this month.
<b>DTC Responsibilities</b>	<ul style="list-style-type: none"> <li>• Continue to support statewide testing: assisting TAs, enabling student accessibility features, reporting potential test improprieties and irregularities, handling crisis alerts, monitoring participation rates, setting remote testing permissions, etc.</li> </ul>

## After Summative Testing Window (June - July)

June	Details
<b>Overview</b>	<b>OSAS summative testing window closes; validation window opens.</b>
<b>Important Events</b>	<ul style="list-style-type: none"> <li>● Testing window closes for all OSAS Statewide Summative and Oregon Extended Assessments</li> <li>● SEED and Alt-SEED Surveys close</li> <li>● Validation window opens for assessment records</li> <li>● Annual <a href="#">DTC Designation Form</a> due</li> </ul>
<b>DTC Responsibilities</b>	<ul style="list-style-type: none"> <li>● Coordinate the distribution of student assessment results to families                             <ul style="list-style-type: none"> <li>○ May be “Before Testing Window” in next academic year</li> <li>○ Official Individual Student Reports (ISRs) can be accessed in <a href="#">Secure Assessment Reports</a></li> </ul> </li> <li>● Complete assessment record management (if managed by DTC)</li> <li>● Review assessment-related validations (if managed by DTC)</li> <li>● Prepare assessment reports with district and school leaders (optional)</li> <li>● Download participation report data from TIDE (optional)</li> </ul>

July	Details
<b>Overview</b>	<b>OSAS interim assessment and ELPA Screener administration end; TIDE goes offline.</b>
<b>Important Events</b>	No new important events this month.
<b>DTC Responsibilities</b>	<ul style="list-style-type: none"> <li>● Testing window closes for OSAS Interim Assessments</li> <li>● Testing window closes for ELPA Screener</li> <li>● TIDE goes offline for annual maintenance</li> </ul>

## Appendix B: Frequently Used Acronyms

### General Acronyms

BRT: Behavioral Research and Teaching (at U of O)	NAEP: National Assessment of Educational Progress
CAI: Cambium Assessment, Inc. (or Cambium)	OAR: Oregon Administrative Rule
DTC: District Test Coordinator	ODE: Oregon Department of Education
ELA: English Language Arts	ORS: Oregon Revised Statute
ELPA: English Language Proficiency Assessment	OSAS: Oregon Statewide Assessment System
ES: Essential Skills	SSID: Secure Student Identifier
IEP: Individualized Education Program	STC: School Test Coordinator
ISR: Individual Student Report	TA: Test Administrator
LPA: Local Performance Assessment	

### OSAS-Specific Acronyms

AVA: Assessment Viewing Application	QT: Qualified Trainer (for ORExt)
CRS: Centralized Reporting System	SBAC: Smarter Balanced Assessment Consortium
DEI: Data Entry Interface	SEED: Student Educational Equity Development
OAM: Oregon Accessibility Manual	TAM: Test Administration Manual
ORExt: Oregon Extended Assessment	TDS: Test Delivery System
QA: Qualified Assessor (for ORExt)	TIDE: Test Information Distribution Engine

### ODE Applications

ADI: Achievement Data Insight	CC: Consolidated Collections
ARUA: Assessment Record Updating Application	SAR: Secure Assessment Reports
AWE: Accountability Warehouse Extract	SSID: Secure Student Identifier