

OSSB/M Comprehensive Communication

Spring 2023

Last update: 4/4/23

Introduction

The Oregon State Seal of Biliteracy has undergone significant changes in 2023. The following communication contains essential information for institutions regarding those changes, as well as limited information about 2023-24 and beyond. Note that this communication assumes some initial familiarity with the Seal of Biliteracy. Institutions issuing a Seal of Biliteracy for the first time in 2023 may need to return to this communication several times as their understanding of the Seal and related processes grows.

Updates for 2023

ODE contacts

Beginning in 2023, English Language Proficiency Assessment (ELPA) Specialist [Ben Wolcott](#) is the primary contact for questions regarding the Seal of Biliteracy/Multiliteracy. Multilingual Education Specialist [Jennifer Fontana](#) will continue to support this work as well.

OAR Updates

The Seal of Biliteracy is mentioned in four Oregon Administrative Rules (OARs). Two of those rules were updated in 2021-22. (OSSB = Oregon State Seal of Biliteracy; OSSM = Oregon State Seal of Multiliteracy)

- [581-017-0380](#) Mentions, but does not govern, OSSB. Not updated.
- [581-021-0580](#) Definitions. This OAR was **updated** to define “biliteracy” as proficiency in two or more languages and “multiliteracy” as proficiency in three or more languages.
- [581-021-0582](#) Establishes OSSB. Not updated; describes OSSB as it was at time of establishment.
- [581-021-0584](#) Describes the OSSB/M. This OAR was **updated**; the criteria for earning the OSSB are now demonstrating proficiency in two or more languages, and the criteria for earning the OSSM are now demonstrating proficiency in three or more languages.

These updates lead to several significant outcomes.

- **All languages are now on an equal footing.**
 - The OSSB/M can be requested for any combination of two or more languages; English may be one of those languages, but is no longer required.
 - All options for demonstrating proficiency that are available for one language are immediately available for all languages. These include:
 - Any assessment that appears on the ODE-approved list and is offered in the relevant language.
 - A work sample, body of evidence, or portfolio.
 - *This year (2023)*, Reading and Writing evidence is sufficient to support a claim of proficiency in English.

- In *future years* (2023-24 and following), the institution must have evidence for proficiency for all included domains of Reading, Writing, Listening and Speaking. This requirement will apply to all languages, including English.
- **Essential Skills is decoupled from demonstrations of proficiency.**
 - OSSB/M OAR language establishes two criteria for earning a Seal: meeting graduation requirements and demonstrating language proficiency.
 - Regardless of whether Essential Skills is eventually reinstated as a requirement to earn an Oregon diploma, that requirement will not return as a direct qualification for the OSSB/M.
- **A Seal of Multiliteracy will become available in future years.**
 - The OSSM honors the remarkable achievement of demonstrating proficiency in three or more languages.
 - The OSSM still needs to be designed. It will not be available to earn in 2023.
 - Students will earn either the OSSB or the OSSM, not both.

Consolidated Data Collection Updates

Internal and external engagement, as well as factors including a change in vendors supplying materials for the Seal of Biliteracy, have led ODE to conclude that the Seal of Biliteracy consolidated data collection is no longer an efficient way for ODE collect OSSB/M requests from institutions. The Seal of Biliteracy consolidated data collection *will not be used in 2023*. Instead, all institutions will submit OSSB requests using the OSSB_M Request Form.

- Institutions may claim the OSSB for individual students or submit claims for many students at once using an ODE-provided template.
- Institutions may claim the OSSB for any language (there is no ODE-curated list of allowable languages).
- Institutions may submit claims at any time. They do not have to wait for a collection to open or close.
- Institutions may use time their submissions to ensure that Seals are awarded and/or delivered by a predictable date.
- See below for more details regarding the OSSB_M Request Form.

Assessment and Evidence Updates

Approved Sources of Evidence in 2023

All sources of evidence that were previously approved for demonstration of Essential Skills remain approved as sources of evidence for the OSSB/M. The complete list of approved sources of evidence for all languages, as well as performance required for demonstration of proficiency, is included in Appendix A of this communication. New evidence options have been added to this list and are immediately available for use in 2023.

Unless otherwise noted by ODE, assessments on the approved list are approved for *all languages* in which that assessment is offered. It is permissible to combine results from multiple assessments or sources of evidence to complete an OSSB claim.

Evidence supporting a claim of proficiency must have been demonstrated no more than four calendar years prior to the year for which OSSB is being claimed.

- Example: A district requests the OSSB for a student graduating in 2023. The evidence supporting this claim must have been generated in calendar year 2019 or later.

Course grades in isolation are not acceptable as evidence of proficiency in any domain. Course grades may include irrelevant information such as rewards or punishments for timeliness, behavior, group work, effort, etc. Therefore, imputing proficiency based solely on the grade a student was assigned for a given course is not an acceptable form of evidence. However, student coursework or observed performance can form part of a body of evidence or portfolio, provided it is evaluated with reference to the ACTFL proficiency guidelines. (ACTFL originally stood for the American Council on the Teaching of Foreign Languages; this full name was retired in 2020.)

2023 is the last year in which English proficiency can be supported via evidence in the Reading and Writing domains alone. In 2023-24, proficiency in English will need to be established in all included domains (Reading, Writing, Listening, and Speaking).

Including and omitting domains

For most students, it is assumed the institution will include all four domains of Reading, Writing, Listening, and Speaking. An institution may omit domains for which a demonstration of proficiency is inappropriate or inapplicable. Institutions are not required to collect evidence of proficiency in omitted domains. However, institutions may not omit all four domains from an OSSB/M request. The student must demonstrate Intermediate High or higher proficiency in at least one domain for a language in order for that language to be claimed for the OSSB/M.

A domain may be omitted for any of the following reasons:

- Disability
 - For some students, the impact of a disability prevents accurate or appropriate measurement of the student’s proficiency. For example, a deaf student might be required to demonstrate Listening proficiency in ASL, but not in (spoken) Spanish. A disability significant enough to impact a student’s performance in a language will usually, but not always, be recorded in an IEP plan.
 - A domain does not have to be exempted on a test such as ELPA Summative to be omitted for the OSSB/M. For example, a given student may not currently have EL status and may therefore have no domain exemptions recorded in an IEP plan.
- Does not apply (domain not present in language)
 - Some languages may not have a written form (or, more rarely, a spoken form). It is appropriate to omit domains which are not represented for a given language.
- Rare or difficult to support language
 - Some languages may be so rare that no assessment exists that measures one or more domains of the language, and there is no reasonable chance of finding a qualified user to evaluate student proficiency in that language.
 - If an institution has made a good faith effort to locate a suitable assessment or qualified user and such cannot be obtained by reasonable means, note that the effort was made and omit the domains which cannot be evaluated. An OSSB/M may still be claimed based on demonstration of proficiency in the remaining domains.

Decisions to include or omit domains is a local decision, which is neither reviewed nor approved by ODE. There is no need to signal an omitted domain in the OSSB_M Request Form.

Work Samples, Body of Evidence, and Portfolios

Locally created assessments, locally administered tasks, locally observed student performance, and similar are acceptable sources of evidence the OSSB/M. These and similar activities are grouped in the OSSB rules using the label “Work sample, body of evidence or portfolio”. All of these options are

available for any language where student performance can be evaluated by a qualified user of the language in question, using the [ACTFL proficiency guidelines](#). A “qualified user” means a user of the language with sufficient expertise in the language *and* understanding of the ACTFL proficiency guidelines to accurately evaluate student proficiency in relevant domains of the language. The user need only have expertise in domains they will be evaluating.

To support a claim of proficiency, the locally evaluated evidence must meet the performance standards for an Intermediate High or higher as described in the ACTFL proficiency guidelines for all included domains. At a minimum, the institution must preserve a record of the scoring, including associated notes by the evaluator(s). It is not necessary to preserve a full copy of the student’s performance.

Student performance may take many different forms depending on the language and domains being evaluated. In general, the student performance should be extended either in time or amount (so that there is sufficient material to rate), as well as varied in range of performance demand (so that proficiency judgments are based on a variety of skills instead of just a few). As the word “portfolio” implies, multiple sources of evidence may be assembled to build a proficient profile for a language.

With the advent of the OSSB_M Request Form, it is no longer necessary to submit a Tribal Language Proficiency Letter directly to ODE. The requesting institution should instead submit an OSSB_M Request Form and select the appropriate category of supporting evidence. If the student’s proficiency was evaluated in person by qualified users of the language, the evidence type should be entered as “Portfolio”.

Seal Request and Delivery

Only a K-12 public school, private school, or post-secondary institution may request an OSSB/M on behalf of a student (referred to in this communication under the general label “institution”). Individual students, families, or other third parties may not request a Seal. An institution may only request an OSSB/M once a student has met both criteria as established in OAR [581-021-0584](#). The OSSB/M may be requested prior to the student’s actual “moment of graduation”, but should not be requested on the hope that a student *will probably* meet graduation or proficiency requirements. An institution may request the OSSB/M for a student who is not currently enrolled at that institution, as long as the student was enrolled at that institution for the year in which the institution proposes to request the OSSB/M.

All institutions request the OSSB/M via the OSSB_M Request Form, found on the [Biliteracy Initiatives page](#). ODE will honor OSSB/M requests that arrive before delivery dates during the two calendar years after a student meets the requirements to earn the Seal. The student does not need to be currently attending that institution.

- Example: A student who has met all other criteria for the Seal graduates from high school in 2023. The district or school may request a Seal that student until November 1, 2025.
- Example: A student attending post-secondary institution meets requirements for the OSSB in January 2023 (perhaps because they completed their course of study or transferred to another institution). The institution can request a Seal for that student until November 1, 2025.
- Note that a request for either of the students above would not be honored on or after November 2, 2025.

Detailed instructions for completing the OSSB_M Request Form are found on the second sheet of the form template. Requested Seals will be sent to the contact listed in the request form, at the address supplied in the request form, with certificates made out to students using names *exactly as entered in the request form*. If it is important that a student’s name be spelled in a specific way or include certain diacritical marks, make sure these are correct in the request form. Seals will not be reprinted or replaced

based on a parent or other third party request. If an error was made, the requesting institution will use the same OSSB_M Request Form to request a second Seal with correct information. The institution may subsequently receive two versions of the same certificate, and should take care to award the correct version to the student in question. The submitter may request an automated confirmation after completing a submission. Be aware that submissions using the OSSB_M Request Form template will look “empty”, as all information is contained in the uploaded template.

The OSSB_M Request Form asks for a three-letter language code from the [ISO 639-3 code list](#). Institutions may choose how specific a code to report from this list. For example, if a student speaks Cantonese (Yue Chinese), the institution may choose to report this as the macrolanguage “Chinese (zho)” or the individual language “Yue Chinese (yue)”.

At the end of the day on May 1, June 1, and November 1 of each year, or the next following working day, all pending requests will be finalized, and begin the process for bundling and mailing. Pending requests are considered to have been officially “awarded” on these dates. The contact person listed in the OSSB_M Request Form will receive a confirmation by email when one or more Seals has been prepared and mailed to their institution. Materials should arrive within roughly one week of this email confirmation. The institution must have evidence of student proficiency on hand to request a Seal for a given student; do not submit an OSSB_M Request Form on the expectation of future evidence (e.g. standardized tests whose scores have not yet returned).

In 2023 and following, it is not necessary to submit a Notification Form signaling intent to create a local Seal of Biliteracy program. The OSSB_M Request Form already requests needed contact information from participating institutions. There should be only one OSSB/M contact per school. If OSSB/M communication is necessary and multiple persons are listed, ODE will choose one of them to be the primary contact (usually the contact in the most recently submitted OSSB_M Request Form).

In 2023 and following, OSSB/M certificates will list the languages in which the student demonstrated proficiency.

Private and Post-Secondary Schools

Private schools and post-secondary institutions such as colleges and universities also use the OSSB_M Request Form. The form asks for all necessary data to fulfill a request for the Seal.

Institutions who have used legacy methods to submit an OSSB request in the 2022-23 school year and have received confirmation of receipt from ODE do not need to resubmit their request using the new form. Requests which were received in December 22 and following using the legacy method will be manually added to the new request system.

Updates for 2023-24 and beyond

The following changes will take place in future years:

- This communication will be expanded to create an OSSB/M Manual, suitable for both experienced institutions and institutions new to the OSSB/M. Updates will continue to be distributed via the [Seal of Biliteracy listserv](#) and posted to the [Biliteracy Initiatives page](#).
- The Seal of Biliteracy consolidated data collection will not be used.
- The OSSB/M Manual will include the best practice recommendations such as those previously present in the Notification Form. It will no longer be necessary to submit a Notification Form,

nor will creation of a local Seal of Biliteracy Workgroup form a prerequisite to request the OSSB/M.

- When claiming English for the OSSB/M, all four domains of RWLS will need to be supported. The OSSB/M Manual will recommend efficient ways to gather this evidence.
- ODE will work with the Higher Education Coordinating Commission (HECC) to articulate OSSB/M awards across the transition from K-12 to post-secondary institutions.
- Private schools will need to show students meet both major requirements for the OSSB/M (demonstrations of proficiency *and also* meeting Oregon state graduation standards).
- Requests for the OSSB/M will continue to use the “four years before / two years after” framework (evidence must be generated during or after the four calendar years preceding the request, and the institution may make its request for up to two calendar years after the student meets requirements).

Appendix A: Approved Evidence List

To qualify for a Seal of Biliteracy, a student must demonstrate Intermediate High or higher performance (as defined by the [ACTFL proficiency guidelines](#)) in all included domains (Reading, Writing, Listening, and Speaking) for the languages being claimed. The following tables list approved sources of evidence for the Seal of Biliteracy. Assessment instruments appearing in these tables have been reviewed in prior years to locate a proficient score point per the ACTFL proficiency guidelines.

Vendor- or institution-created assessment instruments which do not appear on this list may also be used if they provide scores in terms of the ACTFL proficiency guidelines, or if developer-provided information allows the assessment score to be located on the ACTFL proficiency guidelines. Use of such an assessment would fall under the “body of evidence” category.

Multiple sources of evidence from tables in this appendix may be combined to furnish evidence for proficiency in all included domains for a given student.

Primary Approved Evidence List

Updates from previous years:

- OSAS ELA test moved to this list from the legacy Essential Skills list
- G9-12 ELPA Summative approved for use in 2023 and beyond
- PreACT approved for use in 2023 and beyond
- All evidence sources in this table are available for *any* language in which they are offered
- Reorganized and reordered: “Any” row added for tests yielding scores in terms of the ACTFL proficiency guidelines. Tests already meeting this standard have been grouped at the end of the table.

Not all domains are available for all tests. Domains in parentheses are available for some but not all tests in the series.

Assessment (Provider and Name)	Assessment Names	Domains	Proficient Result
ACT	PreACT PreACT 8/9	R	The midpoint of the predicted ACT Reading score range must be 18 or higher.

Assessment (Provider and Name)	Assessment Names	Domains	Proficient Result
Advanced Placement (AP) ---	AP Exam Language and Culture (Language Specific)	RW (LS)	4 or higher
	AP Literature	RW	3 or higher
ALTA Language Agency	Written Assignment Speaking and Listening	WLS	ALTA level 6 or higher
College Level Examination Program by College Board	CLEP	LR	Level 2
Oregon Statewide Assessment System	ELA Summative	RWL	Score of 3 or higher
ELPA21	G9-12 ELPA Summative	RWLS	Score of 4 or higher in relevant domain(s)
International Baccalaureate (IB)	IB Exam (Language Specific)	RW (LS)	Score of 4 or higher
LEA	Portfolio Work Sample Body of Evidence	RWLS	ACTFL Proficiency Scale Intermediate High or higher
Research and Resource Center with Deaf communities sign language assessment (RSLA)	Bridges Oregon, Inc. (moving to STAMP ASL)	LS	Intermediate, Intermediate Plus, Advanced, Advanced Plus, Superior, Superior Plus
Willamette Promise	Willamette Promise (Spanish)	RWLS	74.0 composite score or equivalent to being placed in SPAN 203 @ WOU
Any	Any (The following rows form a non-exhaustive list of tests which have already been determined to meet this standard.)	Any	ACTFL Proficiency Scale Intermediate High or higher
ACTFL through Language Testing International --- ---	AAPPL	RWLS	ACTFL Proficiency Scale Intermediate High or higher
	Writing Proficiency Test (WPT)	W	ACTFL Proficiency Scale Intermediate High or higher
	Oral Proficiency Interview (OPI) or Oral Proficiency on Computer (OPIC)	LS	ACTFL Proficiency Scale Intermediate High or higher
AJA Assessment for Tamil Language	Tamil Language Proficiency Assessment	RWLS	ACTFL Proficiency Scale Intermediate High or higher
Avant Assessment ---	Avant-STAMP 4S Standards-based Measurement of Proficiency 4 Skills	RWLS	ACTFL Proficiency Scale Intermediate High or higher
	Avant-STAMP WS	WS (R)	ACTFL Proficiency Scale Intermediate High or higher

Legacy Essential Skills List

The following table lists assessments that were previously approved for satisfying Essential Skills requirements. These assessment options remain approved for demonstrating Reading and/or Writing proficiency in any language in which they are offered (usually only English). This list has been streamlined from past versions, including removal of irrelevant or outdated assessments and assessment scores.

Assessment	Reading	Writing
ACT	18	See ACT Scoring Table below
ACT Aspire	425	N/A
Accuplacer Reading Comprehension Test	86	N/A
AP (Reading Exams) <ul style="list-style-type: none"> • English Literature & Composition • European History • Macroeconomics • Microeconomics • Psychology • United States History • World History • United States Government & Politics • Comparative Government & Politics 	3	N/A
Asset	42	N/A
IB (Reading Exams) <ul style="list-style-type: none"> • 20th Century Topics • English Language • History of Americas • History of Europe • Economics • Psychology • Social Anthropology 	4	N/A
PSAT Reading	24	N/A
SAT (test scores, not total score)	24	27
WorkKeys 2.0 (Workplace Documents)	79	N/A

ACT Scoring Table

Use the table below for Writing proficiency only. The proficiency threshold for Reading is listed in the table above.

If the student received an ACT English Score of:	Then the student must receive at least an ACT Writing Score of:
12 - 14	12
15	11
16 - 17	10
18	8
19	7
20 - 21	6
22	5
23	4
24 - 25	3
26 or greater	2

Appendix B: OSSB Workflow

The following steps apply to all institutions wishing to award a Seal of Biliteracy in 2023.

1. **Identify eligible students.**
 - a. Eligibility for the OSSB is based on two factors:
 - i. Student has met state and district graduation requirements
 - ii. Student has demonstrated Intermediate High or higher proficiency in all included domains of any two languages
2. **Gather evidence supporting claims of proficiency**
 - a. The Approved Evidence List includes all acceptable sources of evidence.
 - b. Multiple sources of evidence may be combined to assemble a proficient profile.
 - c. Evidence may be generated no more than four calendar years prior to the award year.
 - d. It is not necessary to store full reproductions of all student work; retaining score reports or other records showing evaluation via the ACTFL proficiency guidelines is sufficient.
3. **Request the OSSB via the OSSB_M Request Form**
 - a. The OSSB may be requested until November first in the second calendar year after meeting the requirements listed above.
 - b. Students may be entered one at a time, or multiple records can be entered simultaneously by uploading the OSSB_M Request Form template (instructions included). The Request Form is open year round.
 - c. Be sure that you enter the student’s name *exactly* as you wish to see it on the OSSB certificate.
 - d. All pending OSSB requests will be finalized on the next working day after each of the following dates: 1 May, 1 June, and 1 November. Make sure that you submit the request early enough for the relevant certificates and Seals to reach your institution.
 - e. Institutions may request the OSSB *as soon as* the student meets the necessary criteria. Do not request a Seal on the presumption that the student will “probably” meet graduation requirements, or that forthcoming evidence will support a claim of proficiency.
 - f. You may enter your email address to receive an automated message confirming receipt of your request. If you use the template, your confirmation will look “empty”. This is expected, because all information is contained in the form.
 - g. Email addresses listed in the EMAIL field will receive a confirmation when embossed Seals and certificates have been mailed. Once the printer receives the information, printing and mailing should take roughly one week.

Appendix C: Contact Information

For questions regarding...	...please contact:
The OSSB/M or a statewide summative assessment	English Language Proficiency Assessment Specialist Ben Wolcott
The OSSB/M program at a specific institution	Personnel at that institution (ask for their OSSB/M point of contact)
A vendor-produced test	Customer service for that vendor
Physical state of OSSB/M materials upon delivery (ex. damage, incomplete printing, delivered to wrong address)	Garten Print and Mail Services (mailservicesforward@garten.org)

