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Thursday, January 2, 2020

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A&A CHECKLIST

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GENERAL ANNOUNCEMENTS

Reminder: Assurances of Test Security Forms

As described in Section 2.1 Testing Requirements to Produce Valid Test Results of the Test Administration Manual, District Test Coordinators, School Test Coordinators, and Test Administrators must all have a signed Assurance of Test Security form on file at the District Office, valid for the current school year. In addition, any person (office staff, computer lab support staff, etc.) who has access to or participates in the handling of secure test materials but who does NOT interact with students during administration of the test must have a signed Non-Administrator Assurance of Test Security form on file at the District Office, valid for the current school year, prior to gaining access to secure test materials.

Assurance of Test Security forms for District Test Coordinators, School Test Coordinators, Test Administrators, and Non-Administrators are all available through ODE's Test Administration webpage. Please note that, as part of ODE's efforts to streamline the Test Administration Manual, ODE no longer includes these forms in the Test Administration Manual.

Oregon Statewide Assessment System Testing Window Opens Tuesday, January 7, 2019 (ELA, Mathematics, and Science)

[The Oregon Statewide Assessment System \(OSAS\) Testing Window](#) opens on **Tuesday, January 7** and will extend through **Friday, June 5**. The OSAS Test Window includes the Oregon ELA and Mathematics Assessments for grades 3rd - 8th and high school, and the Oregon Science Assessment for grades 5th, 8th, and high school.

Test Administrators must complete all required training as specified in Section 1.5 of the [Test Administration Manual](#) prior to administering these assessments. Sample and Training tests are available on the [OSAS Portal](#) to help students prepare and preview test question types aligned to academic standards.

For more information, please contact your [Regional ESD Partner](#).

2019 - 2020 Oregon Summative Assessment Item Writing Development (ELA 3rd - HS & Math 6th - 8th) **REPEAT**

The Oregon Department of Education (ODE) is seeking educators interested in participating as item writers for the Oregon Summative Assessments in ELA and Mathematics. This commitment would include time for both onsite training and item review, as well as time for the independent development of items. Please complete the following [application](#) and submit by no later than **Thursday, February 6, 2020**. ODE will notify successful applicants for both ELA and math by Monday, February 10, 2020, of their inclusion in the project, along with information on the next steps.

For further information please refer to the complete [recruitment letter](#), or contact [Tony Bertrand](#), Language Arts Assessment Specialist, or [Andrew Byerley](#), Mathematics Assessment Specialist.

TEST ADMINISTRATION

MATHEMATICS

Illustration Glossary Settings for 2019-20 Summative Mathematics Assessment

As an enhancement for 2019-20, students will be able to access an Illustration Glossary for selected construct-irrelevant terms on Math CAT and Math PT assessments. An Illustration Glossary is an embedded designated support that provides definitions for certain words or phrases in the form of an image. We expect this designated support to be available **by the end of January 2020**.

During the upcoming 2019-2020 testing window, all glossaries **must be set in TIDE before** the student begins testing (CAT or PT). The Illustration Glossary tool cannot be modified in TIDE after the student begins their first component, nor between components. If a student starts a test with the incorrect setting for Illustration Glossary, the student's test should be paused, the TA should submit an impropriety for the test to be reset, and the proper option should be set in TIDE before the student begins testing again.

For more information, please contact [Andrew Byerley](#), Mathematics Assessment Specialist, at 503-947-5832.

Read Aloud Guidelines in Spanish: Updated Test Reader Guidance for Mathematics Assessments

Spanish-language test readers have updated guidelines for the 2019-20 administration year that reflect the conventions of spoken language as well as better align to the guidelines for English test readers. For example, the number 693 is now to be read "seiscientos noventa y tres" whereas in previous years it would have been read as "seis nueve tres." The complete list of guidance can be found in Table 1 of the "[Read Aloud Guidelines in Spanish](#)" document.

For more information, please contact [Andrew Byerley](#), Mathematics Assessment Specialist, at 503-947-5832.

ESSENTIAL SKILLS

Winter AESRP Meeting on January 10, 2020

The winter Assessment of Essential Skills Review Panel (AESRP) meeting will be **January 10, 2020, 9 - 10:30 a.m.**, via webinar. Please [register](#) to attend the meeting.

All meetings of the Assessment of Essential Skills Review Panel are open to the public and will conform to Oregon public meetings laws. The upcoming meeting schedule and materials from past meetings are posted on the [ODE Essential Skills homepage](#).

If you have further questions or potential topics of discussion, contact [Tony Bertrand](#) at 503-947-5830.

ACCOUNTABILITY & REPORTING

2019-2020 Fall Membership Validation

The Fall Membership validation will be refreshed weekly in January starting on **January 9, 2020**. The validation closes on **January 24, 2020**. Please view your data in the [Achievement Data Insight](#) application. The Regional ESD partners will notify those districts and institutions that have not yet viewed their data. Validation email notices will go out the week of January 6 to districts and institutions that have unusual data compared to last school year. Please view and edit your data as soon as possible, since no changes will be allowed to First Period ADM after January 24, 2020. If you have questions or need the First Period ADM collection re-opened, please contact your [Regional ESD Partners](#) or [Robin Stalcup](#), 503-947-0849.

Graduation and Dropout Data are Final, but Embargoed

The [NCES Dropout and Graduation Rate](#) Validation and the [Four](#) and [Five](#) Year Cohort Graduation Rate Validations in the [Achievement Data Insight \(ADI\)](#) are now final (after 1 PM today). You may review your rates to plan communications and share with district or school employees who need access to these data, but the public release is not scheduled until **January 23, 2020**. All graduation and dropout data are embargoed until the public release. If you were expecting to see changes in your validation's data and do not see them, try clearing your cache and logging back in (this has been an issue for some districts this year). If you have any questions, please contact your [Regional ESD Partner](#) or [Beth Blumenstein](#) at 503-947-5767.

Second Period Cumulative Average Daily Membership (ADM) Collection Closes January 13

The collection window for Second Period Cumulative ADM closes **Monday, January 13**. You can find information about the Second Period Cumulative ADM collection on the [ADM Resources Page](#) and in the [web training](#) from December 5. Second Period Cumulative ADM will reopen on **Thursday, January 23 at 1:00 p.m.** for the audit review window. During the audit review window, the collection will be open to all to review audits and to make any needed corrections. If you have any questions, please contact your [Regional ESD Partners](#) or [Amanda Leopard](#) at 503-947-5674.

REMINDER: Replace ALL Program Type 13 Records in First Period Cumulative Average Daily Membership (ADM) **REPEAT**

Program Type 13 records need to be replaced in First Period Cumulative ADM as soon as membership information is known. Once these data have been obtained, the district is responsible for requesting that the collection be reopened and updating the record to accurately reflect the additional program information. As a note, a district does not need to know if a student passed a college course to report the information in Cumulative ADM, only how many credits the student attempted. For more information, please see the article posted in the [December 12 A&A Update](#).

To request that your First Period Cumulative ADM 2019-20 collection be reopened for correction, or if you have questions, please contact your [Regional ESD Partners](#) or [Amanda Leopard](#) at 503-947-5674.

Informal Accountability Webinars

ODE hosts a webinar on the last Tuesday of every month to discuss accountability topics. There is an on-going open call to submit questions and topics of interest for the agenda. This could include sharing accountability-related research or practices being implemented in schools and districts.

If you have a question or topic that you would like to add to the agenda, please submit it through the [Informal Accountability Webinar Open Call Agenda form](#) or via email. The agenda for our January 9 webinar is provided below:

- Welcome and meeting agenda (2 minutes)
- ODE accountability related information (10 minutes)
 - Review the [Assessment and Accountability checklist](#) for December and January
- Respond to questions or agenda items submitted
 - Guidelines around releasing public data
 - Discussion around changes to the At-A-Glance School and District Profiles
- Open call for next discussion topics
- Adjourn

Please note that the webinar length will be flexible depending on content, with a minimum of 5-10 minutes up to a maximum of one hour. When you [register to participate](#) you will automatically be registered for all webinar dates in the series (for convenience). You are encouraged but not required to attend every webinar. Here are the webinar dates:

- Tue, Jan 28, 2020 2:00 PM - 3:00 PM PST
- Tue, Feb 25, 2020 2:00 PM - 3:00 PM PST
- Tue, Mar 31, 2020 2:00 PM - 3:00 PM PDT
- Tue, Apr 28, 2020 2:00 PM - 3:00 PM PDT
- Tue, May 26, 2020 2:00 PM - 3:00 PM PDT

If you have any questions or comments about this webinar series, please reach out to [Amelia Vargas](#) at 503-947-5878.