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Thursday, November 21, 2019

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A&A CHECKLIST

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GENERAL ANNOUNCEMENTS

Updates to the Test Administration Manual (TAM) and Oregon Accessibility Manual (OAM)

Section 5.2 School-Level Test Windows on page 34 of the [TAM](#) has had the following text removed: “(Note: New for 2019-20, the 66 percent instructional day threshold at grades 3 – 8 applies to both the general and Extended version of the Math and ELA assessments).” The 66 percent instructional day requirement does not apply to the ORExt.

The [OAM](#) has also been updated to clarify when graph paper is optional or required on page 13. In addition, guidance and clarification around the use of text to speech and read aloud designated supports has been added on pages 16 and 20. Finally, information regarding a non-embedded transcribe designated support has also been added to pages 17 and 41.

TEST ADMINISTRATION

Testing Improprieties and the ELPA Screener

In 2019-20, students are able to test on the ELPA Screener under either an SSID or a Temporary ID, and those IDs can be “merged” to permanently associate a student’s test results with their SSID. ODE urges that districts employ the following practices:

- Test under a student’s SSID whenever possible. It is appropriate to test under Temporary IDs in situations where an SSID will not be available in a timely manner.
- If a testing error is discovered, do not create a new Temporary ID for retesting purposes. Instead, submit a [testing impropriety](#) and request that the test be reopened or reset as appropriate.
 - This is a change from 2018-19 guidance, due to expanded capabilities in 2019-20.
 - Note that impropriety reports are used only to make decisions regarding test invalidations, resets, reopens, and similar. Impropriety reports do not result in disciplinary action. ODE does not retain records on specific personnel involved in an impropriety.

Following procedures other than those listed above may result in multiple testing results being associated with the same student and possible data errors. Please contact [Ben Wolcott](#) with any questions at 503-947-5835.

Claim 2 Writing Assessment Series: ELA Performance Task Condition Codes

The ODE Assessment team has recently created and posted a professional development writing series specific to the topic of ELA Performance Task Conditions Codes. The writing assessment series includes three separate informational sessions, which are available in audio PowerPoints.

- ([Overview Session](#)) Claim 2 Writing Series from the Oregon Statewide Summative Assessment: Writing Performance Tasks and Condition Codes.
- ([Session 1](#)) Understanding Claim 2 Writing & ELA Performance Tasks for the Oregon Statewide Summative Assessment for English Language Arts
- ([Session 2](#)) Explaining Condition Codes & Performance Trends in the ELA Performance Task
- ([Session 3](#)) Accessing District, School, & Student Claim 2 Writing Data through the [OSAS Portal](#)

For additional resources including facilitation guides, please visit the [ELA Assessment Homepage](#) and select the Communications and Professional Development tab, or contact [Tony Bertrand](#).

ACCOUNTABILITY & REPORTING

Second Period Cumulative Average Daily Membership (ADM) Web Training December 5

ODE will provide a [web training](#) on **Thursday, December 5** at 2 p.m. for the 2019-20 Second Period Cumulative ADM collection. This training will cover the submission of Second Period Cumulative ADM records for the period of July 1, 2019 - December 31, 2019. If you are unable to attend this web training, it will be recorded, and the video should be available within a week of the training at the same web location listed above.

If you have any questions pertaining to Second Period Cumulative ADM you would like reviewed in the training or think newer submitters may find valuable, please e-mail them to [Amanda Leopard](#). If you have any questions, please contact your [Regional ESD Partners](#) or [Amanda Leopard](#) at 503-947-5674.

Staff Position Collection: December 12, 2019 - January 27, 2020

The Staff Position Collection gathers data for all school/district staff employed for at least 20 consecutive workdays over a span of time that includes December 1, 2019. Materials for this collection are available online at the [Staff Position Resources](#) page and the [Staff Position Schedule of Due Dates](#) page.

A web training will be held on **Wednesday, December 4, 2019 at 2:00 PM**, and will be available to watch on demand on [ODE's Video Training](#) page shortly thereafter. For additional information regarding this collection, please contact your [Regional ESD Partner](#) or [Ryan Clark](#) at 503-947-5632.

2019-20 Kindergarten Assessment Audit Review Window **REPEAT**

The Kindergarten Assessment Collections Audit Review Window is open from **Monday, November 18 through Tuesday, November 26, 2019**. Please log into each collection during this time and view the audits. During the review window, districts have the opportunity to view and correct identified audit items as needed. For more information, please see the "2019-20 Kindergarten Assessment" article posted in the [November 14 A&A update](#). For questions, please contact your [Regional ESD Partner](#) or [Elyse Bean](#) at 503-947-5831.