

A Roadmap for District Test Coordinators (DTCs) in 2025-26

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 school districts and public charter schools to administer statewide summative assessments as one measure of student achievement toward Oregon State Standards; state law requires school districts to make the Student Educational Equity Development (SEED) Survey available. ODE must provide a fair, valid, reliable, and accessible assessment system. Statewide assessments are standardized to allow comparison across student focal 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 (e.g., 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 2025-26

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

- The OSAS summative test and survey [administration windows](#) include minor updates from 2024-25.
- The TIDE user interface has been significantly updated.
- The in-person ELPA Summative is now administered as four fixed form domain tests rather than one semi-adaptive test.
- The SEED Survey is now available in Arabic, in addition to the seven other languages.

The Role of DTC

Every local educational agency in Oregon must [appoint a District Test Coordinator](#) to oversee statewide assessment and survey administration 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 administration;
- communicating between and among district personnel who interface with the Oregon Statewide Assessment System (OSAS), including the Oregon Extended Assessment (ORExt);
- managing all OSAS assessment administration, 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 administration 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;
- completing required ESSA Test Administration Monitoring once every five years;
- coordinating the submission of 1% ORExt participation projections to ODE; 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 tests, surveys, 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 tests in English Language Arts (ELA), Mathematics, Science, and English Language Proficiency (ELPA), as well as the required SEED survey, 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 the Early Learning Transition Check-In, in collaboration with several partner organizations.

Table 1: OSAS Tests and Surveys

Component	Partner Organization
General English Language Arts (ELA) & Mathematics summative and interim tests	Smarter Balanced Assessment Consortium (SBAC) Measurement, Inc. (scoring of performance tasks)
General Science summative and interim tests	Cambium Assessment, Inc. (CAI or Cambium)
English Language Proficiency Assessment (ELPA) Summative, Screener, and Alt ELPA	ELPA21 Consortium
Oregon Extended Assessment (ORExt) – ELA, Mathematics, and Science	University of Oregon's Behavioral Research and Teaching (BRT)

Component	Partner Organization
Student Educational Equity Development (SEED) and Alt SEED Survey	Cambium Assessment, Inc.
Early Learning Transition Check-In (ELTC)	Oregon Department of Early Learning and Care (DELC)
Nationally Normed College Entrance Practice Test	IntermediaryEd , formerly ACT©

Table 2: ODE Applications

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

Table 3: OSAS Delivery

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

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

Information & Communication

ODE's test and survey 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.

ODE subscribes all new DTCs to two communications: a DTC-only listserv used for important time-sensitive communication, and the monthly [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 monthly [A&A Update newsletter](#).

How to Get Support

[Regional ESD Partners](#) support all assessment and accountability needs and form a DTC's first line of support. 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 Test and Survey Administration Windows

ODE makes tests and surveys available statewide in [administration windows](#). Prior to administration, DTCs must ensure that all TAs, QAs and staff supporting students are appropriately [trained](#). 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.

OSAS Administration Year in Detail

Before Summative Administration 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 (IT) personnel (for help installing [Secure Browsers](#))
- District student services and special education personnel, including school-level case managers
- District English language development, Migrant Education, and/or Title III staff
- [District Security Administrator](#) and Data Submitter(s)
- ORExt Qualified Test Coordinators (QTCs) 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 test and survey administration 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 [Assessment 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 each year from mid-July to the first week of August, for the implementation of new features and enhancements. During this downtime, many OSAS applications are not available. 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 may also wish to assign each school an STC for the new academic year.

The “Summative”, “Alt ELPA”, and “ELPA Summative” test groups are removed from all users during the yearly downtime. 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 (re)activate the “Summative”, “Alt ELPA”, and “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 after the new school year’s modules become available. DTCs who will be administering summative assessments need to contact an [ESD Partner](#) to activate the respective test group(s). 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 to administer summative assessments.

ELPA Screener Training and Administration

The ELPA Screener is available year round (except during the yearly downtime). 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. Training materials are found on the [Assessment Training Materials page](#): required materials in the Training Modules accordion, optional materials and informational resources in the Optional Training Materials accordion.

Accessing Summative Assessment Results

Summer is an ideal time for district and school teams to conduct a detailed review of summative assessment results, particularly in Cross-Sectional Reports. These target-level 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 testing takes place using 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](#). 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](#), [Local Performance Assessment Manual](#), [SEED Survey Administration Manual](#) (SAM), and all training modules by the first school day of October each year.

DTC Training Requirements

DTCs must participate in annual training provided by ODE:

- independently review and complete all ODE-provided [training modules](#)
- independently complete the [DTC Fact Finder](#), a comprehension check of required DTC reading materials
- register for and attend one of the required ODE-facilitated DTC training webinars held in early November (register for one of the following: [November 4](#), [November 5](#), or [November 6](#))
- complete training modules 1 and 6 on the [ORExt Training and Proficiency Website](#)

DTCs must ensure that STCs, TAs, QTCs, QAs, and other personnel supporting students during test and survey administration receive the appropriate required training. DTCs may add to ODE-provided materials for local use. All staff who administer tests and surveys must complete their required yearly training before they can create test and/or survey sessions. See Section 1.4 of the [Test Administration Manual](#) for training requirements by role.

It may also be useful for some building personnel such as Special Education Directors, Title III Directors, building principals to be aware of testing requirements even if they will not be directly participating in the testing process.

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 monthly 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. Consider how to pass along any communication from ODE, and to whom, early in the academic year.

Creating Local Statewide Assessment Schedules

Work with administrators, STCs, and QTCs to determine a viable administration schedule for statewide summative tests and the SEED Survey, both at the district and school levels, including a local administration window if necessary. Consult 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](#). Students in Oregon use a unique, ODE-issued secure student identifier (SSID) 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 Temporary ("Temp") ID in TIDE to allow them to test. Districts are strongly encouraged to merge Temp IDs with SSIDs in TIDE to preserve a student's ELPA Screener scores with the student's profile in TIDE. Consult the [ELPA Screener Administration Manual](#) for more information.

Students' personally identifiable information (PII), which includes SSIDs, must be securely protected. Whenever required to transfer PII, DTCs must do so securely. Consult 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 test or survey administration. While enabling accessibility features in TIDE can begin as soon as students are in TIDE, the process will continue throughout the testing and survey administration window.

Students participating in the ORExt (per their IEP) 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 the annual notice of statewide assessment available to families at the start of the academic year, and the opt-out form at least 30 days prior to the start of testing. The annual notice and opt-out forms are published in 12 languages and are 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, for reasons of disability or religion. Consult 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.

[ORS 329.078](#) allows parents and legal guardians to decline their student's participation in the SEED Survey. Students also have the right to decline to participate in all or part of the SEED Survey. Parents, guardians, and students may decline participation verbally or in writing at any time.

During Summative Administration Window (January - June)

Ongoing Communication

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

Provide Technical Support

DTCs should create a process to provide technical support to STCs and TAs during statewide assessment. Refer issues beyond the expertise of DTCs to [Regional ESD Partners](#).

Reporting Potential Test Improprieties and Irregularities

DTCs report potential test and survey improprieties and irregularities, including requests to reopen expired tests, to ODE through an [online form](#). After evaluating the report, ODE Assessment Team personnel 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](#).

Monitor Participation Rates

Federal and state laws require districts to administer most statewide tests 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. Participation rates on the SEED Survey are not currently required to be monitored and reported.

After Summative Administration 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](#) for support.

Complete Assessment Record Management

DTCs or district designees use the [Assessment Record Updating Application](#) (ARUA) via the [ODE Central Login](#) to view, edit, fix/download errors, upload fixes, and download student test and survey records received by ODE. Common assessment 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 and the SEED Survey validation window is open in August and September; both take place 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 soon after 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 Administration Window (August - December)

August	Details
Overview	Read the Preliminary Test Administration Manual, Oregon Accessibility Manual, and SEED Survey Administration Manual; 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"> • Assessment and Accountability Checklist published • Assessment and Accountability Update newsletter resumes monthly publication • TIDE comes online • SSID System begins to sync student data with TIDE • Manuals published: Preliminary Test Administration Manual; Preliminary Oregon Accessibility Manual; SEED Survey Administration Manual • ELPA Screener Administration Manual and annual training module already available (published previous July) • ELPA Screener comes online (available through mid-July of next year) • Validation window closes for assessment records from previous year
DTC Responsibilities	<ul style="list-style-type: none"> • Review Preliminary TAM/OAM/SEED Manual, Local Performance Assessment Manual, and DTC, STC, and TA checklists • Request and/or confirm access to ODE Applications • Add and/or update students in the SSID System as needed (in districts where managed by the DTC) • Ongoing: merge Temp IDs with SSIDs in TIDE¹ • Ongoing: read A&A Update monthly newsletter and DTC listserv notifications • Ongoing: request Braille forms for ELPA Screener as needed • Schedule required training for ELPA Screener TAs (or coordinate with STCs)

September	Details
Overview	OSAS Interim Assessment administration begins; PreACT testing window opens.
Important Events	<ul style="list-style-type: none"> • Administration window opens for all OSAS Interim Assessments • Locally distribute ODE's Annual Notice of Statewide Assessment • Testing window opens for PreACT • NAEP coordination begins at selected schools • 1% ORExt participation projection webinar (optional)
DTC Responsibilities	<ul style="list-style-type: none"> • Establish relationships with assessment-related district personnel • Plan to communicate assessment-related information to district and school staff • Ongoing: order PreACT materials online • Prepare 1% ORExt participation projections (see "Policies" on the ORExt webpage)

¹ Returning DTCs may do this as soon as needed. New DTCs must complete training in November before they are able to access TIDE.

October	Details
Overview	Become familiar with the contents of each manual.
Important Events	<ul style="list-style-type: none"> Official assessment manuals and training modules published Sample and Training Tests are updated on the OSAS Portal
DTC Responsibilities	<ul style="list-style-type: none"> Review all assessment manuals Complete DTC training modules and DTC Fact Finder Register for Required DTC Training Webinar: Nov. 4, Nov. 5, or Nov. 6 Orders due for Braille Forms for ELPA Summative Submit 1% ORExt participation projections to ODE

November	Details
Overview	Attend one of the required DTC Training Webinars; DTCs gain access to TIDE.
Important Events	<ul style="list-style-type: none"> Required Annual DTC Training Webinars Order window opens for Braille & Large Print Forms for ORExt ORExt Training and Proficiency website comes online <ul style="list-style-type: none"> Register for a DTC account on the site ORExt Training modules available
DTC Responsibilities	<ul style="list-style-type: none"> Add and remove district and school personnel in TIDE, as needed Verify or assign STC users in each school Work with district IT personnel to ensure the Secure Browser has been updated for the current year on all computers that will be used for testing Determine and communicate as needed the process through which opt-out forms and parent exemption requests will be collected, processed, and stored

December	Details
Overview	Ensure OSAS training requirements are fulfilled for various users.
Important Events	<ul style="list-style-type: none"> Make the 30-Day Notice and Opt-Out Form available no later than 30 days before the opening of the summative testing window (published in English, Spanish, and 13 languages on ODE's Assessment Administration webpage)
DTC Responsibilities	<ul style="list-style-type: none"> Ongoing: Ensure that STCs, TAs, QTCs, and QAs complete appropriate training (and then receive associated test group permissions) prior to administration Ongoing: Ensure that all personnel (including the DTC) 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 Assessment Administration webpage Ongoing: Work with appropriate district and school personnel to set student accessibility feature(s) in TIDE Ongoing: Distribute Remote Test Administration permission forms, as applicable (available in seven languages on ODE's Assessment Administration webpage)

During Summative Administration Window (January - June)

January	Details
Overview	ELPA Summative and Alt ELPA administration begins; NAEP administration begins.
Important Events	<ul style="list-style-type: none"> Administration window opens for ELPA Summative and Alt ELPA Administration window opens for NAEP (Grade 4, 8, and 12 tests) ARUA, AWE, and SAR applications open
DTC Responsibilities	<ul style="list-style-type: none"> Confirm that STCs, TAs, QTCs, and QAs are ready for the opening of the assessment administration window Ensure student accessibility feature(s) are set in TIDE (ongoing) Conduct TA training, including remote administration as needed, and add relevant test groups in TIDE (ongoing) Orders due for Braille & Large Print Forms for ORExt Provide first-line technical support to TAs throughout the testing window Report potential test improprieties and irregularities to ODE and implement ODE-indicated action²

February	Details
Overview	OSAS ELA, Math, and Science Test administration begins (Grade 11). SEED Survey opens.
Important Events	<ul style="list-style-type: none"> Administration window opens for OSAS ELA, Math, and Science Tests in Grade 11, including remote administration Administration window opens for ORExt ELA, Math, and Science Tests in Grade 11 Administration window opens for SEED and Alt-SEED Survey
DTC Responsibilities	<ul style="list-style-type: none"> Continue to support statewide testing: assisting TAs, enabling student accessibility features, reporting potential test improprieties and irregularities, handling crisis alerts, monitoring participation and completion rates, setting remote testing permissions, etc. Begin to monitor district-wide participation rates in TIDE and ORExt Website Check ARUA and AWE to ensure banked tests have loaded for current Grade 11 students who tested and met the high school standard in a prior year May begin correcting assessment records in ARUA³ May begin downloading data files from AWE May begin downloading Individual Student Reports from SAR

² Potential test improprieties and irregularities must be reported throughout the year; however, this process begins in earnest when summative testing windows open.

³ Refer to the [Assessment and Accountability Checklist](#) for specific dates on which records begin to load in ARUA for each assessment; records begin loading in February and continue to load throughout the test administration window.

March	Details
Overview	OSAS Science Test administration begins (Grades 5 and 8); OSAS ELA and Math Test administration begins (Grades 3 – 8); ELPA remote administration available.
Important Events	<ul style="list-style-type: none"> Administration window opens for OSAS Science Test in Grades 5 and 8, including remote administration Administration window opens for OSAS ELA and Math Tests in Grades 3 – 8, including remote administration Administration window opens for ORExt Science Test in Grades 5 and 8 Administration window opens for ORExt ELA and Math Tests in Grades 3 – 8 Remote administration available for ELPA Summative
DTC Responsibilities	<ul style="list-style-type: none"> Continue to support statewide assessment administration: assisting TAs, enabling student accessibility features, reporting potential test improprieties and irregularities, handling crisis alerts, monitoring participation and completion rates, setting remote testing permissions, etc.

April	Details
Overview	ELPA Summative and Alt ELPA administration windows close.
Important Events	<ul style="list-style-type: none"> Administration window closes for ELPA Summative and Alt ELPA Administration window closes for PreACT
DTC Responsibilities	<ul style="list-style-type: none"> Continue to support statewide assessment administration: assisting TAs, enabling student accessibility features, reporting potential test improprieties and irregularities, handling crisis alerts, monitoring participation and completion rates, setting remote testing permissions, etc.

May	Details
Overview	Monitor participation to ensure federal and state requirements are met.
Important Events	<ul style="list-style-type: none"> Administration window closes for NAEP
DTC Responsibilities	<ul style="list-style-type: none"> Continue to support statewide assessment administration: assisting TAs, enabling student accessibility features, reporting potential test improprieties and irregularities, handling crisis alerts, monitoring participation and completion rates, setting remote testing permissions, etc. Begin resolving assessment record errors in ARUA

After Summative Administration Window (June - July)

June	Details
Overview	Administration windows close for OSAS ELA, Math, and Science Summative Tests, ORExt Assessments, and SEED Survey; validation window opens.
Important Events	<ul style="list-style-type: none"> Administration window closes for all OSAS ELA, Math, and Science Summative Tests and Oregon Extended Assessments SEED and Alt-SEED Surveys close Validation window opens for assessment records Annual DTC Designation Form due Districts and ESDs on rotation for Test Administration Monitoring complete and submit self-assessment
DTC Responsibilities	<ul style="list-style-type: none"> Coordinate the distribution of student assessment results to families <ul style="list-style-type: none"> May be “Before Testing Window” in next academic year Official Individual Student Reports (ISRs) can be accessed in Secure Assessment Reports Check ARUA and AWE to ensure banked tests have loaded for current Grade 11 students who tested and met the high school standard in a prior year Complete assessment record management, including resolving record errors (if managed by DTC) Review assessment-related validations (if managed by DTC) Prepare assessment reports with district and school leaders (optional)

July	Details
Overview	OSAS interim assessment and ELPA Screener administration end; TIDE goes offline.
Important Events	<ul style="list-style-type: none"> Administration window closes for OSAS Interim Assessments Administration window closes for ELPA Screener TIDE goes offline for annual maintenance
DTC Responsibilities	<ul style="list-style-type: none"> Continue assessment record management and review of assessment-related validations (if managed by DTC) Prepare assessment reports with district and school leaders (optional) Download participation report data from TIDE before TIDE goes offline (optional)

Appendix B: 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	SEED: Student Educational Equity Development Survey
IEP: Individualized Education Program	SSID: Secure Student Identifier
ISR: Individual Student Report	STC: School Test Coordinator
LPA: Local Performance Assessment	TA: Test Administrator

OSAS-Specific Acronyms

AVA: Assessment Viewing Application	SAM: SEED Survey Administration Manual
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
QTC: Qualified Test Coordinator (for ORExt)	

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