



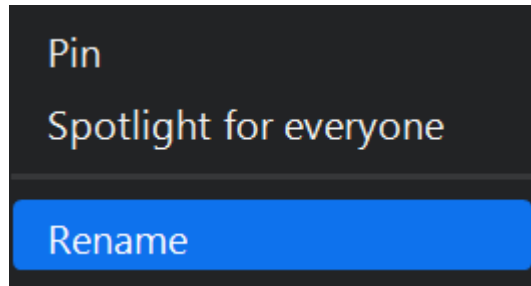
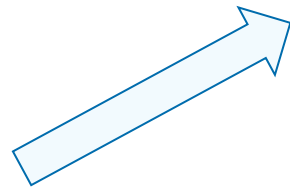
Welcome to the New DTC Orientation!

Session 1: Preparing for Testing

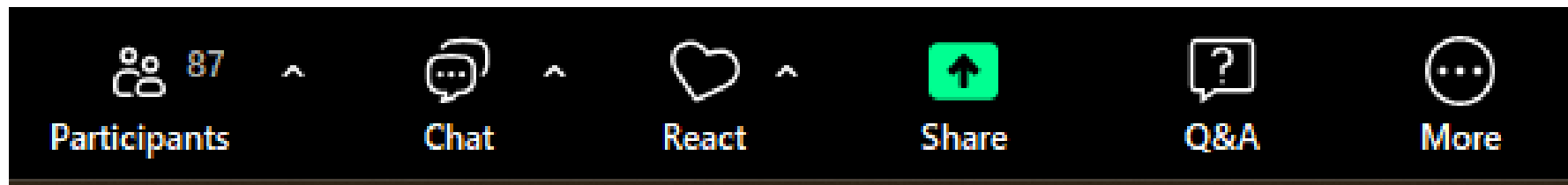
October 13, 2026

Welcome!

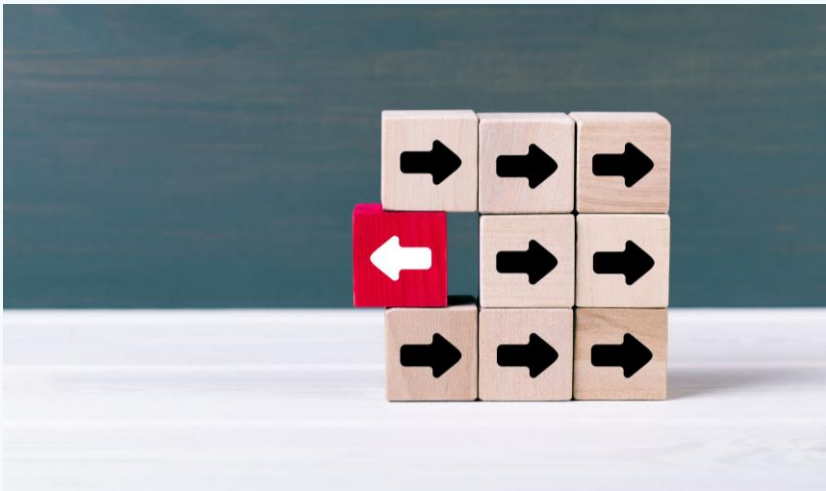
Please rename yourself to include number of years you have been a DTC, first and last name, your pronouns and district.



Example:
5, Sody Fearn (she/her) ODE



Review of Session O: What is a DTC?



Introduced to ODE, ESD and DTC mentors

Overview of:

- DTC role and timeline
- Systems DTCs use
- Supports available

Welcome to Session 1!



- There are around 35 new DTCs in 2026-27!
- Interact and build relationships with other DTCs
- Complex and multi-faceted role
- Many different interacting systems
- Takes time to feel the rhythm of the role
- [Graphic Organizer](#)/Slide Deck

Rooting in Community

In the chat

- Name/Pronouns
- District
- Describe your ideal day away from work
- One thing you're hoping to gain from the New DTC Orientation



Introductions: Regional ESD Partners

Assessment Support:

Amy Rockwell, Regions 1 & 2

Joe Doherty, Region 3

Data Collections/Accountability:

Peter Campbell

Joe Doherty

Katie Polumsky

Karen Brown Smith (part time)



Introductions: Facilitation Team



Assessment Team

[Julie Johansen](#), Director of Assessment

[Mariela Salas Bao, Ed.D](#), Science

[Jennifer Bell](#), Math

[Tony Bertrand](#), English Language Arts and Social Sciences

[Sody Fearn](#), K-2 Balanced Assessment

[Audrey Lingley, Ed.D](#), SEED Survey

[Carla Martinez](#), Administrative Support

[Crys Plattner](#), Administrative Support

[Ben Wolcott](#), English Language Proficiency

ESD Partners

[Amy Rockwell](#), Region 1 & 2

[Joe Doherty](#), Region 3

[Peter Campbell](#)

[Katie Polumsky](#)

District Mentors

[Chrissy Chapman](#) (Woodburn SD)

[Kristie Hauss](#) (Beaverton SD)

Schedule of Events

Date	Topics
10/13/26 (today!) Slides link	Intros of Assessment Team members, ESD Partners, Mentor DTCs Overview of OSAS (and what it's not) Session 1: "Preparing for testing"
11/10/26 Slides link	Session 2: "Beginning testing": STC/TA training and accessibility
1/12/27 Slides link	Session 3: "Addressing testing issues": opt-out process, improprieties, crisis alerts
2/2/27 Slides link	Session 4: "After testing"
Winter / Spring 27	ESD Partners will present on topics of choice



Overview of Assessments and Surveys Used in Oregon

Foundational Knowledge



OREGON
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OREGON STATEWIDE
ASSESSMENT SYSTEM

- Summative state tests
 - General: English Language Arts (ELA), Math, Science, English Language Proficiency (ELPA)
 - Alternate: ELA, Math, and Science (ORExt) & Alt ELPA
- Student Educational Equity Development (SEED) & Alt SEED Surveys
- ELPA Screener
- Interim tests* (ELA, Math, Science) as required by SB 141

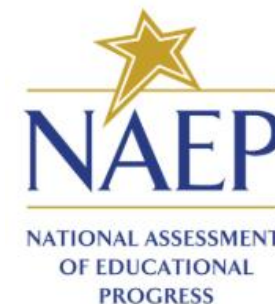
[Acronym cheat sheet](#)

Build Your Knowledge

- Tools for Teachers (ELA, Math)
- Family Conversation (pilot)

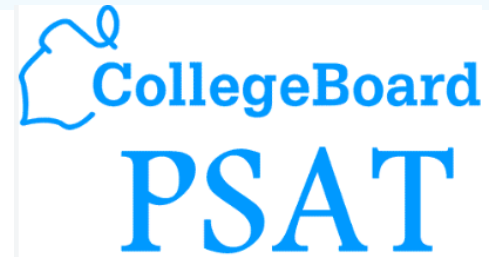


- *PreACT (Nationally-Normed College Entrance Practice Examination)*
- *NAEP (National Assessment for Educational Progress)*
- *Local Performance Assessments*
- *Universal Screening for Risk Factors of Dyslexia*



Beyond the Requirements

- Interim assessments not required by SB 141
- Universal screeners
- District-purchased or adopted assessments
- Curriculum-specific assessments
- PSAT, SAT and ACT
- AP and IB
- Credit recovery assessments
- Workforce readiness assessments
- [And more!]



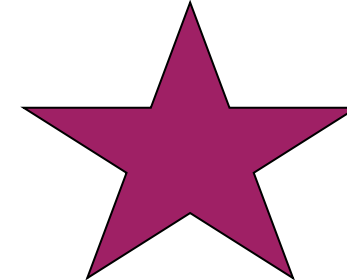
When does this all happen?

Before Testing

During Testing

After Testing

Aug Sept Oct Nov Dec Jan Feb Mar Apr May Jun Jul





Questions?

Today's Topics: Preparing for Testing

1. Communication
2. Supports & Resources
3. DTC Training & Manuals
4. Planning For Test Administration



Communication

Key Point: Know where to get information and have a plan to communicate it to those who need it.

“How will I receive information?”

ODE and CAI communicate assessment-related information in the following ways:

Channel	Audience	Type of Information
DTC listserv	DTCs and “information only” designee	Time-sensitive communication Information primarily applicable to DTCs
A&A Update	DTCs and anyone who registers online	Monthly newsletter of assessment- and accountability-related announcements, info, etc.
OSAS Portal	Anyone (banner) Subscribers (direct delivery)	Announcements (e.g., “go live”), user guides, resources for test administration

“Where can I find more information?”

Bookmark the following pages for convenience:

Webpage	Type of Information
ODE Assessment & Student Reporting Homepage	Gateway to everything related to statewide student assessment – content assessments, interims, SEED survey, and more.
OSAS Assessment and Survey Administration Resources Webpage	Primary resource for DTCs – manuals, user guides, forms, training materials, webinar resources, etc.
ODE District Data Site	Gateway to all ODE data collections and apps.

“With Whom Might I Need to Communicate?”

- School Test Coordinators (STCs) and/or Test Administrators (TAs)
- School administration
- District IT staff
- Student services staff, including special education directors
- ELD, Migrant Education, and Title 3 staff
- Qualified Test Coordinators (QTCs) and/or Qualified Assessors (QAs) for the Oregon Extended Assessment
- Data Security Administrator (for ODE applications)
- Regional ESD Partners
- DTCs in neighboring districts
- ODE's Assessment and Accountability teams

Annual Notice, 30-Day Notice, Opt-Out Forms

Oregon Revised Statute (ORS) [329.479](#) key points:

- At the beginning of each school year, public and charter schools must notify parents and adult students about statewide summative assessments using existing communication protocols (e.g. fall registration materials, parent conferences, electronic media or letters home).
- Information about parent opt-out rights must be provided to parents and adult students at least 30 days before administration (consult [TAM page 40](#) for dates).
- ODE-created fillable and non-fillable opt-out forms are available in multiple languages and can be found on [OSAS Assessment and Survey Administration Resources page](#).

SEED Survey Annual Notice and Participation

"SEED" = Student Educational Equity Development Survey

- ORS 329.078 requires districts to provide a minimum of **5 days' notice** of administering the SEED Survey. SEED Survey Notice and Participation Forms can be found in a variety of languages on ODE's [Student Educational Equity Development \(SEED\) Survey webpage](#).
- Students or parent/guardians may choose not to participate in SEED, verbally or in writing.
- Delivering the SEED Survey to a student who declines to participate, or whose parent/guardian has declined their participation, **must be reported via the test impropriety form**, even if the student has already begun or completed the survey.



DTC Mentor Example

Beaverton

- **Annual Notice**
Included in Student Handbook
part of Fall Registration Materials
Posted on website
- **30 Day Notice and Opt-Out
(including SEED Survey)**
Sent by email
Posted on website

Woodburn

- **Annual Notice**
Included in Student-Parent Handbook
Posted on website
Sent in school and district newsletters
- **30 Day Notice and Opt-Out
(including SEED Survey)**
Sent by email
Posted on website



Questions?

Breakout Groups

Purpose



Share experiences



Identify needs



Exchange ideas

Facilitator Requests



Be respectful and inclusive



Stay on topic



Participate fully



Manage your time



Maintain a supportive tone

Breakout Group on Communication



What from this section on *Communication* surprised you, and why? If nothing surprised you, why do you think that is?



What communication challenges or successes have you encountered so far in your DTC role, and why do you think those challenges or successes happened?



Thinking about the “*who might I need to communicate with*” slide, what are strategies you have used in the past to successfully communicate with a variety of district staff?



Support and Resources

Key Point: Know where to find answers and who to ask.

Regional ESD Partners

Assessment

- First contact for assessment support - **including Oregon Extended (ORExt) assessment**
- OSAS portal
 - TIDE- student information and test settings, user management and monitoring test progress
 - Centralized Reporting System- ELPA Screener, unofficial OSAS results, and interim results
 - Test Administration
- Student & User logins
- Test improprieties & irregularities
- ODE Assessment applications & District Data Site
 - Accountability Warehouse Extract
 - Assessment Transactional System/ARUA
 - Secure Assessment Reports

[Amy Rockwell](#); Regions 1 & 2

1-800-970-8372 ext. 1 or

503-540-4470

[Joe Doherty](#); Region 3

1-800-706-4447 ext. 3140 or

541-966-3140

Regional ESD Partners

Accountability and Data Collections

- First contact for accountability and collections support
 - Backup support for assessment
- Achievement Data Insight validations
 - Validations related to federal accountability
 - Assessment Student Performance summaries
 - At-A-Glance Profiles, Accountability Detail Sheets
- Data collections (complete list of collections in the [Regional ESD partner Contact List](#))
- ODE District Data site
- SSID Merges
- Will share more about these items/tasks in future webinars

[Karen Brown Smith](#) (Part-time)

1-800-706-4447 ext. 3124 or
541-966-3124

[Peter Campbell](#)

1-800-706-4447 ext. 3203 or
541-966-3203

[Joe Doherty](#)

1-800-706-4447 ext. 3140 or
541-966-3140

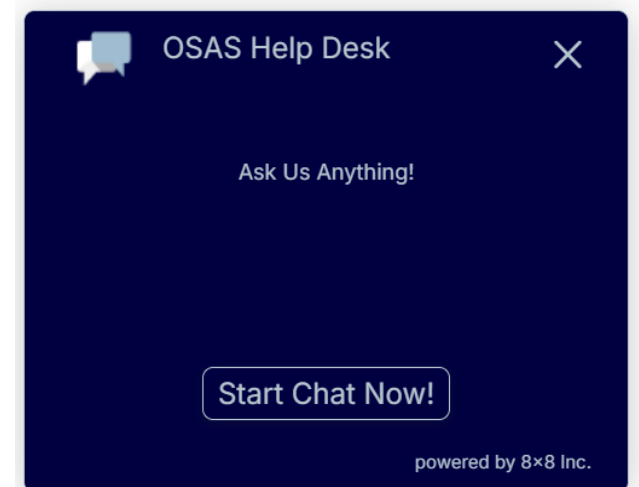
OSAS Helpdesk



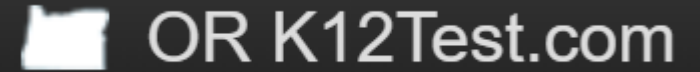
OREGON
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OREGON STATEWIDE
ASSESSMENT SYSTEM

- <https://osasportal.org/contact.html>
- First contact for technical issues related to the OSAS Portal
- Helpdesk staff usually respond within one business day (typically sooner)
- Using the [helpdesk form](#) usually results in a faster resolution
- Available via phone, email and chat
- Helpdesk staff handle approximately 2000 cases every year



ORExt Helpdesk



- <https://or.k12test.com/contact>
- [OR.k12test.com](https://or.k12test.com)
- First contact for technical issues related to the ORExt
- Helpdesk staff usually respond within one business day (typically sooner)
- Available via email only (initially)

Checklists: A&A, DTC, STC, TA

[OSAS Assessment and Survey Administration](#) Resources webpage

Required Forms and Notices



Braille and Specialized Testing Forms



Remote Test Administration Resources



Role-Specific Administration Checklist



Role-Specific Administration Checklist

- [Assessment and Accountability Checklist](#)
- [District Test Coordinator Checklist](#)
- [School Test Coordinator Checklist](#)
- [Test Administrator Checklist](#)



Questions?



DTC Training and Manuals

Key Point: Understand which manuals to consult and the necessary training to build confidence in various job-related tasks.

Reviewing Assessment Manuals

Required Readings

- Test Administration Manual (TAM)
- SEED Survey Administration Manual (SAM)
- Oregon Accessibility Manual (OAM)
- Local Performance Assessment Manual
- [Unified ELPA Guidance](#)

Located in the Assessment Administration Manuals accordion of the [OSAS Assessment and Survey Administration page](#).

Other manuals and user guides for tests that will be administered in the district:

- ELPA Screener Administration Manual
- Alt ELPA User Guide

Supplemental Readings

- *Interim Administration Guide (Module 9)*
- *Remote Test User Guide (Module 10)*
- *OSAS Portal User Guides*

Located in the OSAS Assessment Administration Guides accordion of the [OSAS Interim Assessment page](#).

Located in the OSAS Portal User Guides accordion of the [OSAS Assessment and Survey Administration page](#).

DTC Training Requirements

Table 1: DTC and DLU Reading and Training Requirements

Requirement	Description
Reading Requirements	- The Test Administration Manual - The Oregon Accessibility Manual (role-specific reading requirements in the OAM) - The SEED Survey Administration Manual
	- Other manuals and user guides (including the ELPA Screener Administration Manual and the Alt ELPA User Guide) that form central training elements for tests that will be administered in the district - The Local Performance Assessment Manual - Unified ELPA Guidance
Training Requirements	- Review 2026-27 ODE-provided recorded training modules 1 – 8 (and modules 9 and 10 if the district will administer interim or remote tests) prior to the ODE-facilitated yearly DTC training. - Complete the Remote Test Administration Certification course if directly administering remote summative or OSAS Interim tests. - On the OR.K12test.com site, complete Modules 1 & 6. - Sign the DTC Assurance of Test Security Form. - Complete the ODE-developed training survey (“fact finder”) prior to the ODE-facilitated yearly DTC training. - Register for one of the required ODE-facilitated Webinar sessions listed in the schedule below.

Manuals & Training materials are available on the [OSAS Assessment and Survey Administration](#) Resources page.

ELPA Screener

The ELPA Screener decides whether a student **enters** English learner status.

- Taken when the Language Use Survey indicates screening is needed.
- Available year-round (except during the yearly system rollover).
- Usually only completed once (ever) by a given student.
- Additional training requirements. Consult the [ELPA Screener Administration Manual](#).
- Consider the optional resources found on the [Assessment Training Materials page](#).

ELPA Summative and Alt ELPA

The ELPA Summative or Alt ELPA decide whether a student **exits** English learner status.

- Once per calendar year.
- Use [Alternate Assessment Decision Making Guidance](#) to confirm the test the student needs to take (ELPA Summative or Alt ELPA).

Required reading:

- [Unified ELPA Guidance](#)
- [Alt ELPA User Guide](#) (for districts administering the Alt ELPA)



Questions?



Planning for Test Administration

Key Point: Learn how to prepare for test scheduling and create a plan for the training personnel.

Scheduling testing times & School-level test windows

❖ DTCs should work with STCs and QTCs to create testing schedules

- Network bandwidth and device availability
- Staff who support testing (including you as DTC)
- School calendars (conferences, non-school days, etc.)
- Coordination of IEP meetings

Schools are responsible for ensuring that students who are enrolled as of the first weekday in May have tested.

❖ TAM Section 5.2: School-Level Test Windows

- Must be at least 4 calendar weeks
- Can set in TIDE

New DTCs will have access to TIDE after completing all annual training requirements.

Current Year's
Assessment
Administration
Schedule

STC, QTC, TA & QA Training

- ❖ **DTCs must ensure that users who will have access to or engage with secure assessment material (ex. administering tests) complete all required reading and training.**
 - Includes DLUs, TOSAs, STCs, TAs, TTs, QTCs, and QAs
- ❖ **TAM Section 1.4 outlines Training Requirements**
 - Coordinate with others based on the size of your district
 - STCs may train TAs
 - QTCs may train QAs
- ❖ **Consider whether it may be useful to assign other user roles to one or more district personnel**
 - DRV, SRV, RAV, Tools for Teachers

Acronym
cheat sheet



Questions?

Ask aloud or leave them in the chat!

Breakout Rooms



If you have started digging into the required readings (TAM, SAM, OAM, or others), what has caught your attention so far? Why?



Thinking about training STCs or TAs, what questions do you have and what support do you need?



Do you have any tips or tricks to share from past practice in your district?

Closure: In the Chat

1. What will you do next to get ready?
 - *I will ... to get ready.*
 - *Although I'm feeling ..., I will ... next.*
 - *I will connect with ... in my district to prepare.*
2. What do you need right now?
 - *I need ... right now.*
 - *To ... , I need ... for my next step.*





Thank You!

Next Session: 11/10/26

If there's a topic you'd like us to cover in an upcoming session, let us know in the chat!

Session 2 will take a deeper dive into local training processes. Please thoroughly read TAM Section 1.4.