



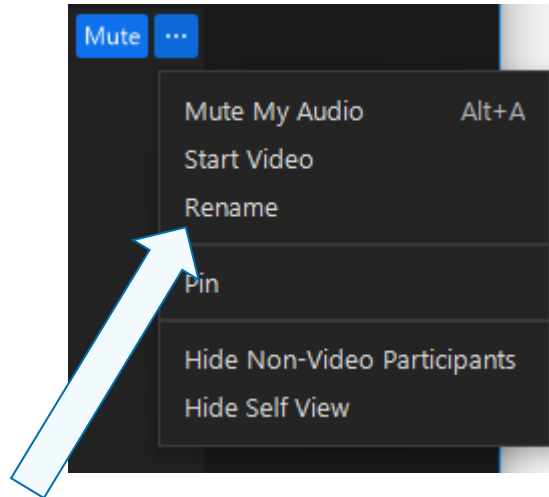
Welcome to the New DTC Orientation!

Session 1: Preparing for Testing

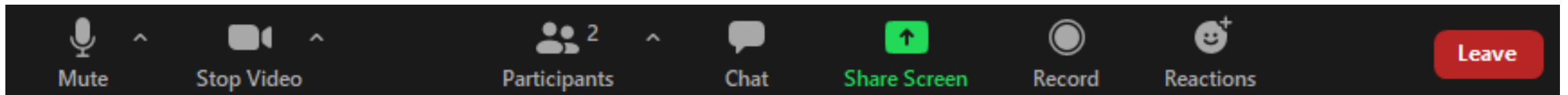
October 27, 2025

Welcome!

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



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



Welcome to the Orientation!



- There are around 30 new DTCs in 2025-26!
- 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 a trio, share your

- 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, All Regions

Data Collections/Accountability:

Karen Brown Smith

Peter Campbell

Joe Doherty



Introductions: Facilitation Team



Assessment Team

[Andrea V. Lockard, Ed.D.](#), Director of Assessment

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

[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

Vacant, Math

[Ben Wolcott](#), English Language Proficiency

ESD Partners

[Amy Rockwell](#), All Regions

[Karen Brown Smith](#)

[Peter Campbell](#)

[Joe Doherty](#)

District Mentors

[Chrissy Chapman](#) (Woodburn SD)

[Kristie Hauss](#) (Beaverton SD)

Schedule of Events

Date	Topics
10/27/25 (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"
11/17/25 Slides link	Session 2: "Beginning testing": STC/TA training and accessibility
12/15/25 Slides link	Session 3: "Addressing testing issues": opt-out process, improprieties, crisis alerts
2/2/26 Slides link	Session 4: "After testing"
Winter / Spring 26	ESD Partners will present on topics of choice

OSAS Is . . .



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OREGON STATEWIDE
ASSESSMENT SYSTEM

Oregon Statewide Assessment System

- Summative state tests
 - General: ELA, Math, Science, English Language Proficiency (ELPA)
 - Alternate: ELA, Math, and Science (ORExt) & Alt ELPA
- SEED & Alt SEED Surveys
- ELPA Screener
- Interim assessment blocks (ELA, Math, Science)
- Tools for Teachers (ELA, Math)
- Early Learning Transition Check-In: Family Conversation

[Acronym cheat sheet](#)

OSAS Is Not...



- *Local Performance Assessments*
- *PreACT (Nationally-Normed College Entrance Practice Examination)*
- *NAEP (National Assessment for Educational Progress)*
- Dyslexia screeners
- Universal screeners
- District-purchased or adopted assessments
- Curriculum-specific assessments
- PSAT, SAT and ACT
- AP and IB
- Credit recovery assessments
- Workforce readiness assessments

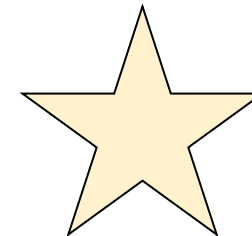
School Year Test Administration

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	Weekly 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 Student Assessment Homepage	Gateway to everything related to statewide student assessment – content assessments, interims, SEED survey, and more.
ODE Assessment Administration 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)
- School administration
- District IT staff
- Student services staff, including special education directors
- ELD, Migrant Education, and Title 3 staff
- Qualified Test Coordinators (QTCs) 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.
- 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 [Test Administration 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 [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.





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 & test settings, user management and monitoring test progress
 - Centralized Reporting System- ELPA Screener & unofficial OSAS 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](#)

1-800-970-8372 ext. 1 or
503-540-4470

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 and Narrative collection, Accountability Detail Sheets
- Data collections (complete list of collections in the [Regional ESD partner Contact List](#))
- ODE District Data site
- Will share more about these items/tasks in future webinars

[Karen Brown Smith](#)

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

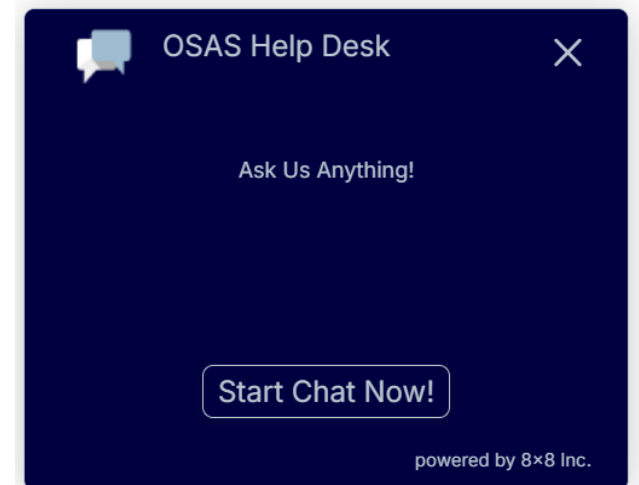
OSAS Helpdesk



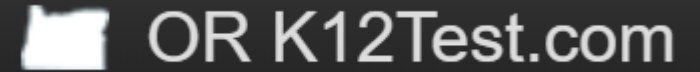
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- <https://osasportal.org/contact.html>
- First contact for technical issues related to the OSAS Portal
- Helpdesk staff usually respond within one business day (typically sooner)
- Using the [helpdesk form](#) usually results in a faster resolution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



ORExt Helpdesk



- <https://or.k12test.com/info/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

[Assessment Administration](#) webpage

[Administration Manuals](#)

[Checklists](#)

[Forms](#)

[Remote Testing Resources](#)

[User Guides](#)

[Checklists](#)

- [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)
- Essential Skills and Local Performance Assessment Manual

- Other manuals and user guides for tests that will be administered in the district:
 - ELPA Screener Administration Manual
 - Alt ELPA User Guide

Located in the Administration Manuals according to the [Assessment Administration page](#).

Supplemental Readings

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

Located in the User Guides according to the [Assessment Administration page](#).

DTC Training Requirements

Table 1: DTC Reading and Training Requirements

Requirement	Description
Reading Requirements	<ul style="list-style-type: none">• The Test Administration Manual• The Oregon Accessibility Manual (see OAM for role-specific reading requirements)• 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• Early Proficient Policy and Resources
Training Requirements	<ul style="list-style-type: none">• Review 2025-26 ODE-provided recorded training modules 1 – 8 (and modules 9 and 10 if the district will administer interim or remote tests) by November 4, 2025.<ul style="list-style-type: none">○ Complete the Remote Test Administration Certification course if directly administering remote 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”) by November 4, 2025.• Register for one of the required ODE-facilitated Webinar sessions listed in the schedule below.

Manuals are available on the [Assessment Administration](#) page.

Training materials are available on the [Assessment Training Materials](#) page.

ELPA Screener Training and Administration

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

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

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).



Questions?

Breakout Rooms



What sections of the TAM, SAM, OAM, or other ODE manual have you found most helpful? Why?



What sections have been most confusing so far? What specific supports would be helpful to better understand?



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



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.

STC and TA Training

- ❖ **DTCs are responsible for ensuring that STCs, TAs, QTCs, and QAs complete all required reading and training.**
- ❖ **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**
 - District Level User, District Report Viewer, School Report Viewer, Response Alert Viewer, Tools for Teachers



Questions?

Ask aloud or leave them in the chat!



Thank You!

Next Session: 11/17/25

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.