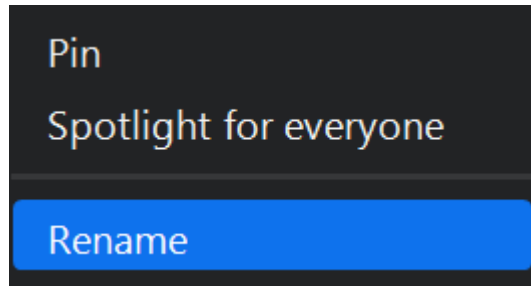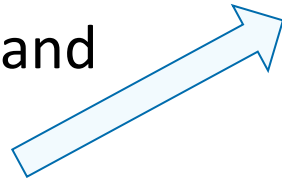# Welcome to the New DTC Orientation!

Session 2

November 17, 2025

Welcome!

Please rename yourself to include:

- **Number of years you have been a DTC**

- **First** and **Last name** and your **pronouns**

- **Your district**.

Pin

Spotlight for everyone

Rename

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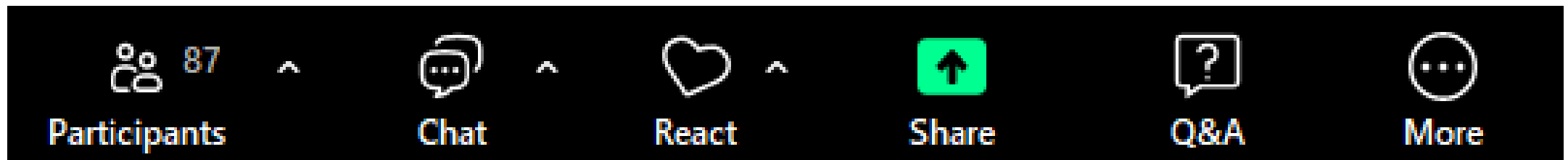4,Sody Fearn (she/her) ODE

87 Participants | Chat | React | Share | Q&A | More

Photo by Rooxbeh Fard on Unsplash

Photo by Ronise daluz on Unsplash

What's something you could speak about for 30 minutes, without any preparation?

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

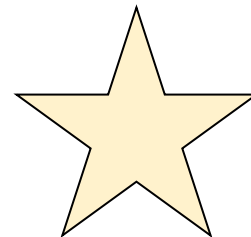| Date	Topics
11/12/25	Intros of Assessment Team members, ESD Partners, Mentor DTCs Overview of OSAS (and what it's not) "Before testing" section of Roadmap
11/17/25 (today!)	"During testing": access, STC/TA training, and accessibility
12/15/26	"During testing": opt-out process, improprieties, crisis alerts
1/2/26	"After testing"
Winter / Spring 26	ESD Partners will present on topics of choice

School Year Test Administration

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

Before Testing — Aug through Jan

During Testing — Jan through Jun
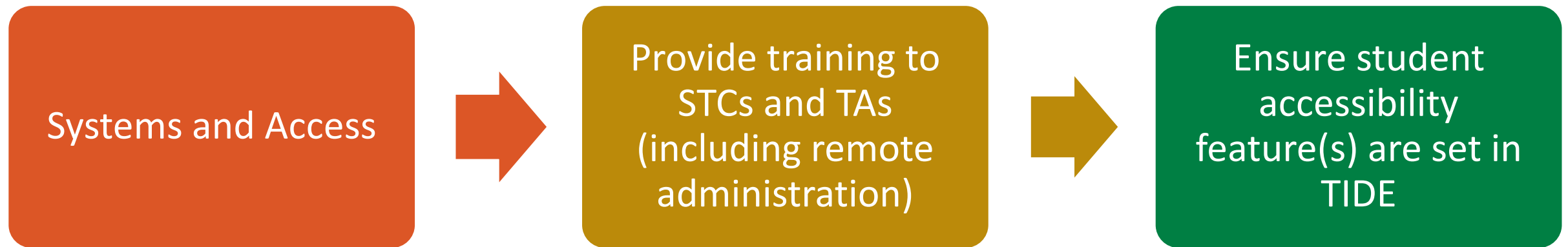
After Testing — Jun through Jul

Current Year's OSAS Test Schedule

This table is posted on the Assessment Administration webpage as well as in the TAM (Appendix A).

Assessment Component	Window (or Notes)
Statewide Summative Content Assessments	**Online general: in-person or remote**
	Extended (ORExt): in-person only
English Language Arts, Mathematics, and Science [A] [B] (Grade 11 [C])	2/3/26 – 6/12/26
Science [A] [B] (Grades 5, 8)	3/3/26 – 6/12/26
English Language Arts, Mathematics [A] [B] (Grades 3 – 8)	3/31/26 – 6/12/26
English Language Proficiency Assessment	**Grade bands: K, 1, 2-3, 4-5, 6-8, 9-12**
ELPA Summative and Alt ELPA	1/13/26 – 4/10/26
Remote ELPA Summative	3/3/26 – 4/10/26
ELPA Screener: Future/Early K	3/3/25 – 1/12/26
ELPA Screener: Grade K	1/13/26 – 7/17/26
ELPA Screener: Grades 1 – 12	8/1/25 – 7/17/26
Interim Assessments	**Grades 3 – 11**
English Language Arts, Mathematics, and Science [A]	9/23/25 – 7/17/26
Student Educational Equity Development Surveys	**SEED survey: in-person or remote**
	Alt SEED survey: in-person only
SEED and Alt SEED Surveys (Grades 3 – 11)	2/3/26 – 6/12/26

Oregon Department of Education

8

Today's Topics: "During" Testing

Systems and Access → Provide training to STCs and TAs (including remote administration) → Ensure student accessibility feature(s) are set in TIDE
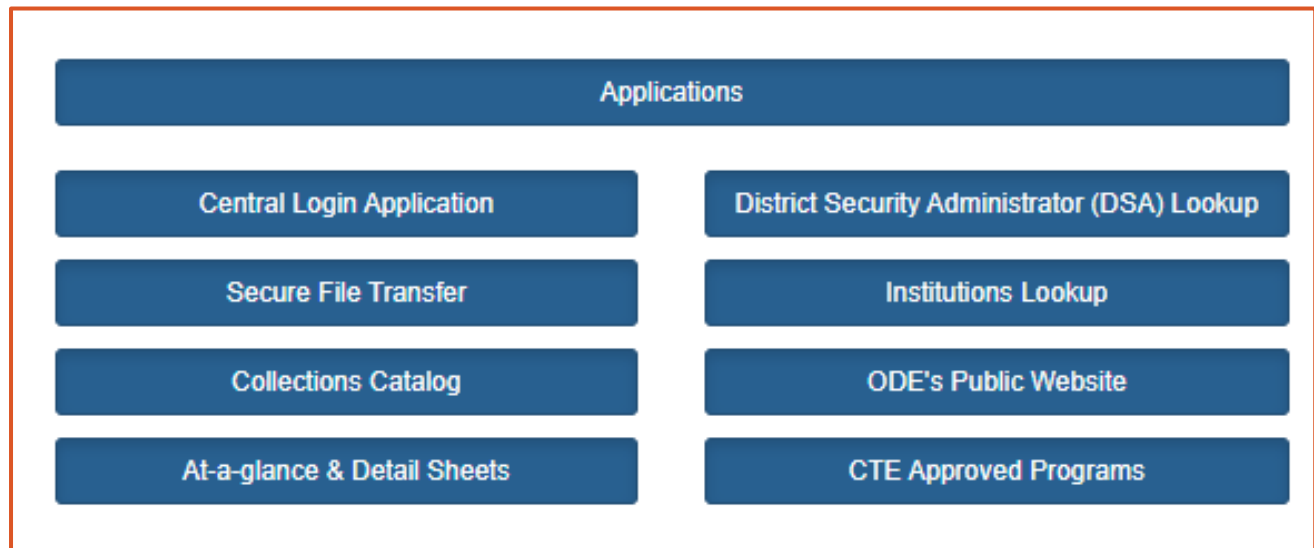
Systems and Access

Key Point: Familiarize yourself with the required systems and access before start of the test administration.

Confirm Access to ODE Applications

https://odedistrict.oregon.gov/

Applications	
Central Login Application	District Security Administrator (DSA) Lookup
Secure File Transfer	Institutions Lookup
Collections Catalog	ODE's Public Website
At-a-glance & Detail Sheets	CTE Approved Programs

ODE Applications

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.

SSID System in Consolidated Collections

Student Collections > SSID System > Record Management > Student Lookup

Secure Assessment Reports 2.0

Yearly TIDE Rollover

Student Accounts in TIDE	Adult Accounts in TIDE
Not entered directly by DTC (rather, into SSID system)	All accounts created locally (can be done in bulk upload)
All student records **removed** every year	All adult records **retained** every year, but "Summative" and "ELPA Summative" **test groups** are removed
DTC, STCs, TAs must enter **accessibility features** and set **remote testing** flags	DTC, STCs must enable **test groups** based on completion of training requirements

Set Student Accessibility Features in TIDE

Important! This shows up BEFORE and DURING testing!

Accessibility is one of the hallmarks of OSAS.

Ensure that IEP meetings are scheduled in advance of the testing window and that **accommodations are documented in a student's IEP.**

- The use of an accommodation not documented in a student's IEP or 504 may result in a test invalidation (and vice versa)

Embedded designated supports and accommodations should be set in TIDE before the testing session begins.

ELPA Domain Exemptions

- ELPA assessments measure a student's proficiency with the English language in four domains: Speaking, Listening, Reading, and Writing.

- For some students, the impact of a disability **precludes** assessment or instruction in the domain (e.g., no amount of Listening instruction will cause a deaf student to regain their hearing). As an accommodation, such domains may be "exempted" (excluded from testing).

  - IEP / 504 needed for Summative / Alt ELPA

  - Decision may be made on basis of "good evidence" for ELPA Screener

- ELPA Domain Exemptions (IEP/504) are implemented by the district

  - Consult Domain Exemptions on ELPA Assessment

- Honoring Student Proficiency (ELPA Summative/Alt ELPA): "carrying" student performance is *not a* domain exemption. Implemented entirely by ODE.

ELPA Domain Exemptions Deadlines

- The TIDE ELPA Summative / Alt ELPA domain exemption tool will be disabled 1/13/26. **As feasible, enter domain exemptions by 1/12/26!**
    - To change domain exemptions before a student opened *any* domain test: contact ESD Partner.
    - To change domain exemptions after a student opened *any* domain test: submit a test impropriety report.
- Deadlines (TAM Section 10.0, Section II of [Domain Exemptions on ELPA](#)):
    - *Un-exempt a domain* (i.e. student needs to test on that domain) until **3/20/26**.
    - *Exempt a tested domain* (i.e. student should not have tested on that domain) until **6/5/26**.
    - ODE no longer needs to Reset domains unrelated to the exemption. Student work on domains unrelated to the domain exemption will be preserved.

Entering ELPA Domain Exemptions in TIDE

Manage Student Test Settings and Tools

ℹ Use this page to view, edit, or export students. ❓ More Info

| Student Information | Embedded Accommodations and Designated Supports | Student Participation | Rosters | View Student History |

ELPA Domain Exemptions ❓   ⊗   ⊗   No Exemptions ⌄   No Exemptions ⌄

Entering Domain Exemptions:

- Go to **Manage Student Settings & Tools**.
- Search for the student (enter the student's **SSID**).
- Open the student's record and click **Embedded Accommodations & Designated Supports** tab.
- Locate the **ELPA Domain Exemptions** row and select the applicable domains.
- **Save** your changes.

ELPA Screener

- No Exemptions
- Listening
- Listening and Reading
- Listening and Speaking
- Listening and Writing
- Listening, Reading, and Speaking
- Listening, Reading, and Writing
- Listening, Speaking, and Writing
- Reading
- Reading and Speaking
- Reading and Writing
- Reading, Speaking, and Writing
- Speaking
- Writing
- Writing and Speaking

No Exemptions ⌄   No Exe...
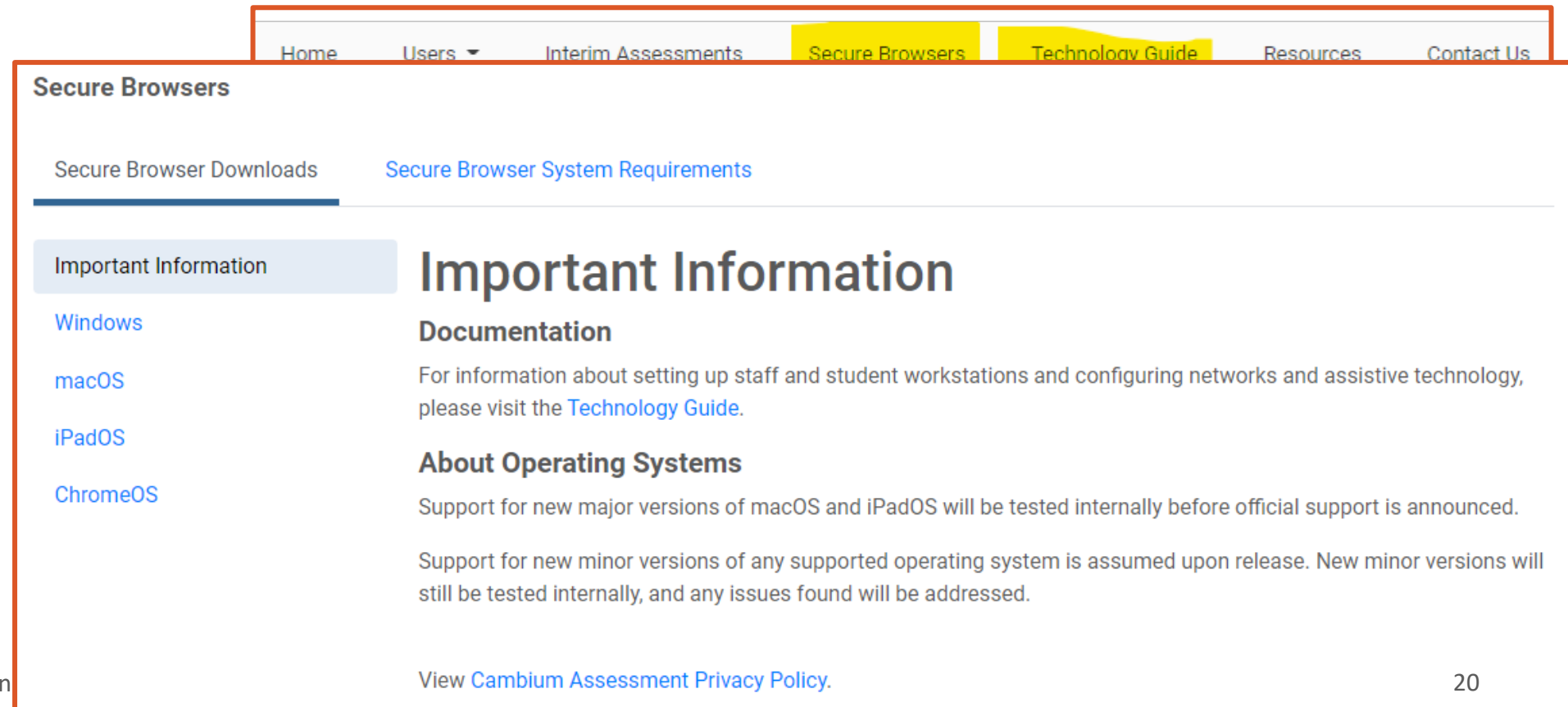
ELPA SUMMATIVE ⌄

None ⌄

⊗

Type to Filter
- ☑ No Exemptions
- ☐ Listening
- ☐ Reading
- ☐ Speaking
- ☐ Writing

No Exemptions ⌃

Updating the OSAS Secure Browser

Managed by District IT staff (with your support)

[OSAS Portal](#)

Questions?

STC & TA Training

Key Point: DTCs are responsible to ensure that STCs and TAs are trained annually.

Beaverton SD - Demographics

Student Population: ~37,000

Current ELs: ~6,300 (~17 %)

Schools: 56

7 High Schools (grades 9-12)

3 Option Schools (grades 6-12)

9 Middle Schools (grades 6-8)

34 Elementary Schools (33 K-5, 1 K-8)

1 Online School (grades K-12)

2 Charter Schools (1 K-5, 1 K-8)

STCs: ~100

Classified, Certified and Administrators – school level decision

District Level Users: 2

OSAS Training in Beaverton SD

Trainings separated by test type

- ELPA Screener (August)
  Hosted by Multilingual Department

- ELPA/OSAS/SEED (December-March)
  Hosted by Assessment Team

- Alt-ELPA (January)
  Hosted by Multilingual Department, Special Education, and Assessment Team

- Extended Assessment (March)
  Hosted by Special Education

OSAS Training in Beaverton SD

ELPA/OSAS/SEED STC Training divided into parts

- Accessibility Supports (December)

  Focuses on overview of accessibility supports, who provides supports, how to enter supports into TIDE, how to access supports and common support questions

- ELPA Test Specific (January)

  Focuses on STC Responsibilities, Training Requirements, Test Day Procedures, Scores and Reporting

  ELPA Specific topics include domain exemptions, proficiency exemptions, parent requested exemptions, district provided proctors, audio supports

- OSAS ELA/Math/Science and SEED Survey Specific – High/Option (February) OR Mid/Elem (March)

  Focuses on STC Responsibilities, Training Requirements, Test Day Procedures, Scores and Reporting

  OSAS Specific topics include highlighting past improprieties, opt-out procedures, common questions

OSAS Training in Beaverton SD

Before Training

- Read ODE provided manuals and documentation
- Review BSD Roles and Responsibilities document
- Complete Reading Review

During Training

- Highlights changes to current ODE materials compared to previous years
- Review common questions and issues from previous years

OSAS Training in Beaverton SD

After Training – DTC/DLU

- Create STC accounts after verifying STCs attended training, completed Reading Review, and submitted STC Assurance of Test Security Form

Additional DTC/DLU Responsibilities (on future slide)

- Enter ELPA domain exemptions based on IEP/504
- Block tests in TIDE for students participating in ORExt
- Block tests in TIDE for students with parent opt-outs/exemptions

OSAS Training in Beaverton SD

After Training – STC

- Train School TAs and create accounts (TA Assurance of Test Security Forms submitted to district)
- Provide SSID information to TAs as needed
- Track participation/completion

Additional STC Responsibilities (on future slide)

- Enter Accessibility Supports (with exception of domain exemptions)

OSAS Training in Beaverton SD

Overview of STC Supports Available

- Weekly Office Hours

- Internal website
  - Links to commonly used resources
  - Live FAQ
  - BSD created documentation for common processes
  - Location for sharing school created resources

- Newsletter (frequency changes depending on time of year)

- Email/Phone

Woodburn SD - Demographics

Student Population: 5,284

Current ELs: 2494 (47%)

Schools:

    2 High Schools (1 alternative)

    2 Middle Schools

    4 Elementary Schools

    1 Elementary Charter School

STCs: 10 (all admin) - Secondary one teacher per building supports, too

DLUs: 3

TAs: 380

STC Training in Woodburn

STC Training – November (2 hour training)

- Expectation is to complete required reading prior to training
- Training includes reading excerpts from TAM and responding to questions
- Topics includes:
  - Training requirements for all roles
  - Summary of changes from previous year
  - Test security
  - Crisis Alert Process
  - Irregularities and Improprieties (review district report from previous year)
  - Accessibility Supports
  - Opt Outs and Exemptions
  - ELPA Domain Exemptions
  - Scheduling (including district assessment calendar)
  - ELPA & SEED Survey
  - Q&A
- Survey STCs to determine individual support needed
- STC forms are signed at the end of training if reading requirements are completed

Follow-Up Training for STCs in Woodburn SD

- Reminders are sent in district communications weekly

- 1-on-1 support is always available for STCs as needed

- Make-up training for STCs is offered if anyone was absent

- STCs are asked to first check the TAM, OAM, TIDE Manual before reaching out to the DTC or DLUs

  - DTC always includes text from the guidance when responding to questions via email

Training in Woodburn SD

STCs train all TAs/TTs in their buildings - December/January

- Provide training on training modules 2-4 for everyone
  - Training on test-specific modules done by group (modules 5-9)
- Reading requirements are expected to be done prior to the training. If they are done after, they direct remaining questions to their STC.
- TA forms are signed at the training for staff who completed the required readings and training – DTC's secretary enters into TIDE
- This year – survey TAs to see what follow up support they need
- **ELPA Screener Training** – August/September
  - DTC or DLU provides training for Welcome Center Staff and school HSCs
- **Maintenance and IT**
  - Review test security module (4) and complete Non-Test Administrator Assurance Form
- **Extended Assessment**
  - Qualified Trainer (QT) attends training
  - DTC help monitor training and entering trainers into the system
  - QT monitors testing

Breakout Groups – (10mins)

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 (10mins)

How might you facilitate your local training? How might you verify completion of training? How might you manage and maintain Assurance of Test Security forms?

What local considerations (e.g., schedules, contracts, etc.) may impact your training? How might you identify who needs STC or TA training?

What do you need to better understand to effectively train STCs and/or TAs?

Questions?

Student Accessibility in TIDE

Key Point: Embedded accessibility features must be turned on (or off) in TIDE.

Oregon Accessibility Manual: Top 3 List (#1)

1. Some embedded supports have a **variety of settings**, not just simply on/off. Be sure appropriate options are set in TIDE. Examples are:

- Color Choices
- Mouse Pointer
- Print on request
- Print size
- Translations (dual language)
- Translations (glossaries)
- Text to speech
- Braille
- Word Prediction

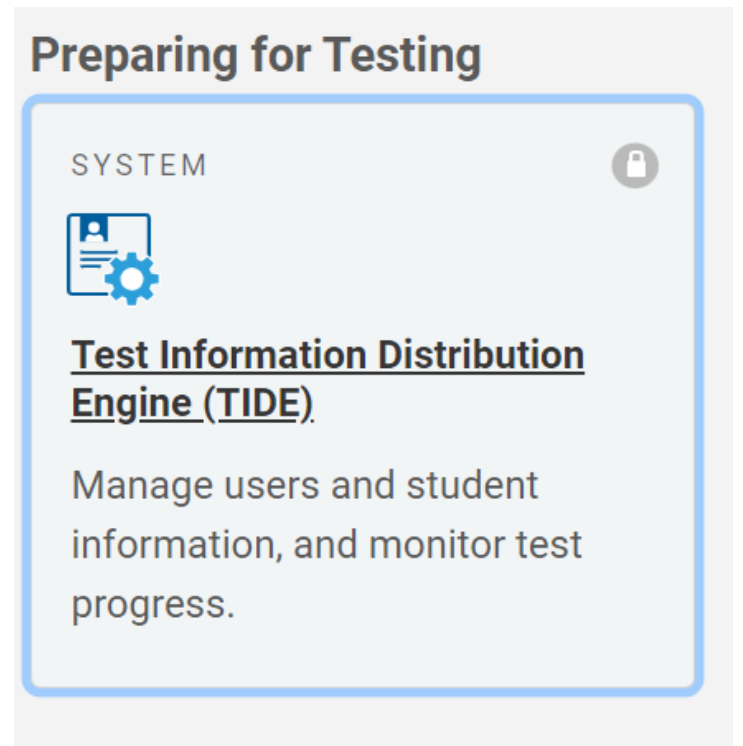# Oregon Accessibility Manual: Top 3 List (#2-3)

2. Review the Change Log during training as it lists all changes from last year to this year.

3. Dyslexia-friendly font **new universal tool** added this year.

Change Log

Date	Description	Page(s)
10/01/2025	Vendor created resources added to Translations (glossaries) designated support.	46
10/01/2025	Note on availability of braille files added to Braille (embedded) accommodation.	20
08/01/2025	Added language to section 1.0 Introduction that encourages districts to provide students the opportunity to practice using accessibility supports prior to summative test administration.	4
08/01/2025	Removed embedded universal tool Amplification from the OAM. Neither the general nor extended test delivery system includes volume controls for embedded audio. Students may use physical volume buttons on their devices to control embedded test audio.	10, 18
08/01/2025	Added universal tool dyslexia-friendly font to the OAM.	10, 25
08/01/2025	Navigation language is now available for Mathematics, Science, and SEED Survey in addition to previous availability on Alt ELPA, ELA, ELPA Screener, and ELPA Summative.	11, 34, 58

# Test Information Distribution Engine (TIDE)

- Use TIDE to modify existing student accounts

- What to do if a student isn't in TIDE

- Supports that can only be set by a DTC/DLU

- Upload Student Test Settings and Tools

- TIDE User Guide

Preparing for Testing

SYSTEM

Test Information Distribution Engine (TIDE)

Manage users and student information, and monitor test progress.

TIDE Menus

- **User Information:** adult accounts

- **Student Information:** accessibility settings
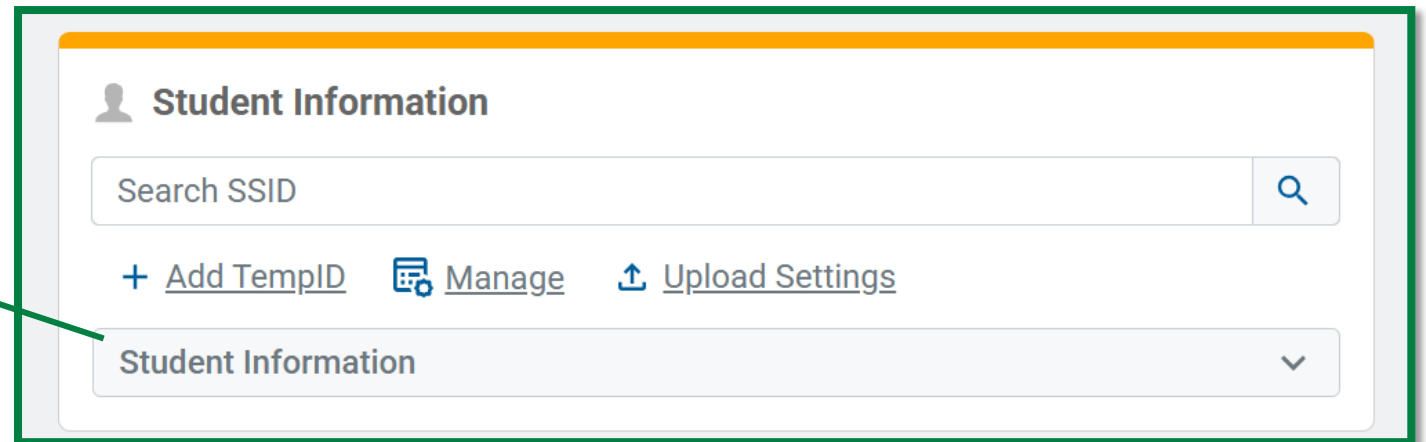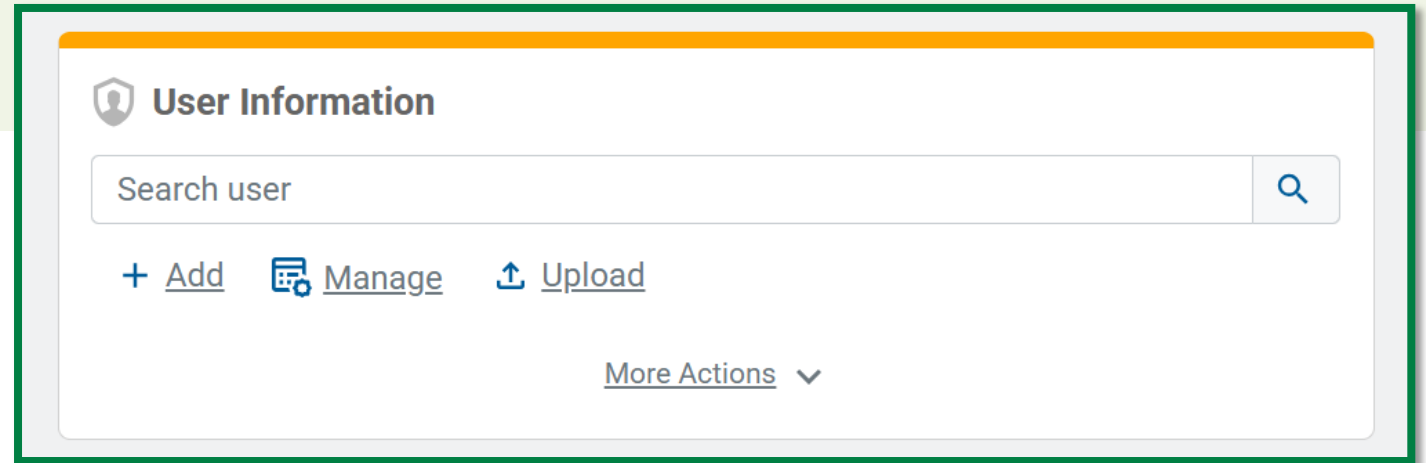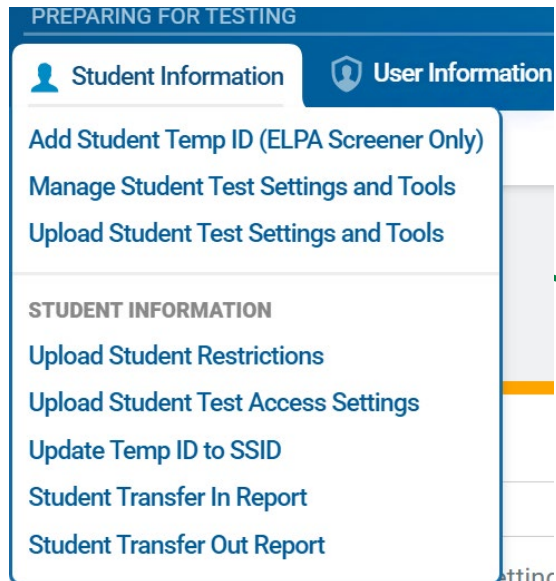
OSAS Test Platform Accessibility Supports

In addition to TIDE settings, it is important to be familiar with the embedded supports within the student testing platform.

Both TAs and students should be familiar with how to access the embedded supports through the "System Settings" icon.
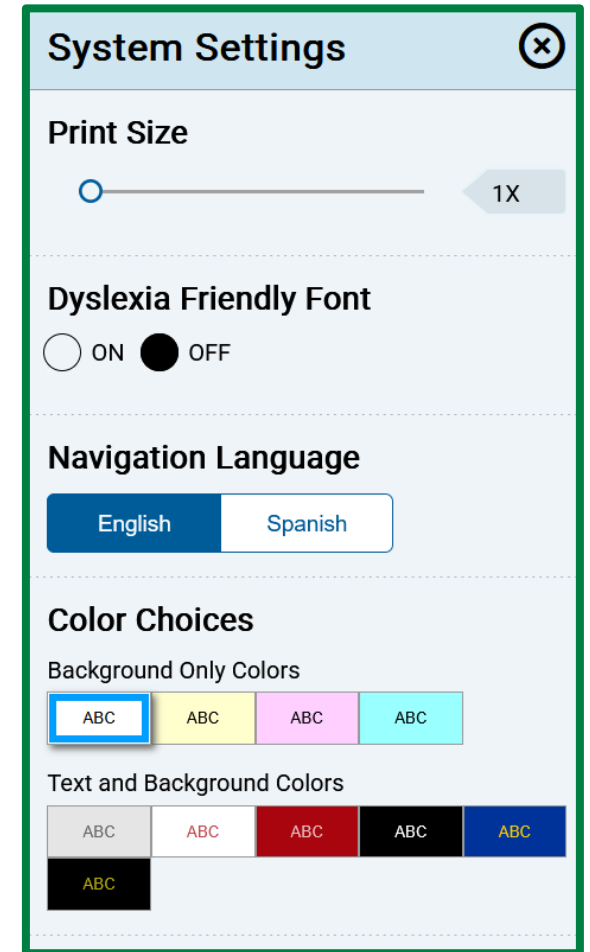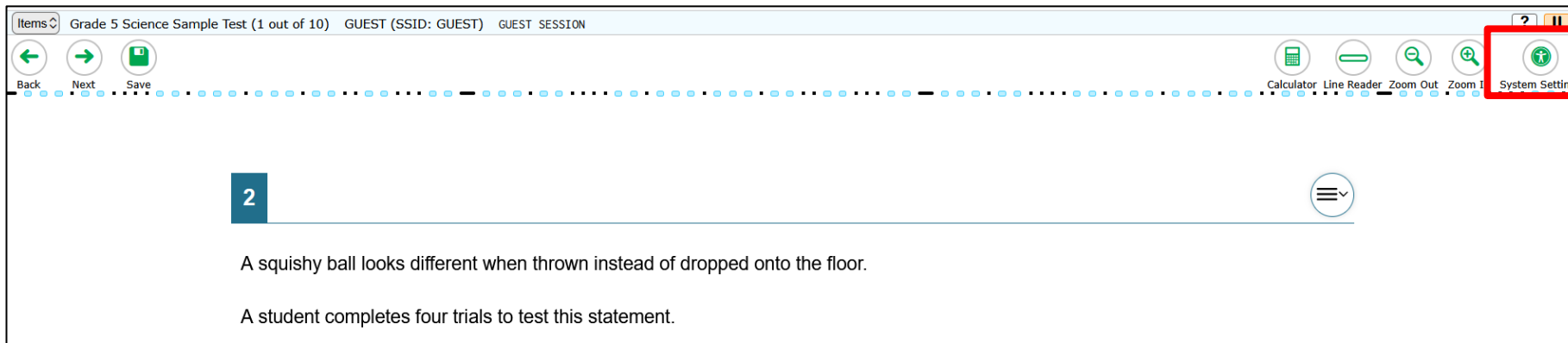
OSAS Test Platform Accessibility Supports

The System Settings menu has a new look and feel. It has important features like Dyslexia Friendly Font and Navigation Language (English/Spanish).

Both TAs and students should be familiar with how to access the System Settings menu and the tools it contains.
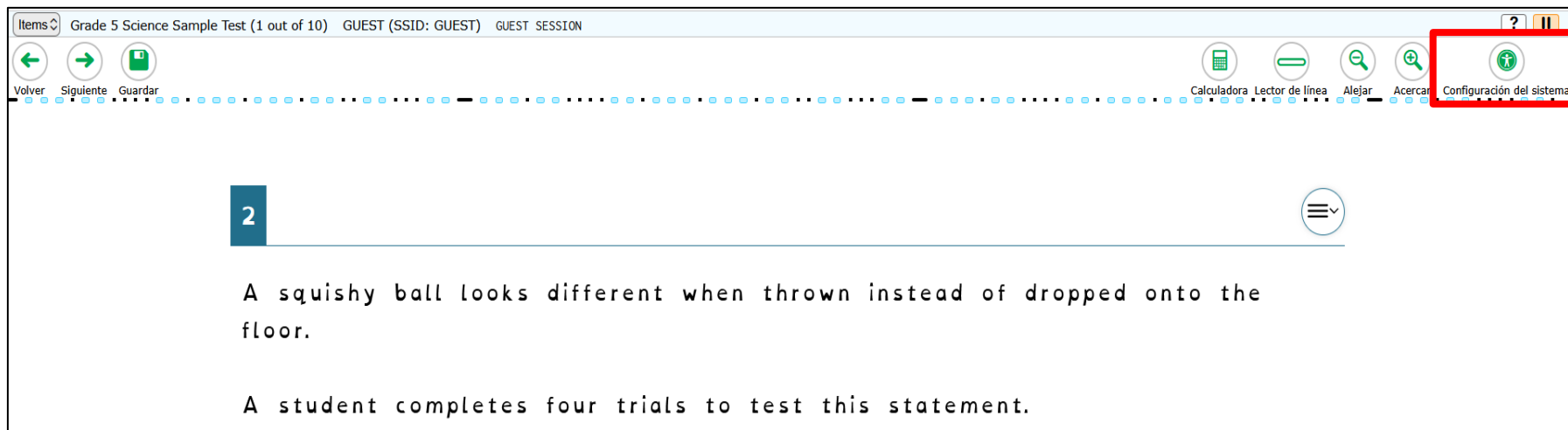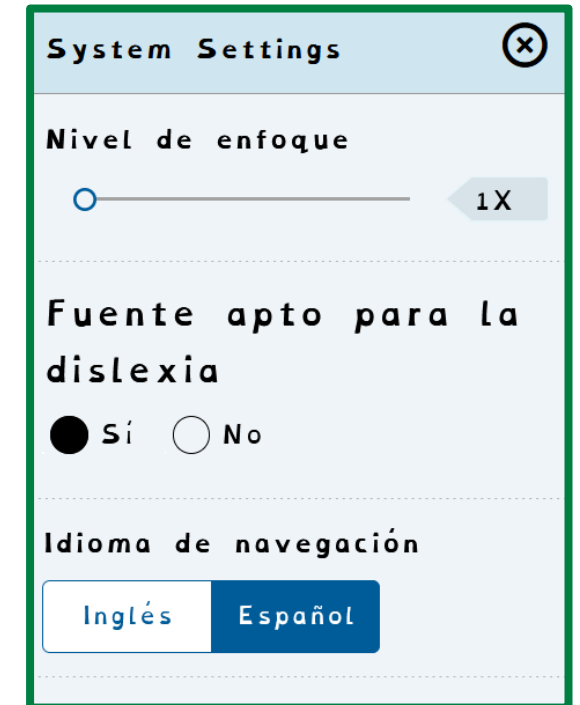
Accessibility Support Training in Beaverton SD

Responsibilities of Assessment Team (DTC/DLU)

- Provide training to STCs
  - Includes references to documentation which is also available on website
- Enter ELPA domain exemptions based on IEP/504
- Block tests in TIDE for students participating in ORExt
- Block tests in TIDE for students with parent opt-outs/exemptions
- Order Braille and Large Print versions of tests

Accessibility Support Training in Beaverton SD

Responsibilities of School Test Coordinators (STC)

- Verify ELPA domain exemptions
- Collect, enter, and verify accommodations from Special Education staff
- Collect, enter, and verify designated supports from teachers
- Provide TAs with list of supports
- Provide non-embedded supports to TAs

Responsibilities of School Test Administrators (TA)

- Provide non-embedded supports to students
- Verify supports for students as needed

Accessibility Support Training in Woodburn SD

DTC/DLU

- Trains STC how to use TIDE & run accessibility reports in SIS and TIDE
- DTC or DLU enters ELPA domain exemptions based on IEP/504
- DLU blocks tests in TIDE for students participating in ORExt
- DLU blocks tests in TIDE for students with parent opt-outs/exemptions
- Creates testing cards for TAs

STC

- Ensure all accessibility supports are entered into TIDE
- Run reports to monitor accessibility supports in TIDE
- Communicate with case managers to make changes in TIDE as needed

TA

- Make sure accessibility supports are set for students
- Make sure students know which supports they have

Qualified Trainer (QT)

- Orders Braille and Large Print versions of tests

Accessibility Support Training in Woodburn SD

Test Cards

- Prepared at the district

- Student Services provides a list of all accessibility supports in IEPs/504s

- TAs keep secure

- DTC/DLU runs a report prior to testing to see if TIDE matches Student Services report

OSAS Testing Card

Student Name: **«LastFirst»**

Student SSID: **«State_StudentNumber»**

Grade: «grade_level»   Date of Birth: «Date_of_birth»

IEP: «IEP_Flag» IEP Date: «Current_IEPDate»   504: «M_504_Flag»   ELL: «EL_Flag»

School: «schoolsname»   Class: «Course_Name»   Teacher: «Teacher_Name»

	Date Test Started	Date Test Submitted	Date Test Expires
Math CAT Test			
Math PT Test			
ELA CAT Test			
ELA PT Test			
Science Test (5th, 8th and 11th grade only)			

<u>Students:</u> Return to your teacher after each testing session.
<u>Teachers:</u> Always store this card securely, and shred after testing is completed.

ELA Accessibility Supports	Math Accessibility Supports	Science Accessibility Supports
«ELA__Accessibility__Supports»	«Math__Accessibility_Supports»	«Science_Accessibility_Supports»

Questions?

Thank You!
Next Session: Dec. 15, 2025