



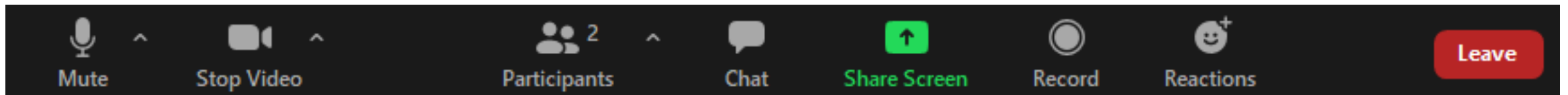
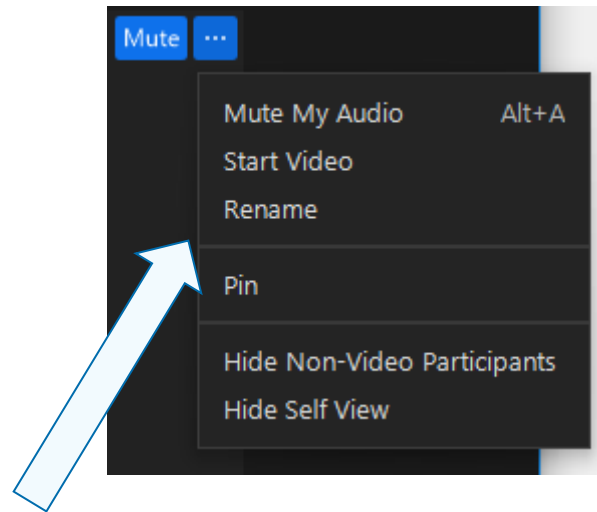
Welcome to the New DTC Orientation!

Session 1

October 17, 2023

Welcome!

Please rename yourself to include your first and last name, your district, and your pronouns (if you wish).



About Us

- The Oregon Department of Education works in partnership with school districts, education service districts and community partners to foster equity and excellence for **every learner**;
- We believe **every student** should have access to a high-quality, well-rounded learning experience; and
- We work to ensure **every student** in Oregon graduates with a plan for their future.

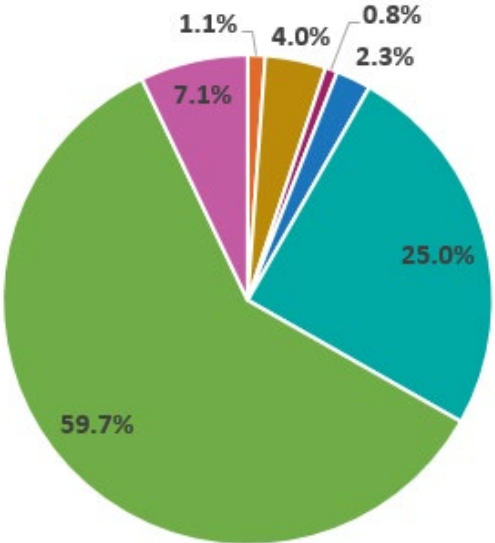


Office of Research,
Assessment, Data,
Accountability, and
Reporting



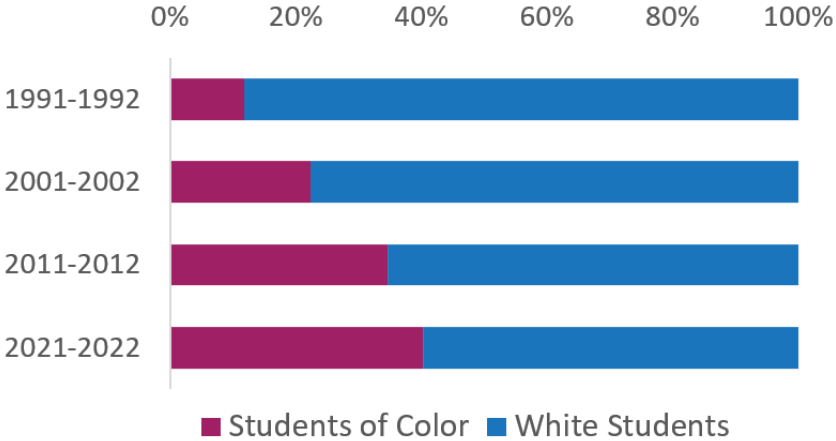
Assessment Team

Who We Serve



- American Indian/Alaska Native: **1.1%**
- Asian: **4.0%**
- Native Hawaiian/Pacific Islander: **0.8%**
- Black/African American: **2.3%**
- Hispanic/Latino: **25.0%**
- White: **59.7%**
- Multi-Racial: **7.1%**

Oregon's Increasing Diversity



553,012 Students

More than 300 languages spoken

81,826 Educators

Staff of Color

- 12.2% of Teachers
- 12.8% of Administrators
- 17.5% of Counselors
- 22.3% of Educational Assistants

197 Districts

1,270 Schools

131 Charter Schools

19 Education Service Districts

Welcome to the Orientation!

- There are over 50 new DTCs in 2023-24!
- 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

Rooting in Community

In a trio, share your

- Name
- District
- One of your childhood hobbies
- One thing you're hoping to gain from the New DTC Orientation.



Photo by [Carolina Garcia Tavizon](#) on [Unsplash](#)



Start Recording

Introductions: Regional ESD Partners

Assessment Support:

Amy Rockwell, Regions 1 & 2

Shannon Lyon, Region 3

Data Collections/Accountability:

Karen Brown Smith

Peter Campbell



Introductions: Assessment Team

Dan Farley, Assistant Superintendent

Andrea Lockard, Director of Assessment

Andy Byerley, Math

Ben Wolcott, English Language Proficiency

Crys Plattner, Administrative Support

Mariela Salas Bao, Science

Mason Rivers, Special Education

Mohammed Zaidan, Administrative Support

Sody Fearn, K-2 Balanced Assessment

Tony Bertrand, English Language Arts and Social Sciences

Schedule of Events

Date	Topics
10/17/2023	Intros of Assessment Team members, ESD Partners, Mentor DTCs Overview of OSAS (and what it's not) "Before testing" section of Roadmap
11/2/2023	"During testing"
11/28/2023	"After testing"
Winter / Spring	ESD Partners will present on topics of choice

What OSAS Is . . .

Oregon Statewide Assessment System

- Summative state tests
 - General: ELA, Math, Science, English Language Proficiency (ELPA)
 - Alternate: ELA, Math, and Science (ORExt) & Alt ELPA
- ELPA Screener
- Interim assessment blocks (ELA, Math, Science)
- Tools for Teachers (ELA, Math)
- Early Learning Transition Check-In
- SEED & Alt SEED Surveys
- *Local Performance Assessments*
- *PreACT (Nationally-Normed College Entrance Practice Examination)*



OREGON
DEPARTMENT OF
EDUCATION

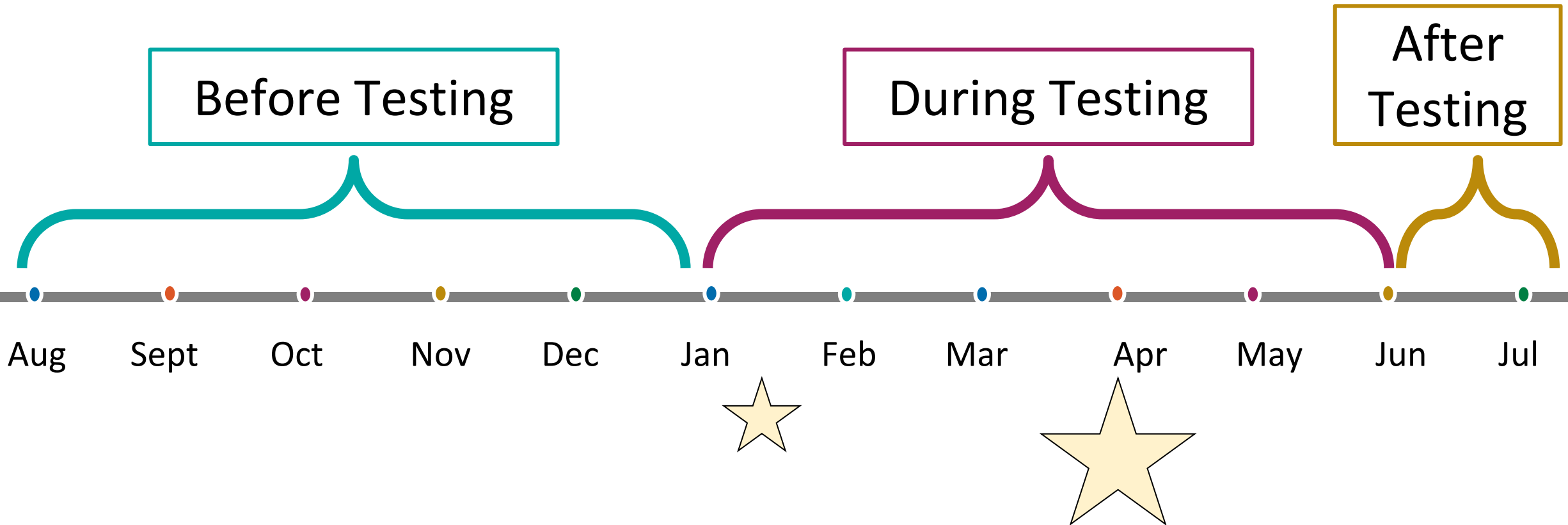
OREGON STATEWIDE
ASSESSMENT SYSTEM

What OSAS Is Not

- 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
- [And more!]



School Year Test Administration



Today's Topics: Before Testing

1. Communication
2. Supports & Resources
3. Systems & Access
4. DTC Training & Manuals
5. 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	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
<u>ODE Student Assessment Homepage</u>	Gateway to everything related to statewide student assessment – content assessments, interims, SEED survey, and more.
<u>ODE Test Administration Webpage</u>	Primary resource for DTCs – manuals, user guides, forms, training materials, webinar resources, etc.
<u>ODE District Data Site</u>	Gateway to all ODE data collections and apps.

“Who Might I Need to Communicate With?”

- School Test Coordinators (STCs)
- School administration
- District IT staff
- Student services staff, including special education case managers
- ELD, Migrant Education, and Title 3 staff
- Qualified Trainers (QTs) for the Oregon Extended Assessment
- Data Security Administrator (for ODE applications)

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

According to [ORS 329.479](#):

- “At the beginning of each school year, each school district and public charter school shall ensure that parents and adult students are provided with a notice about statewide summative assessments.”
- “At least 30 days prior to the administration of statewide summative assessments, a school district or public charter school must send to parents and adult students a notice about the statewide summative assessments.”
- This statute also requires ODE to “establish a form to excuse a student from taking a statewide summative assessment.” Based on the 2023-24 testing windows, districts and public charter schools must distribute the 30-Day Notice on or before January 8, 2024.

ODE provides both fillable and non-fillable PDFs of a combined 30-Day Notice and Opt-Out Form in English, Spanish, and ten additional languages on the [Test Administration page](#).



Support and Resources

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

Regional ESD Partner Support for Assessment

Assessment

- First contact for assessment support - including extended assessment questions
- OSAS portal
 - TIDE- student information & test settings, user management and monitoring test progress
 - Centralized Reporting System- test results
 - Test Administration
- Student login questions
- Test improprieties
- ODE Assessment applications & District Data Site
 - Accountability Warehouse Extract
 - Assessment Transactional System/ARUA
 - Secure Assessment Reports

Regional ESD Partner Support for Accountability & Data Collections

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 (ADM, SSID, class roster, etc.)
- ODE District Data site
- Will share more about these items/tasks in the Spring

OSAS Helpdesk

- <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

Checklists: A&A, DTC, STC, TA

[Test Administration](#) webpage

[Administration Manuals](#)

[Checklists](#)

[Forms](#)

[Remote Testing Resources](#)

[User Guides](#)

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

APRIL 2024			
DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
APRIL 2 – JUNE 14	TEST ADMINISTRATION	Testing Window for: - English Language Arts (ELA), grades 3-8 - Mathematics, grades 3-8	Data Submitter - Update SSID records for students prior to testing. District Test Coordinator - Maintain security of all test materials during the testing window in accordance with Section 2 – Test Security of the 2023-24 Test Administration Manual . - English Language Arts (ELA) and Mathematics assessments are required for all students in grades 3 - 8 and High School (grade 11). - See Section 5.2 of the 2023-24 Test Administration Manual for specific local test window criteria.

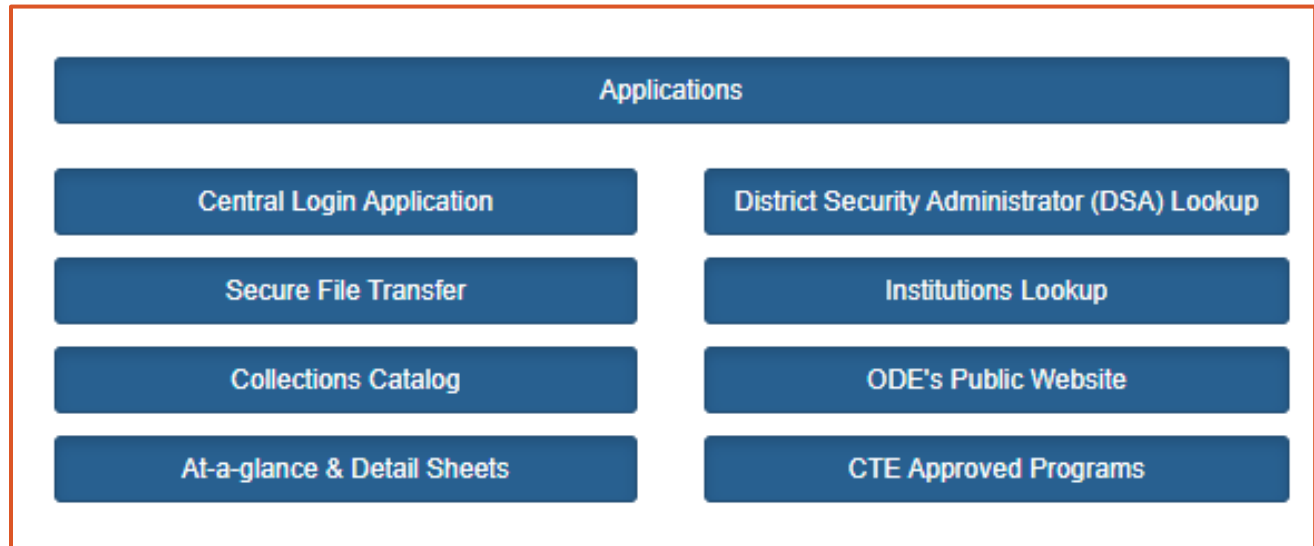


Systems and Access

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>



SSID System in Consolidated Collections

Student Collections > SSID System > Record Management > Student Lookup

View	SSID	District Student ID	Resident Dist ID	Resident Schl ID	Attending Dist ID	Attending Schl ID	Legal First Name	Legal Middle Name	Legal Last Name	Preferred First Name	Preferred Middle Name	Preferred Last Name	Gender	Date of Birth	Enrolled Grade	Activity Date
✓	23338334	212468	2295	2295	2295	4562	Daffy		Duck				M	08/01/2020	PK	11/18/2021 2:46:47 PM

Page size: All 1 items in 1 pages

Secure Student ID (SSID)

Cancel

Return To Search

SSID: 23338334

Activity Date: 11/18/2021 2:46:47 PM

Modified Date: 11/18/2021 2:46:47 PM

Preferred Name First	<input type="text"/>	Middle	<input type="text"/>	Last	<input type="text"/>	Generation	<input type="text"/>
Legal Name First	Daffy *	Middle	<input type="text"/>	Last	Duck *		
District Student ID	212468	Resident District ID	2295 *	Resident School ID	2295 *		

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 <i>removed</i> every year	All adult records <i>retained</i> every year, but “Summative” and “ELPA Summative” <i>test groups</i> are removed
DTC, STCs, TAs must enter <i>accessibility features</i> and set <i>remote testing</i> flags	DTC, STCs must enable <i>test groups</i> 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.

Updating the OSAS Secure Browser

Managed by District IT staff (with your support)

[OSAS Portal](#)

Home Users ▾ Interim Assessments **Secure Browsers** Technology Guide Resources Contact Us

Secure Browsers

Secure Browser Downloads [Secure Browser System Requirements](#)

Important Information

[Windows](#)

[macOS](#)

[iPadOS](#)

[ChromeOS](#)

Important Information

Documentation

For information about setting up staff and student workstations and configuring networks and assistive technology, please visit the [Technology Guide](#).

About Operating Systems

Support for new major versions of macOS and iPadOS will be tested internally before official support is announced.

Support for new minor versions of any supported operating system is assumed upon release. New minor versions will still be tested internally, and any issues found will be addressed.

[View Cambium Assessment Privacy Policy.](#)



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)
- Oregon Accessibility Manual (OAM)
- ELPA Screener Administration Manual
- Essential Skills and Local Performance Assessment Manual
- *SEED Survey Administration Manual*

Supplemental Readings

- *Remote Test User Guide (Module 10)*
- *Interim Administration Guide (Mod. 8)*
- *Cambium User Guides*

Oregon Department of Education

Test Administration

This webpage is designed to assist District Test Coordinators (DTCs), School Test Coordinators (STCs), and Test Administrators (TAs) give valid and reliable state assessments in a timely and secure manner.

- [Current District Test Coordinators](#)
- [Current Testing Schedule](#)
- [DTC Roadmap](#)

Cambium Assessment, Inc. (CAI) is Oregon's vendor to host the [OSAS Portal](#), our state's online system for assessments. Test Coordinators and Administrators use the OSAS portal to assign accessibility supports to students, set up and administer test sessions, and view student participation and performance reports. Families and students can access practice tests via the portal to familiarize themselves with the test experience and question design.

[Administration Manuals](#) +

[Checklists](#) +

[Forms](#) +

[Remote Testing Resources](#) +

[User Guides](#) +

[Training Materials](#)

Test administration and security training materials for District Test Coordinators, School Test Coordinators, and Test Administrators.

DTC Training Requirements

Training materials can be located or accessed through the [Test Administration](#) website.

1.5 Training Requirements

District Test Coordinator Reading and Training Requirements

Table 2 below summarizes the training and reading requirements for DTCs pertaining to the OSAS summative assessments.

Table 2: DTC Training and Reading Requirements

	Description
Reading Requirements	<ul style="list-style-type: none"> The Test Administration Manual The Oregon Accessibility Manual (see OAM for role-specific reading requirements) Other manuals and user guides (including the ELPA Screener Administration Manual and the Alt ELPA User Guide) that form central training elements for tests which will be administered in the district
Training Requirements	<ul style="list-style-type: none"> Review 2023-24 ODE-provided recorded training modules 1 – 7 (and modules 8 – 10 as needed) by November 7, 2023.

Assessment Training Materials

Required Training Components

District Test Coordinators (DTCs) must participate in annual test security and administration training provided by ODE. DTCs must independently review and complete the ODE-provided recorded training modules below. Once complete, the DTCs must independently review and submit the ODE-provided [DTC Fact Finder](#) activity by November 7, 2023 and register for one of the required ODE-facilitated Webinar sessions ([November 7](#), [November 8](#), or [November 9](#)). DTCs must also use the ODE-provided training modules when conducting School Test Coordinator (STC) and Test Administrator (TA) trainings within their district. For a full description of training requirements by role, please refer to Section 1.5 Training Requirements of the [Test Administration Manual](#).

- Braille Interface Training for Test Administrators of the Visually Impaired +
- OSAS Portal +
- Training Modules +

Review Required and Supplemental Manuals based on Local Test Administration Options

ELPA Screener Training and Administration

ELPA Screener: the test which decides whether a student **enters** English learner status

ELPA Summative: the test which decides whether a student **exits** English learner status

- Once per calendar year
- Anchor document: [ELPA Screener Administration Manual](#)
- Consider the optional resources!

The ELPA Screener is available to be administered nearly all year round.

- Unique training requirements for a limited number of test administrators



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 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

TAM Section 5.2: School-Level Test Windows

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

“Schools will be held accountable for ensuring that students who are enrolled as of the first school day in May have tested.”

STC and TA Training

DTCs are responsible for ensuring that STCs and TAs complete all required reading and training.

TAM Section 1.5 outlines Training Requirements

- Coordinate with others based on the size of your district
 - STCs may train TAs

Utilize other user roles – District Report Viewer, School Report Viewer, Tools for Teachers



Thank You!

Next Session: Nov. 2, 9am-10am