Guidance Document for 2017-2018 Ohio Pre-ID Files

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Contents

About This Document

This guidance document provides key details to assist districts as they prepare their Pre-ID files.

Please make sure your district's data manager or your Information Technology Center has the necessary information and layouts to prepare Pre-ID file uploads for the upcoming school year.

Pre-ID Layout for OGT

For the Ohio Graduation Test (OGT), districts will continue to use the record layout description for student pre-identification file format that has been in place for the past several years to Pre-ID students.

Districts will continue to use the paper/pencil TIDE, which is available at www.ohtide.org, to Pre-ID students who are taking the OGT.

Pre-ID Layout for Ohio's State Tests in English Language Arts, Mathematics, Science and Social Studies, the Alternate Assessment and the Ohio English Language Proficiency Assessment

For 2017-2018, districts must use the 2017-2018 Pre-ID layout to prepare and submit their student information. The layout collects student information for English language arts, mathematics, science and social studies tests, the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) and the Ohio English Language Proficiency Assessment (OELPA). The layout builds upon the 2016-2017 layout; changes to the layout are indicated in red font. There are no changes to the way pre-ID data is submitted for 2017-2018. The changes to the layout offer clarifications on existing requirements only.

Districts will use TIDE, which is available at http://oh.tide.airast.org, to pre-identify students who are taking Ohio's State Tests, the Alternate Assessment or the Ohio English Language Proficiency Assessment. TIDE will only accept the 2017-2018 Pre-ID layout. Districts will not be able to use Ohio's prior layouts for 2017-2018 tests.

Key Information for 2017-2018

1. **TIDE will collect all 2017-2018 student information under the "Ohio State Tests" administration. Some things to note:**
    - <u>Student Pre-ID information from the 2016-2017 school year will be removed prior to the 2017-2018 TIDE opening on 8/22</u>.
    - Districts will submit their 2017-2018 Pre-ID data for English language arts, mathematics, science and social studies tests, the Alternate Assessment and the Ohio English Language Proficiency Assessment under the "Ohio State Tests 2017-2018" administration.
    - The test eligibility listed in the student's Pre-ID record applies to all test windows (fall, spring, summer) in the school year.
    - It is not necessary to upload new Pre-ID data prior to each administration unless data has changed (e.g., a student has moved to a new school).

2. **Rules for uploading subsequent Pre-ID files and overwriting records:**
    - New Pre-ID file uploads for Ohio's State Tests, the Alternate Assessment and the Ohio English Language Proficiency Assessment will not overwrite previous Pre-ID file uploads in TIDE. TIDE checks each record in the new file to determine what updates to make.
    - If the SSID is new, TIDE appends the new record to the student listing.
    - If the SSID is already present in the student listing, TIDE will update required fields (e.g., demographics such as student name and date of birth). TIDE only updates optional fields when a non-blank value is present in the new file. It is important to note that the test eligibility and mode fields are "required when applicable," which follows the same rule. This rule has two important implications:

        i.   Districts can upload test eligibility and mode information for each subject or program separately by leaving all other test eligibility and mode fields blank. For example, a district may upload one Pre-ID file that includes students' English language arts test eligibility and mode information. Then, a subsequent file can include students' math test eligibility and mode information. If the ELA test eligibility and mode fields are left blank in the subsequent file, the students' existing ELA eligibility will be retained in TIDE and the math eligibility will be appended.

        ii. Districts cannot remove data from optional fields by leaving those fields blank in the file. For example, if a district uploads a file with blanks in the teacher name fields, TIDE will not remove any prior teacher names present, but will maintain the teacher names already present. If a district would like to indicate that the data from these fields is no longer valid or no longer applies, the district can enter a "not applicable" value, such as "NA" in these fields.

    - Any records with SSIDs that were included as part of a prior upload but are not included on a subsequent Pre-ID file upload will remain in TIDE (unless an authorized user deletes them).

3. **2017-2018 Grades 4 and 6 Social Studies Tests:**
   - The Ohio's State Tests and Alternate Assessments in grades 4 and 6 Social Studies will not be administered in 2017-2018.
   - The 2017-2018 Pre-ID Layout File still has fields related to the grade 4 and grade 6 social studies tests. However, these fields do not need to be populated when pre-identifying students for 2017-2018.
   - If districts enter information in these fields, this information will be ignored and will not be used by AIR for any purposes, such as online testing eligibility, participation reports in TIDE or downloadable data files in ORS.

Frequently Asked Questions

1. **Can I use the same Pre-ID layout for all state tests?**

   No. TIDE for OGT is configured separately and requires the "old" Pre-ID layout. TIDE for Ohio's State Tests, AASCD and OELPA uses the 2017-2018 layout, and will only accept Pre-ID files that follow the 2017-2018 layout.

2. **Which file formats are accepted?**

   TIDE for OGT accepts TXT files only.

   TIDE accepts TXT, Excel or CSV format. Templates are available for the Excel and CSV formats under the Upload Pre-ID File page in the Student Information task. These templates are also available on the portal under TIDE Support Documents.

3. **What is the difference between enrolled grade 13 and enrolled grade 14?**

   Grade level 13 indicates "adult ed" and is for students enrolled in adult education classes with the district. Grade level 14 indicates "proficiency only" and is for students returning to the district to test who are not enrolled in classes.

4. **How is student test eligibility for testing marked?**

   OGT: When logging into TIDE for OGT, district test coordinators are required to select a test administration. Districts will continue to upload Pre-ID files for OGT under separate administrations (e.g., OGT Fall 2017, OGT Spring 2018). By uploading a file under an OGT administration, the district is indicating that the students listed in the file are eligible for the OGT test(s).

   Ohio's State Tests, the Alternate Assessment, and the Ohio English Language Proficiency Assessment: Districts must expressly mark student test eligibility in the Pre-ID file for Ohio's State Tests, the Alternate Assessment and the Ohio English Language Proficiency Assessment. See the table at the end of this document for information on marking test eligibility within the Pre-ID file.
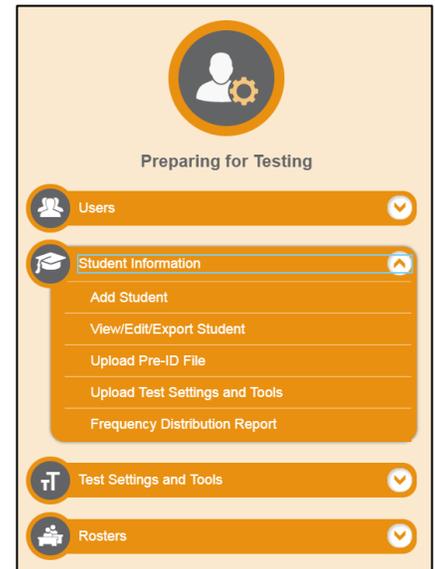
5. **Does my district have to submit separate Pre-ID files for Ohio's State Test, the Alternate Assessment and the Ohio English Language Proficiency Assessment?**

   No. The 2017-2018 Pre-ID layout includes test eligibility fields that allow districts to identify the test(s) for which students are eligible. Therefore, districts can include students who are eligible for Ohio's State Tests, the Alternate Assessment and the Ohio English Language Proficiency Assessment in the same Pre-ID file. However, districts may choose to upload separate files for each program provided they observe the rules in the Key Information section above.

6. **Where in TIDE do I submit Pre-ID data?**

   When logging into TIDE, district test coordinators will select the "Ohio State Tests 2017-2018" administration. Under "Preparing for Testing," locate the Student Information dropdown. Click the dropdown arrow, then select "Upload Pre-ID File."

   Because the Pre-ID layout collects information on a student's specific test eligibility and test mode, it is not necessary for districts to upload multiple files under multiple administrations. The TIDE system syncs with the Student Testing Site (for Ohio's State Tests and the OELPA) and the Data Entry Interface (for the Alternate Assessment and OELPA) to set student test eligibility based on Pre-ID data.

7. **Does my district have to submit a new Pre-ID file for each administration (fall, spring) of Ohio's State Tests?**

   The test eligibility listed in a student's Pre-ID record will apply to the entire school year, e.g., if a student is pre-identified as eligible for the grade 3 English language arts test, that eligibility applies to the fall 2017 administration and the spring 2018 administration. If a district pre-identifies a student in advance of the fall 2017 administration, the district does not need to pre-identify the student in advance of the spring 2018 administration. **Districts are responsible for ensuring that student records are up-to-date and accurate prior to each administration**.

8. **Does my district have to submit separate Pre-ID files for each part of the test?**

   No. If a student is eligible for an Ohio State Test and his/her eligibility is marked in the Pre-ID file, that eligibility applies to part 1 and part 2 of the test. Similarly, if a student is eligible for the OELPA and his/her eligibility is marked in the pre-ID record, that eligibility applies to all domains.

9. **Does my district have to Pre-ID all students who are taking Ohio's State Tests, the Alternate Assessment and the Ohio English Language Proficiency Assessment?**

   Yes. Districts must pre-identify all students who are taking an Ohio State Test, Alternate Assessment and the Ohio English Language Proficiency Assessment in TIDE.

   In order for students to access tests in the online Student Testing Site, the student's Pre-ID record must be listed in TIDE with the appropriate test eligibility. In order for test administrators to access a student's record in the online Data Entry Interface and enter scores for that student, the student's Pre-ID record must be listed in TIDE with the appropriate test eligibility.

   Districts must pre-identify all students who are taking paper/pencil tests in TIDE by the published deadlines to ensure receipt of Pre-ID labels. Districts that fail to Pre-ID their students who are testing on paper by the deadline must pre-identify their students to create on-demand Pre-ID labels by the end of the test window.

10. **What happens if my district misses the deadline for submitting Pre-ID data for Ohio's State Tests, the Alternate Assessment or the Ohio English Language Proficiency Assessment?**

    Visit the Important Dates page of the portal for deadlines for Ohio's State Tests. Districts that fail to submit Pre-ID data for students who will take Ohio State Tests using paper test booklets by the published deadline will not receive pre-printed Pre-ID labels. Districts that fail to indicate kindergarten and grade 1 students as Online (O) for the writing supplement by the OELPA Pre-ID deadline, will not receive OELPA pre-printed Pre-ID labels. Districts that that do not receive pre-printed Pre-ID labels must pre-identify their students in TIDE and generate on-demand Pre-ID labels by the end of the test window. Blank label stock for on-demand Pre-ID labels can be ordered during the additional order window.

    Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time.

    Specific guidance for Pre-ID labels can be found in the Supplemental Instructions for Paper Testing manual, available on the portal.

    In order for students to take Ohio State Tests or the Ohio English Language Proficiency Assessment online, districts must Pre-ID them; students cannot test online unless they are pre-identified.

    Districts that fail to submit Alternate Assessment Pre-ID data by the published deadline will not receive second rater assignments in advance of the test window. Students must be pre-identified before scores can be entered in the Data Entry Interface.

11. **Will Pre-ID files determine order quantities for paper test materials?**

    - For Ohio's State Tests, districts authorized by the Department to test students on paper must request quantities of paper test materials separately from their Pre-ID data submissions. District test coordinators and/or district administrators must enter quantities for test booklets, answer documents and special versions under the appropriate Paper Orders administration in TIDE. Visit the Important Dates page of the portal for Ohio's State Tests order windows.

    - For the Ohio English Language Proficiency Assessment, paper tests are intended as an accommodation for students or districts unable to test online. Districts providing the paper accommodation must request quantities of paper test materials in the Paper Orders OELPA Spring 2018 administration in TIDE. Districts that are testing students online for kindergarten and grade 1 will need to order the supplemental Writing documents in the Paper Orders OELPA Spring 2018 administration in TIDE. Pre-ID information will not be used to create material orders for OELPA.

    - For the Alternate Assessment, Test Administrator (TA) kits are not shipped based on pre-ID data submission in TIDE. District test coordinators and/or district administrators must enter quantities for TA Kits under the AASCD Spring 2018 TA Kit Orders administration in TIDE. Visit the Alternate Assessment portal for important dates.

12. **Will entering home room, staff member, section number, class name or course code information in a student's Pre-ID record be used to determine eligibility, generate rosters or Pre-ID labels?**

   No. Inclusion of this information with a student's Pre-ID record is optional and is for district reference only. AIR will not use the information in these fields to grant students access to the online testing system, to print Pre-ID labels, or to generate roster information. The information in these fields is only used to populate the corresponding fields in the student results files that are downloaded from the Online Reporting System.

13. **How do I remove home room, staff member, section number, class name or course code information from a student's Pre-ID record?**

   TIDE only updates these optional fields when a non-blank value is present in the new file. If a district uploads a file with blanks in these fields, TIDE will not remove any prior values present, but will maintain the values already present. If a district would like to indicate that the data from these fields is no longer valid or no longer applies, the district can enter a "not applicable" value, such as "NA" in these fields.

14. **Will districts be able to submit online accessibility features and accommodations in the Pre-ID file?**

   The 2017-2018 Pre-ID layout includes an accommodations field by subject for districts to indicate whether a student is eligible to receive accommodations in that subject. Note that the accommodations fields can be set to "yes" only for students who are marked as having an IEP or 504 or who are marked as ELL/LEP in their Pre-ID record. The information in these fields is only used to populate the corresponding fields in the student results files that are downloaded from the Online Reporting System.

   Marking whether the student is eligible for accommodations in the Pre-ID layout will not turn on features in the Student Testing Site. Districts can use the Student Test Settings file to turn on/off student test settings and accommodations. This file is optional.

15. **If I set the "Limited English Proficient (LEP)" field to "yes", does that make my student eligible for the Ohio English Language Proficiency Assessment in the online Student Testing Site?**

   No. The "Limited English Proficient (LEP)" field, position 237 in the Pre-ID layout, is for district reference. Districts must use the "Test eligibility & mode: OELPA" field, position 236 in the Pre-ID layout, to indicate student eligibility. See the table at the end of this document for additional guidance.

Identifying Test Eligibility in Pre-ID Files for Ohio's State Tests, the Alternate Assessment and Ohio English Language Proficiency Assessment

Tests	Test Eligibility Is Based on These Pre-ID Fields	Note
Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)	Test eligibility: AASCD	If the student is eligible for the Alternate Assessment, mark this field as Y (yes). The student's record will be available in the Data Entry Interface.
	Enrolled Grade	If the "Test eligibility: AASCD" field is set to Y (yes), • Students whose enrolled grade is 3, 4 or 5 will be eligible for the Grades 3-5 Alternate Assessments. • Students whose enrolled grade is 6, 7 or 8 will be eligible for the Grades 6-8 Alternate Assessments. • Students whose enrolled grade is 10, 11 or 12 will be eligible for the high school Alternate Assessments. Students enrolled in grade 9 do not take the AASCD; AASCD-eligible students will take the high school tests after entering grade 10.
English Language Arts – Grades 3-8	Test eligibility: AASCD	In order to be eligible for Ohio's State Tests, a student's AASCD test eligibility field must be set to N (no).
	Enrolled Grade	Students with an enrolled grade of 3 are eligible for the Grade 3 English Language Arts Test. Students with an enrolled grade of 4 are eligible for the Grade 4 English Language Arts Test, and so on. Additionally, the test mode field must be marked.
	Accelerated ELA Grade	If the student is an accelerated tester (the tested grade is higher than the enrolled grade) and eligible for a grade level ELA test, enter the student's accelerated grade for ELA in this field.
	Test mode: ELA (Grades 3-8)	In addition to enrolled grade or accelerated grade (if applicable), the student's test mode must be marked. • P (paper): the student is eligible for a paper test and will receive a Pre-ID label if his/her record is uploaded by the deadline. • O (online): the student is eligible for an online test and will have access to the Student Testing Site.
Mathematics – Grades 3-8	Test eligibility: AASCD	In order to be eligible for Ohio's State Tests, a student's AASCD test eligibility field must be set to N (no).
	Enrolled Grade	Students with an enrolled grade of 5 are eligible for the Grade 5 Mathematics Test. Students with an enrolled grade of 6 are eligible for the Grade 6 Mathematics Test, and so on. Additionally, the test mode field must be marked.
	Accelerated Math Grade	If the student is an accelerated tester (the tested grade is higher than the enrolled grade) and eligible for a grade level math test, enter the student's accelerated grade for math in this field.
	Test mode: Mathematics (Grades 3-8)	In addition to enrolled grade or accelerated grade (if applicable), the student's test mode must be marked. • P (paper): the student is eligible for a paper test and will receive a Pre-ID label if his/her record is uploaded by the deadline.

Tests	Test Eligibility Is Based on These Pre-ID Fields	Note
		• O (online): the student is eligible for an online test and will have access to the Student Testing Site.
Social Studies – Grades 4 & 6	Test eligibility: AASCD	**The Ohio's State Tests and Alternate Assessment in grades 4 and 6 Social Studies will no longer be administered in 2017-2018.** The 2017-2018 Pre-ID Layout File still has these fields. However, these fields do not need to be populated when pre-identifying students for 2017-2018. Any data entered into these fields will be ignored.
	Enrolled Grade	
	Accelerated Social Studies Grade	
	Test mode: Grade 4 or 6 Social Studies	
Science – Grades 5 & 8	Test eligibility: AASCD	In order to be eligible for Ohio's State Tests, a student's AASCD test eligibility field must be set to N (no).
	Enrolled Grade	Students with an enrolled grade of 5 are eligible for the Grade 5 Science Test. Students with an enrolled grade of 8 are eligible for the Grade 8 Science Test. Additionally, the test mode field must be marked.
	Accelerated Science Grade	If the student is an accelerated tester (the tested grade is higher than the enrolled grade) and eligible for the Grades 5 or 8 Science Test, this field must be marked with a 5 or 8.
	Test mode: Grade 5 or 8 Science	In addition to enrolled grade or accelerated grade (if applicable), the student's test mode must be marked. • P (paper): the student is eligible for a paper test and will receive a Pre-ID label if his/her record is uploaded by the deadline. • O (online): the student is eligible for an online test and will have access to the Student Testing Site.
High School End-of-Course Tests	Test eligibility: AASCD	In order to be eligible for the end-of-course tests, a student's AASCD test eligibility field must be set to N (no).
	Enrolled Grade	Students in grades 6-14 can be eligible for end-of-course tests. The grade value listed in the enrolled grade will <u>not</u> set eligibility for end-of-course tests. End-of-course eligibility must be expressly marked for each student by test under the test's "Test eligibility & mode" field. Grade level 13 indicates "adult ed" and is for students enrolled in adult education classes with the district. Grade level 14 indicates "proficiency only" and is for students returning to the district to test who are not enrolled in classes.
	Accelerated	Districts do not need to mark an accelerated testing field for students in grades 6-8 who are accelerated and are eligible to take an end-of-course test. Students in grades K-5 are not eligible to take end-of-course tests.
	The applicable "Test eligibility & mode" field only	A student's eligibility for each end-of-course test is based on what is marked in the "Test eligibility & mode" field. Marking the "P" or "O" in this field indicates the student is eligible for the end-of-course test. Students may be eligible for more than one test as appropriate. If a student is eligible for American Government, for example, a "P" in the "Test eligibility & mode: American Government" field indicates the student is eligible for a paper test and will receive a Pre-ID label if his/her record is uploaded by the deadline. If a student is eligible for the Algebra test, for example, an "O" in the "Test eligibility & mode: Algebra" field indicates the student is eligible for an online test and will have access to the Student Testing Site.

Tests	Test Eligibility Is Based on These Pre-ID Fields	Note
Ohio English Language Proficiency Assessment (OELPA)	Enrolled Grade	- Students whose enrolled grade is 22 (kindergarten) will be eligible for the kindergarten OELPA. - Students whose enrolled grade is 1 will be eligible for the Grade 1 OELPA. - Students whose enrolled grade is 2 or 3 will be eligible for the Grades 2-3 OELPA. - Students whose enrolled grade is 4 or 5 will be eligible for the Grades 4-5 OELPA. - Students whose enrolled grade is 6, 7 or 8 will be eligible for the Grades 6-8 OELPA. - Students whose enrolled grade is 9, 10, 11 and 12 will be eligible for the Grades 9-12 OELPA.
	Test eligibility & mode: OELPA	In addition to enrolled grade, the student's test mode must be marked. - P (paper): the student is eligible for a paper test and will receive a Pre-ID label if his/her record is uploaded by the deadline. - O (online): the student is eligible for an online test and will have access to the Student Testing Site. Districts will also receive pre-ID labels for the kindergarten and grade 1 writing supplements if student records are uploaded by the deadline.