

Guidance Document for 2015-2016 Ohio Pre-ID Files

Updated Dec. 8, 2015



TIDE for online administrations is now accepting an additional field to collect student eligibility information for the Ohio English Language Proficiency Assessment (OELPA), which replaces the Ohio Test of English Language Acquisition (OTELA) for the 2015-2016 school year. This field is available at the end of the [Pre-ID layout](#).

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.

District test coordinators should continue to watch for additional department communications on updates to testing policies and procedures for the 2015-2016 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.oh tide.org, to Pre-ID students who are taking the OGT.

New 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 2015-2016, districts must use the new Pre-ID layout to prepare and submit their student information. The new 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 2015-2016 layout builds on the layout that districts used for submitting their 2014-2015 science and social studies and Alternate Assessment Pre-ID data.

Districts will use TIDE for online administrations, which is available at <http://oh.tide.airast.org>, to pre-identify students who are taking Ohio's State Tests, students who are taking the Alternate Assessment and students who are taking the Ohio English Language Proficiency Assessment. TIDE for online administrations will only accept the 2015-2016 Pre-ID layout. Districts will not be able to use Ohio's prior layouts for 2015-2016 tests.

What Is New for 2015-2016 in TIDE for Online Administrations?

1. TIDE will collect all 2015-2016 student information under the “Ohio State Tests” administration. Some things to note:
 - Districts will submit their 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 2015-2016” administration.
 - The test eligibility listed in the student’s Pre-ID record applies to all test windows (fall, spring) 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. TIDE has updated the Pre-ID fields to include English language arts and mathematics. These new English language arts and mathematics fields include:
 - New test mode fields for grades 3-8 (i.e., online or paper)
 - New accelerated testing fields for grades 3-8
 - New test eligibility and mode fields for high school end-of-course tests
 - English language arts I
 - English language arts II
 - Algebra I
 - Geometry
 - Integrated mathematics I
 - Integrated mathematics II
 - New class, teacher name and teacher ID fields

3. The 2015-2016 Pre-ID layout includes an accommodations field by subject for districts to indicate whether a student is eligible to receive accommodations in that subject. Marking whether the student is eligible for accommodations in the Pre-ID layout will not turn on features in the Student Testing Site. This field is for informational purposes only. Note that the 2015-2016 downloadable data file layout for fall 2015 and spring 2016 reporting will include the accommodations attributes as well; the accommodations information from the Pre-ID file will populate the reporting data files.

4. The layout also includes a test eligibility and mode field for students participating in the Ohio English Language Proficiency Assessment. Students participating in OELPA must have the OELPA eligibility and test mode field set with either a “P” or “O” value by the published deadlines. Paper tests are intended as an accommodation for students or districts unable to test online. Please see the *Identifying Test Eligibility in Pre-ID Files* chart in this document for additional information.



Frequently Asked Questions

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

No. [TIDE for OGT](#) is configured separately from [TIDE for online administrations](#) and requires the “old” Pre-ID layout. TIDE for online administrations uses the 2015-2016 layout, and will only accept Pre-ID files that follow the 2015-2016 layout.

2. Which file formats are accepted?

[TIDE for OGT](#) accepts TXT files only.

[TIDE for online administrations](#) accepts TXT, XLSX or CSV format. Templates are available for the XLSX and CSV formats under the Upload Pre-ID tab in the Student Information Task. These templates are also available on the Portal under [TIDE Support Documents](#).

3. 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 2015, OGT Spring 2016). 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.

4. 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 2015-2016 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.

New Pre-ID file uploads for Ohio’s State Tests, the Alternate Assessment and the Ohio English Language Proficiency Assessment will not automatically overwrite previous Pre-ID file uploads in [TIDE for online administrations](#). TIDE appends new records to the student listing with subsequent Pre-ID file uploads. If a district uploads a new Pre-ID file, TIDE will only override SSIDs that are in the system already for 2015-2016 and are included in the new Pre-ID file. 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 for online administrations (unless an authorized user deletes them).

5. Where in TIDE do I submit Pre-ID data for Ohio’s State Tests, the Alternate Assessment and the Ohio English Language Proficiency Assessment?

When logging into [TIDE for online administrations](#), district test coordinators will select the “Ohio State Tests 2015-2016” administration and the Student Information task to submit their Pre-ID data. Because the Pre-ID layout collects information on a student’s specific test eligibility, as well as whether students are taking Ohio’s State Tests online or on paper, it is not necessary for districts to upload multiple files under multiple administrations. If they elect, districts can upload one file for all their students, but this is not a requirement. The TIDE system syncs with the Student Testing Site (for Ohio’s State Tests and the Ohio English Language Proficiency Assessment) and the Data Entry Interface (for the Alternate Assessment) to set student test eligibility based on Pre-ID data.

Throughout the school year, districts will see other administrations available in TIDE (e.g., Paper Orders High School Fall 2015, Paper Orders Grade 3 ELA Fall 2015, and Paper Orders OELPA Spring 2016). Districts that are testing students on paper will access these administrations to order test booklets, answer documents and special versions. Districts will select the “Ohio State Tests 2015-2016” administration in TIDE to submit their Pre-ID data.

6. 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 2015 administration and the spring 2016 administration. If a district pre-identifies a student in advance of the fall 2015 administration, the district does not need to pre-identify the student in advance of the spring 2016 administration. However, districts are responsible for ensuring that student records are up-to-date and accurate prior to each administration.

7. 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.

8. 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 and the Ohio English Language Proficiency Assessment in [TIDE for online administrations](#). In order for students to access tests in the online Student Testing Site, the student’s Pre-ID record must be listed in TIDE for online administrations.

Districts must pre-identify all students who are taking paper/pencil tests in TIDE for online administrations 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 for receiving Pre-ID labels must do so by the end of the test window to ensure the student’s score data can be merged with his/her demographics from TIDE for score reporting.

Districts must pre-identify all students who are taking the Alternate Assessment in TIDE for online administrations. 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 for online administrations with the appropriate test eligibility.

9. 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 Ohio’s State Tests portal for deadlines. Districts that fail to submit Pre-ID data for students who will take Ohio State Tests or the Ohio English Language Proficiency Assessment using paper test booklets by the published deadline will not receive Pre-ID labels. Districts that fail to Pre-ID their students who are testing on paper by the deadline for receiving Pre-ID labels must do so by the end of the test window to ensure the student’s score data can be merged with his/her demographics from TIDE for score reporting.

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.

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

No. Districts that are testing on paper must request quantities of paper test materials separately from their Pre-ID data submissions. For Ohio’s State Tests, 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. For the Ohio English Language Proficiency Assessment, paper tests are intended as an accommodation for students or districts unable to test online. Visit the [Important Dates page](#) of the portal for order windows. For the Alternate Assessment, district test coordinators and/or district administrators must enter quantities for Test Administration (TA) Kits under the AASCD Spring 2016 TA Kit Orders administration in TIDE. Visit the Alternate Assessment [portal](#) for important dates.

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

The 2015-2016 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. 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.

12. 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 236 in the Pre-ID layout, is for district reporting. Districts must use the “Test eligibility & mode: OELPA” field, position 878 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 in English Language Arts, Mathematics, Science and Social Studies, the Alternate Assessment and OELPA

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. If a student is eligible for the Alternate Assessment, all other test mode fields should be set to N (no).
	Enrolled Grade	If the “Test eligibility: AASCD” field is set to Y (yes), <ul style="list-style-type: none"> • 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.
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 an 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. <ul style="list-style-type: none"> • 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 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. <ul style="list-style-type: none"> • 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.

Tests	Test Eligibility Is Based on These Pre-ID Fields	Note
Social Studies – Grades 4 & 6	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 4 are eligible for the Grade 4 Social Studies Test. Students with an enrolled grade of 6 are eligible for the Grade 6 Social Studies Test. Additionally, the test mode field must be marked.
	Accelerated Social Studies Grade	If the student is an accelerated tester (the tested grade is higher than the enrolled grade) and eligible for the Grades 4 or 6 Social Studies Test, this field must be marked with a 4 or 6.
	Test mode: Grade 4 or 6 Social Studies	In addition to enrolled grade or accelerated grade (if applicable), the student’s test mode must be marked. <ul style="list-style-type: none"> • 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.
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. <ul style="list-style-type: none"> • 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 are 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.
	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 Physical Science test, for example, an “O” in the “Test eligibility & mode: Physical Science” field indicates the student is eligible for an online test and will have access to the Student Testing Site.



Ohio English Language Proficiency Assessment (OELPA)

Tests	Test Eligibility Is Based on These Pre-ID Fields	Note
Ohio English Language Proficiency Assessment (OELPA)	Enrolled Grade	<ul style="list-style-type: none">• 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	<p>In addition to enrolled grade, the student’s test mode must be marked.</p> <ul style="list-style-type: none">• 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.