Guidance Document for 2018-2019 Ohio Pre-ID Files

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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 all Ohio Assessments

For 2018-2019, districts must use the 2018-2019 Pre-ID layout to prepare and submit their student information. The layout collects student information for Ohio's State Tests (OST) in English language arts, mathematics, science and social studies tests, the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD), the Ohio English Language Proficiency Assessment (OELPA), the ELPA21 Screener and the Ohio Graduation Tests (OGT). The layout builds upon the 2017-2018 layout; changes to the layout are indicated in red font. The changes this year are primarily for the addition of the ELPA21 Screener and Ohio Graduation Tests programs.

Districts will use TIDE, which is available at http://oh.tide.airast.org, to pre-identify students who are taking all Ohio assessments. TIDE will only accept the 2018-2019 Pre-ID layout. Districts will not be able to use Ohio's prior layouts for 2018-2019 tests.

Key Information for 2018-2019

1. **The Ohio Graduation Tests (OGT) are now administered online using the same set of assessment systems used for Ohio's other programs (OST, AASCD, OELPA, ELPA21 Screener).**
   - The prior OGT pre-ID layout is no longer valid.
   - OGT for TIDE (www.ohtide.org) has been decommissioned.
     - No student information from OGT for TIDE has been transferred to the new system.
     - No users from OGT for TIDE have been transferred to the new system. If you need access to the Ohio assessment systems, please contact your Test Coordinator.
   - For additional information about OGT online administrations, review the OGT-TAM and the Ohio Department of Education website.

2. **TIDE will collect all 2018-2019 student information under the "Ohio State Tests" administration. Some things to note:**
   - Student Pre-ID information from the 2017-2018 school year was removed prior to the 2018-2019 TIDE opening on 8/21.
   - Districts will submit their 2018-2019 Pre-ID data for all Ohio assessments under the "Ohio State Tests 2018-2019" 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).

3. **Rules for uploading subsequent Pre-ID files and overwriting records:**
   - New Pre-ID file uploads 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).

4. **Grades 4 and 6 Social Studies Tests:**
   - The OST and AASCD grades 4 and 6 social studies tests will not be administered in 2018-2019.
   - The 2018-2019 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 2018-2019.
   - 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.

5. **ELPA21 Screener Eligibility:**
   - There are no ELPA21 Screener specific eligibility fields in the pre-ID file layout.
   - Students that need to take the screener should be added to TIDE with the correct enrolled grade. When the student logs into the Student Testing Site, the screener test available will be based on the enrolled grade.
   - If the student is receiving the paper accommodation, the OELPA Test Mode field should be marked with a 'P' for paper.
   - For additional information about administering the ELPA21 Screener, review the materials available on the portal.

Frequently Asked Questions

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

   Yes. With the move of the OGT to an online administration, the same layout and systems are now used for OST, AASCD, OELPA, ELPA21 Screener and OGT.

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

   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. These grades are used primarily for OGT testers.

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

   Districts must expressly mark student test eligibility in the Pre-ID file for OST, AASCD, OELPA and OGT. See the table at the end of this document for information on marking test eligibility within the Pre-ID file. ELPA21 Screener eligibility is based only on enrolled grade. AASCD Independent Field Test eligibility is based on the student's enrolled grade and the AASCD eligibility field being marked Yes.
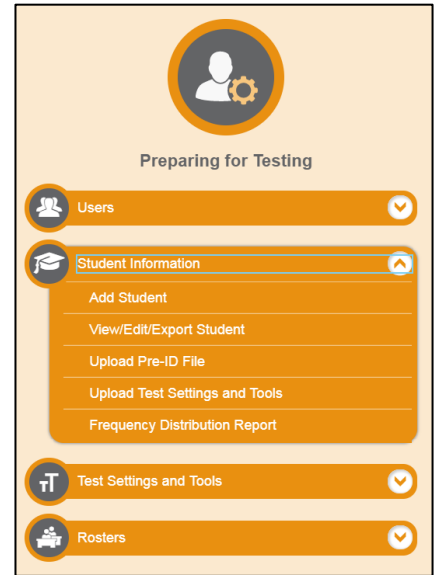
5. **Does my district have to submit separate Pre-ID files for each Ohio assessment program?**

No. The 2018-2019 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 OST, AASCD, OELPA, ELPA21 Screener and OGT 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 2018-2019" 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 OST, OELPA, ELPA21 Screener and OGT) and the Data Entry Interface (for the AASCD, OELPA, ELPA21 Screener and OGT) 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 2018 administration and the spring 2019 administration. If a district pre-identifies a student in advance of the fall 2018 administration, the district does not need to pre-identify the student in advance of the spring 2019 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 OST 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. If a student is domain exempt for either OELPA, or the ELPA21 Screener, they must mark the domains they are exempt for in TIDE prior to administering the test.

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, the ELPA21 Screener and the Ohio Graduation Tests?**

Yes. Districts must pre-identify all students who are taking any Ohio 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 (DEI) and enter scores or responses for that student, the student's Pre-ID record must be listed in TIDE with the appropriate test eligibility.

For OST and OELPA paper tests: Districts must pre-identify all students who are taking paper/pencil tests in TIDE by the published deadlines to ensure receipt of pre-printed 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 OST portal for deadlines for these assessments:

- OST: Districts that fail to submit Pre-ID data for students who will take the OST using paper test booklets by the published deadline will not receive 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.

- OELPA: 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 through MI directly. during the additional order window. **Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time.**

- AASCD: Districts that fail to submit AASCD Pre-ID data by the published deadline will not receive second rater assignments in advance of the test window.

- Data Entry Interface (DEI) for AASCD, ELPA21 Screener, OELPA and OGT: Students must be pre-identified before scores or responses can be entered into the DEI. If the deadline for the administration has passed, the test administrator will not be able to enter scores or response. **Failure to meet the pre-ID DEI deadline will results in no scores reporting for the student.**

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 2019 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 2019 administration in TIDE. Pre-ID information will not be used to create material orders for OELPA.

- For the ELPA21 Screener, paper tests are intended as an accommodation for students or districts unable to test online. Districts providing the paper accommodation must request paper materials by contacting to the Ohio Department of Education for approval. Once approved, materials will be shipped to the district.

- For the Alternate Assessment, Test Administration (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 2019 TA Kit Orders administration in TIDE. Visit the Alternate Assessment portal for important dates. There are no paper materials for the AASCD (2.0) Independent Field Test.

- For the Ohio Graduation Tests, districts authorized to test students on paper must request quantities of paper test materials separately from their Pre-ID data submissions. Authorized users must enter quantities of test booklets under the Paper Orders OGT 2018-2019 administration in TIDE and include the tester's SSID

in the comments field. Braille test booklets must be ordered at least two weeks prior to the administration of the braille test by contacting the Ohio Help Desk.

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 2018-2019 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 EL/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 or the ELPA21 Screener 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 for OELPA. ELAP21 Screener eligibility is based only on enrolled grade. See the table at the end of this document for additional guidance.

Identifying Test Eligibility in Pre-ID Files

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. Students marked with a Y (yes) in this field will automatically be eligible for the AASCD (2.0) Independent Field Test.
	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. • For the AASCD (2.0) Independent Field Test (IFT), students will have access to the grade level IFT test associated with their enrolled grade. AASCD students with an enrolled grade 10, 11 or 12, will have access to the High School Independent Field Test.
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.

Tests	Test Eligibility Is Based on These Pre-ID Fields	Note
		- 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.
Social Studies – Grades 4 & 6	Test eligibility: AASCD Enrolled Grade Accelerated Social Studies Grade Test mode: Grade 4 or 6 Social Studies	**The Ohio's State Tests and Alternate Assessment in grades 4 and 6 Social Studies will no longer be administered in 2018-2019.** The 2018-2019 Pre-ID Layout File still has these fields. However, these fields do not need to be populated when pre-identifying students for 2018-2019. Any data entered into these fields will be ignored.
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.
ELPA21 Screener	Enrolled Grade	• Students whose enrolled grade is 22 (kindergarten) will be eligible for the kindergarten ELPA21 screener. • Students whose enrolled grade is 1 will be eligible for the Grade 1 ELPA21 screener. • Students whose enrolled grade is 2 or 3 will be eligible for the Grades 2-3 ELPA21 screener. • Students whose enrolled grade is 4 or 5 will be eligible for the Grades 4-5 ELPA21 screener. • Students whose enrolled grade is 6, 7 or 8 will be eligible for the Grades 6-8 ELPA21 screener. • Students whose enrolled grade is 9, 10, 11 and 12 will be eligible for the Grades 9-12 ELPA21 screener.
	Test eligibility & mode: OELPA	Students taking the ELPA21 Screener online do not need anything marked in this field. Students taking the ELPA21 Screener on paper should marked with a P in this field.
Ohio Graduation Tests (OGT)	Test eligibility: AASCD	In order to be eligible for the OGT, a student's AASCD test eligibility field must be set to N (no).
	Enrolled Grade	Students in grades 12-14 can be eligible for the OGT. The grade value listed in the enrolled grade will <u>not</u> set eligibility for the OGT. OGT eligibility must be expressly marked for each student by subject under the test's "Test eligibility" 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.
	The applicable "Test eligibility" field only	Students may be eligible for more than one subject as appropriate. Students taking the OGT should be marked with a "Y" in the test eligibility field for each OGT subject test to be taken, regardless of test mode. Students eligible for OGT will have the test available in the online Student Testing Interface and the test administrator will have the test available in the Data Entry Interface students using paper tests.