Guidance Document for 2019-2020 Ohio Pre-ID Files

August 2, 2019

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 all Ohio Assessments

For 2019-2020, districts must use the 2019-2020 Pre-ID layout to prepare and submit their student information. The layout collects student information for Ohio's State Tests (OST), the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD), the Ohio English Language Proficiency Assessment (OELPA), the Ohio's English Language Proficiency Screener (OELPS) and the Ohio Graduation Tests (OGT). The layout builds upon the 2018-2019 layout; changes to the layout are indicated in red font. The changes this year primarily pertain to the new AASCD eligibility requirements.

Districts will use TIDE, which is available at http://oh.tide.airast.org, to preidentify students who are taking all Ohio assessments. TIDE will only accept the 2019-2020 Pre-ID layout. Districts will not be able to use Ohio's prior layouts for 2019-2020 tests.

Key Information for 2019-2020

1. **The Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) is now administered online, with paper testing as an accommodation.**
   - The primary disability field is **required** to be populated if the Alternate Assessment field is indicated as Yes (Y) when preidentifying students in TIDE.
   - The test mode fields must be marked when preidentifying AASCD students in TIDE. Test modes for the AASCD include online (O), paper (P) and supplemental (S). A test mode should be indicated for each subject that will be administered to a student.
   - See the table at the end of this document for information on marking AASCD test eligibility within the Pre-ID file.

2. **TIDE will collect all 2019-2020 student information under the "Ohio State Tests" administration. Some things to note:**
   - Student Pre-ID information from the 2018-2019 school year will be removed prior to the 2019-2020 TIDE opening on 8/5.
   - Districts will submit their 2019-2020 Pre-ID data for all Ohio assessments under the "Ohio State Tests 2019-2020" 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:
     - 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.
     - 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. **Pre-ID Fields Associated with Tests No Longer Administered:**
   - OST and AASCD grades 4 and 6 social studies tests are no longer administered.
   - Physical Science end-of-course testis no longer administered.
   - The 2019-2020 Pre-ID Layout File still has fields related to these tests. However, these fields do not need to be populated when preidentifying students for 2019-2020. If districts enter information in these fields, this information will be ignored and will not be used by AIR for any purpose. This information will not appear in participation reports nor downloadable data files in the Online Reporting System.
     - **EXCEPTION:** For AASCD, the grades 4 and 6 social studies test mode field is used to mark high school AASCD eligibility.

5. **OELPS Eligibility:**
   - There are no OELPS 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 OELPS, review the materials available on the portal.

Frequently Asked Questions

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

   Yes. The same layout and systems are used for OST, AASCD, OELPA, OELPS 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. OELPS eligibility is based only on enrolled grade.

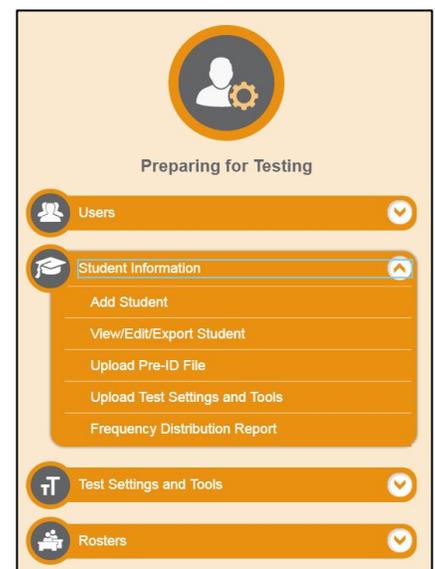5. **Does my district have to submit separate Pre-ID files for each Ohio assessment program?**

   No. The 2019-2020 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, OELPS 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 2019-2020" 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 and the Data Entry Interface to set student test eligibility based on Pre-ID data.

Preparing for Testing
- Users
- Student Information
  - Add Student
  - View/Edit/Export Student
  - Upload Pre-ID File
  - Upload Test Settings and Tools
  - Frequency Distribution Report
- Test Settings and Tools
- Rosters

7. **Does my district have to submit a new Pre-ID file for each administration (fall, spring, summer) 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 preidentified as eligible for the grade 3 English language arts test, that eligibility applies to the fall 2019 administration and the spring and summer 2020 administrations. If a district preidentifies a student in advance of the fall 2019 administration, the district does not need to preidentify the student in advance of the spring 2020 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 their 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 their 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 OELPS, the district must mark the student's exempt domains in TIDE **prior** to administering the test.

9. **Does my district have to Pre-ID all students who are taking an OST, AASCD, OELPA, OELPS or OGT test?**

Yes. Districts must preidentify all students who are taking any of these Ohio assessments in TIDE.

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. 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 preidentify all students who are taking paper/pencil tests in TIDE by the published deadlines and apply either a printed Pre-ID label or a print-on-demand Pre-ID label to all scorable documents. **Failure to apply a Pre-ID label to a scorable document will result in scores not being reported.**

10. **What happens if my district misses the deadline for submitting Pre-ID data?**

For deadlines for the OST, OELPA, OELPS and OGT assessments visit the Important Dates page of the OST portal. For deadlines for the AASCD visit the Important Dates page of the AASCD portal.

- OST: Districts that fail to submit Pre-ID data by the published deadline for students who will take the OST using paper test booklets will not receive printed Pre-ID labels. Districts that that do not receive printed Pre-ID labels must preidentify their students in TIDE and generate print-on-demand Pre-ID labels. Blank label stock for print-on-demand Pre-ID labels can be ordered during the additional order window. **Failure to apply a Pre-ID label will result in scores not being reported. 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.
- AASCD: Districts that fail to submit AASCD Pre-ID data by the published deadline will not receive Learning Characteristics Inventory (LCI) assignments in advance of the test window.
- OELPA: Districts that fail to submit Pre-ID data by the published deadline for students who will take the OELPA using paper test booklets will not receive printed Pre-ID labels. Districts that that do not receive printed Pre-ID labels must preidentify their students in TIDE and generate print-on-demand Pre-ID labels. Blank label stock for on-demand Pre-ID labels can be ordered through MI directly, during the additional order window. **Failure to apply a Pre-ID label will result in scores not being reported. Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time.**
- Data Entry Interface (DEI): Students must be preidentified 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 responses. **Failure to enter scores or responses will result in no scores being reported for the student.**

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

- **No for OST.** Paper tests are intended as an accommodation for students or districts unable to test online. 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.

    - **EXCEPTION**: Board Resolution districts that selected paper for grade 3, that verify contact information and confirm their supplemental material pickup date in TIDE will receive a scorable test booklet for each student that was preidentified in TIDE by the close of that administration's on-time order window. **Failure to preidentify grade 3 students, confirm contact information, or indicate a pick-up date by the end of the on-time order window will result in no material shipments for Board Resolution districts.**

- **No for OELPA.** 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 2020 administration in TIDE.

- **No for OELPS.** 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.

- **No for AASCD.** Paper testing is considered an accommodation and there will be no preloads of paper materials. Districts providing the paper accommodation (including Board Resolution districts that selected paper for their grade 3 alternate students) must enter Test Administration (TA) kits and Paper Response Card Kits quantities under the AASCD Spring 2020 TA Kit Orders administration in TIDE. All orders are subject to Department approval. Visit the Alternate Assessment [portal](#) for important dates.

- **No for OGT.** Paper tests are available only to testers with a documented paper accommodation. District test coordinators must call the Ohio Help Desk and provide SSID and requested subject. All orders are subject to Department approval. General and large print test booklets will arrive in district three days after order approval. Braille test booklets must be ordered at least two weeks prior to the administration of the braille test.

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 2019-2020 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 OELPA or the OELPS 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. OELPS eligibility is based only on enrolled grade. See the table at the end of this document for additional guidance.

Table 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 primary disability field **must** also be populated for this field to be marked Y. Additionally, the test mode field must be marked.
	Enrolled Grade	If the "Test eligibility: AASCD" field is set to Y (yes), the appropriate AASCD grade level test will be available in the Student Interface or DEI, depending on the test mode field. AASCD students with an enrolled grade 10, 11 or 12, will have access to the High School AASCD Tests.
	Test mode: ELA (Grades 3-8; also AASCD HS)	In addition to the AASCD test eligibility, enrolled grade and primary disability fields, this test mode field must be marked for students taking AASCD ELA tests: • O (online): indicates the district plans to test the student **online** using the student interface via the secure browser, **without** any paper materials. • P (paper): indicates that the district plans to test the student using a full paper test kit and enter student responses into the DEI. • S (supplemental): indicates the district plans to test the student **online** using the student interface via the secure browser, **with** supplemental paper response cards.
	Test mode: Mathematics (Grades 3-8; also AASCD HS)	In addition to the AASCD test eligibility, enrolled grade and primary disability fields, this test mode field must be marked for students taking AASCD mathematics tests: • O (online): indicates the district plans to test the student **online** using the student interface via the secure browser, **without** any paper materials. • P (paper): indicates that the district plans to test the student using a full paper test kit and enter student responses into the DEI. • S (supplemental): indicates the district plans to test the student **online** using the student interface via the secure browser, **with** supplemental paper response cards.
	Test mode: Grade 4 or 6 Social Studies (AASCD HS)	This field will only be used for AASCD students taking the high school social studies test. The grades 4 and 6 social studies test are not being administered in 20019-2020. In addition to the AASCD test eligibility, enrolled grade and primary disability fields, this test mode field must be marked for students taking the AASCD high school social studies test: • O (online): indicates the district plans to test the student **online** using the student interface via the secure browser, **without** any paper materials. • P (paper): indicates that the district plans to test the student using a full paper test kit and enter student responses into the DEI. • S (supplemental): indicates the district plans to test the student **online** using the student interface via the secure browser, **with** supplemental paper response cards.
	Test mode: Grade 5 or 8 Science (also AASCD HS)	In addition to the AASCD test eligibility, enrolled grade and primary disability fields, this test mode field must be marked for students taking AASCD science tests: • O (online): indicates the district plans to test the student **online** using the student interface via the secure browser, **without** any paper materials. • P (paper): indicates that the district plans to test the student using a full paper test kit and enter student responses into the DEI. • S (supplemental): indicates the district plans to test the student **online** using the student interface via the secure browser, **with** supplemental paper response cards.

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 their 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 their 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	**The Ohio's State Tests and Alternate Assessment in grades 4 and 6 Social Studies are no longer administered.** The 2019-2020 Pre-ID Layout File still has these fields. However, these fields do not need to be populated when preidentifying grades 4 and 6 students for 2019-2020. Any data entered into these fields will be ignored for grades 4 and 6 students.
	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 their 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. **The Ohio's State Tests in Physical Science is no longer administered.** The 2019-2020 Pre-ID Layout File still has this field. However, this field does not need to be populated when preidentifying students for 2019-2020. Any data entered into this field will be ignored.
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 or 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 their 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.
OELPS	Enrolled Grade	• Students whose enrolled grade is 22 (kindergarten) will be eligible for the kindergarten OELPS. • Students whose enrolled grade is 1 will be eligible for the Grade 1 OELPS. • Students whose enrolled grade is 2 or 3 will be eligible for the Grades 2-3 OELPS. • Students whose enrolled grade is 4 or 5 will be eligible for the Grades 4-5 OELPS. • Students whose enrolled grade is 6, 7 or 8 will be eligible for the Grades 6-8 OELPS. • Students whose enrolled grade is 9, 10, 11 or 12 will be eligible for the Grades 9-12 OELPS.
	Test eligibility & mode: OELPA	Students taking the OELPS online do not need anything marked in this field. Students taking the OELPS on paper should be 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	Eligible OGT testers must be marked as enrolled grade 12, 13, or 14. The grade value listed in the enrolled grade will not 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 testers enrolled in adult education classes with the district. Grade level 14 indicates "proficiency only" and is for testers returning to the district to test who are not enrolled in classes.
	The applicable "Test eligibility" field only	Testers may be eligible for more than one subject as appropriate. Testers 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. Testers eligible for OGT will have the test available in the online Student Testing Interface. The test administrator will have the test available in the Data Entry Interface for a tester with a documented paper accommodation, that is using a paper test.