Ohio English Language Proficiency Assessment

Online Test Only

Test Administration Manual

SPRING 2020
## Testing Support

<table>
<thead>
<tr>
<th>For assistance with</th>
<th>District Test Coordinators Should Contact</th>
<th>Building Test Coordinators Should Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifying which students are eligible to take each test</td>
<td>Ohio Department of Education Office of Assessment (614) 466-1317 <a href="mailto:statetests@education.ohio.gov">statetests@education.ohio.gov</a></td>
<td>The district test coordinator</td>
</tr>
<tr>
<td>Test window and administration issues</td>
<td>Paula Mahaley, (614) 466-0217 <a href="mailto:paula.mahaley@education.ohio.gov">paula.mahaley@education.ohio.gov</a></td>
<td></td>
</tr>
<tr>
<td>Scheduling test administrations</td>
<td>David Brauer, (614) 387-7586 <a href="mailto:david.brauer@education.ohio.gov">david.brauer@education.ohio.gov</a></td>
<td></td>
</tr>
<tr>
<td>Identifying which students cannot test online or use technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Locate materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency school closures during the test window</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ordering paper materials for the K-12 paper pencil tests</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please contact the staff member listed at the Department, Office of Assessment, 1-614-466-1317

| Accessibility and Accommodations | Andrew Hinkle                                                                                      |                                                                                                          |
| Security cases; test incidents   | Kurt Taube                                                                                            |                                                                                                          |
| Obtaining SSIDs for chartered nonpublic students and for home-schooled students | Anthony Newberry                                                                                   | The district test coordinator                                                                            |
| Obtaining SSIDs for a newly enrolled student                                     | The district’s EMIS Coordinator or the student’s prior district                                     | The district test coordinator                                                                            |
| Submitting Pre-ID data                                                        | American Institutes for Research (AIR) 1-877-231-7809 OHHelpDesk@air.org                           | The district test coordinator                                                                            |
| Marking accessibility features under the test settings in a student record      |                                                                                                          |                                                                                                          |
| User accounts                                                                   |                                                                                                          |                                                                                                          |
| Secure browsers and apps                                                       | American Institutes for Research (AIR) 1-877-231-7809 OHHelpDesk@air.org                           |                                                                                                          |
| Error messages received during the online test administrations                 |                                                                                                          |                                                                                                          |
| Questions about district shipments of paper materials, packing documents and missing materials | Measurement Incorporated (MI) 1-877-231-7809                                                       |                                                                                                          |
| Returning paper materials                                                       |                                                                                                          |                                                                                                          |

The Department does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.
OHIO ENGLISH LANGUAGE PROFICIENCY ASSESSMENT (OELPA)

ONLINE TEST - TEST ADMINISTRATOR: INSTRUCTIONS

Directions for the online OELPA appear on the screen and are also read aloud by the Test Administrator (TA) using the scripts that follow. All directions to be read to the students are in SAY boxes. Directions in italics are for the TA and are not to be read aloud. The four domain tests may be given in any order. It is suggested that one domain test be given per day although multiple domain tests may be given in one day. Each domain test must be completed on the same day it is started.

Encourage students to do their best and advise them not to spend too much time on any one item. Check periodically to make sure students are using the testing system properly, following instructions and advancing through the test.

TAs may assist students with entering their usernames and passwords to begin the test. TAs also may assist students with navigation of the system. TAs may not give help on specific test items.

Listening Test Directions

During the Listening test, students hear the prompts through their headphones and then respond by clicking on a multiple-choice answer or by dragging and dropping a graphic or a piece of text.

At the beginning of the Listening test, all students are prompted to check the sound in their headphones; if the sound needs adjusting or is not working, they are asked to raise their hand.

Reading Test Directions

During the Reading test, students read different types of text including procedural, literary and informational passages and short correspondence. Students demonstrate comprehension by answering multiple-choice and drag-and-drop items.

At the beginning of the Reading test, all students are prompted to check the sound in their headphones; if the sound needs adjusting or is not working, they are asked to raise their hand.

Writing Test Directions

During the Writing test, students in Kindergarten and Grade 1 demonstrate knowledge of writing by dragging letters to form words and by dragging words to complete or form sentences. For Grades 2-12, students also respond to Writing prompts by typing constructed responses.

At the beginning of the Writing test, all students are prompted to check the sound in their headphones; if the sound needs adjusting or is not working, they are asked to raise their hand.

Speaking Test Directions

During the Speaking test, Students hear the prompts through their headphones and then record their spoken responses. To record a response, the student clicks on the RECORD icon, speaks, and then clicks on the STOP icon. The student can listen to the recorded response by clicking on the LISTEN icon. If the student is not satisfied, he or she can re-record a response by clicking on the RECORD icon again. TAs should ensure that students get sufficient practice with this tool in the Student Practice Site prior to testing.
At the beginning of the Speaking test, all students are prompted to check the sound in their headphones; if the sound needs adjusting or is not working, they are prompted to raise their hand. Next, they are prompted to check the functionality of their microphone by recording and then listening to their name.

TAs must administer the speaking to one student at a time. No other students may be present while another student is taking the Speaking test. This is a test security issue.

**TA Interface: Login and Test Administration Site**

The OELPA has two online environments and requires at least two devices, one for the TA and one for the student. TAs use the Test Administration site to create and manage test sessions. Students use the Test (Student) site, to take the summative tests. Both components are accessed through the TA Interface.

1. Access the [OELPA page in Ohio’s state assessment portal](#).

2. Select your user role User Card.

3. Click the TA Interface card.

4. The login page appears.

5. Enter your username and password.

6. Click Secure Login. The Test Administration site appears.
7. To begin a test session,
   a. In the Test Selection window, select the test to administer.
   b. Click **Start Session**. The session ID appears at the top of the page.

8. Provide the Session ID to the students signing in to the test session.

9. Students log in to the Secure Browser site using their first name, SSID and the Session ID.
10. TAs must approve each test session before a student may begin a test. When students select tests, the Approvals box in the upper-right corner of the Test Administration site shows notifications. Click Approvals to view the list of students awaiting approval.

- To review and/or configure a student’s test settings and accommodations, click ⬤.
- To approve an individual student for testing, click ✅.
- To deny a student for testing, click ✗ and enter the reason in the box.
- To approve all students in the list for testing, you will click Approve All Students in the top of the Approvals window.

Note: Domain exemptions are available for the Ohio English Language Proficiency Assessment (OELPA). Districts can register exempted students in TIDE in advance of the test window and indicate exemptions under test settings and tools in TIDE. The TA also can register domain exemptions, but must do so in TIDE before starting the test. Please see the TIDE User Guide for instructions on manually editing or uploading test settings.
11. Monitor students’ progress throughout testing. Students’ test statuses appear in the Students in Your Test Session table. A TA who meets state criteria must be with students at all times during testing. The TA must physically be in the same room as the student who is taking the test.

Test statuses include the following: approved, started, in-progress, review, completed, submitted, and paused.

The Student Status column indicates how many test items the student has answered out of the total number of items in the test.

Click to pause an individual student’s test. If a student’s test is paused for more than 20 minutes, the student will be able to view and change answers to questions in the current test. The student cannot access previous tests.

12. When all students in the test session have completed testing and logged out, the TA then stops the test session and logs out.

   a. Click the Stop button to end the session and automatically pause any in-progress tests in your session.

   b. Click Log Out to exit the Test Administration site.

   When a TA stops a testing session, it cannot be resumed. If the TA stops a testing session and students need to continue testing, the TA will be required to start a new session.
PAUSING A TEST

TAs and students should become familiar with the Pause Rules during the Practice Test.

Students can pause their test at any time. When pausing a test, a message will appear asking students to verify that they want to pause the test. If students choose to pause the test, they will be logged out of the test. All answers save immediately; students do not lose them when the test is paused.

When students resume the test, they will see the first page that has unanswered items and they will be able to view and change answers to questions they already answered within the current test, including previous pages. They cannot go back to previous tests.

If a test is idle for 20 minutes, the system pauses the test automatically and logs the student out. Students may have the test reopened. If the test is paused overnight, the District Test Coordinator must submit a test status request in TIDE to reopen the test. Any domain test that remain paused at the end of the test window will be submitted for scoring.

ONLINE TEST DIRECTIONS – STUDENT: LOGIN INSTRUCTIONS

Before administering the OELPA, make sure you have any necessary materials, including test tickets and headsets. If you need to print test tickets, refer to the TIDE User Guide or speak with your District Test Coordinator (DTC). If students are using test tickets, distribute them prior to the login process. Directions to be read aloud to the student will be in SAY boxes. TA instructions are in Italics, outside of the SAY boxes, and are not to be read out loud.

Students will click the Secure Browser icon on their screens to launch the application.

SAY On your computer screen, locate the icon titled Secure Browser. If you cannot locate this icon, please raise your hand and I will help you.

Pause. Assist students as needed.

SAY Double-click the Secure Browser icon and the program will launch. Once the program has opened, you will see the Student Sign In page.

Do not enter anything until you are instructed to do so.

Can everyone see the Student Sign In page? If you cannot see this page, please raise your hand.
Pause. Assist students as needed.

Students enter their names exactly as it appears on their test ticket and then click the **Sign In** button.

**SAY** Type your first name into the field titled **First Name**.

Pause.

**SAY** Now click on the Student ID field and type your **Student ID** number. If you do not have one, please raise your hand.

Pause. The TA should write the session ID on the board or wherever the students can see the ID.

**SAY** Now click on the Session ID field. Type in the **Session ID** I have written on the board.

Pause.

**SAY** Does anyone have any questions or need help?

Pause. Assist students as needed.

**SAY** Click the **Sign In** button to start the test.

On the next screen, students confirm the information is correct and click the **Yes** button. If corrections are required, the TA should make corrections before the student begins the test. The TA can edit the student information in the TA Interface.

**SAY** Now you should see a screen with your name on it. Do you see your name on the screen? If you do not see your name, or if your name is not spelled correctly, raise your hand.
Pause. Assist students as needed.

**SAY** Now look at the rest of the information on the screen. Make sure it is correct.
- your Grade
- your SSID
- your School

If any of the information is not correct, please raise your hand.
If all the information is correct, click **Yes** now. The **Yes** button is at the bottom of the screen. Do not go past the next screen until I tell you to.

Pause. Assist students as needed.

**On the next screen, students choose the test they are taking. Make sure the students have all logged in and are at the test selection screen.**

**SAY** Now we are going to begin the test. Click on the link that says **Start Grade [X] OELPA**

![Your Tests](image)

Pause. Make sure all students locate the correct testing link. If a student started testing on a previous day “**Resume**” displays instead of “**Start**”.

**If a student previously had started a test but did not finish it,**

**SAY** If you previously started a test but did not finish it, the link will say **Resume** next to the test name. You can click this button to resume the test.

**The TA approves students in the Test Administration site for this test.**

**SAY** You should now see the **Audio/Video Checks** screen.
Pause. Make sure all students are on the Audio Playback Check screen.

Under **Audio Playback Check**, click on the **Sound** button to hear the sound.

If you hear the sound, click **I heard the sound**. A checkmark will appear in the top right-hand corner of the window.

If you do not hear the sound, raise your hand.

Pause. Make sure all students can hear the sound.

**Note:** The next direction about the Recording Device Check should only be read to students taking the Speaking test.

You should now see the **Recording Device Check** screen.

Press the **Microphone** button to start recording.

Say your name into the microphone.

When you are finished, press the same button again to stop recording.

Try it now. If you need help, raise your hand.
Pause. Assist students as needed.

Wait for all students to finish.

SAY Press the Play button to listen to your recording.

If you hear your voice, click I heard my recording. A checkmark will appear in the top right-hand corner of the window.

If you do not hear your voice, raise your hand.

Pause. Assist students as needed.

Make sure all students can hear their voices.

SAY Click the Continue button to move to the next screen.

Pause. Assist students as needed.

Make sure all students are on the Instructions and Help screen.

SAY This screen contains the same information about the tool buttons you saw in the Practice Test. You can access these instructions at any time during the test by clicking on the Question Mark button on top of the screen.

From here, please find the directions for the appropriate domain test (reading, writing, listening, speaking) on the following pages to continue with the test.
**ONLINE TEST DIRECTIONS – STUDENT: LISTENING DIRECTIONS**

**SAY** Do you have any questions about the Instructions and Help screen?

*Pause. Answer any questions the students may have.*

**SAY** This is a Listening test. It will give you a chance to show how well you can listen to and understand English.

You will hear things like conversations and presentations. Listen carefully.

If you need to hear the conversation or presentation again, click on the Replay button.

The questions will be read to you. You can hear a question again by clicking on the Replay button beside the question.

If you want to hear a response read to you, click on the Replay button beside that response.

You will answer some questions by dragging and dropping an object or a word. You can change your answer by dragging the object to a different place, or by dragging a different object.

You will answer other questions by clicking on the response or answer. You can change your answer by clicking on a different response.

If you have a question, or do not understand what to do, raise your hand.

*Pause. Assist students as needed. Once all questions are answered,*

**SAY** Try to answer all test questions. Continue working until you reach the end of the test.

Once you finish, you may check your work in this test only. Remember, you can see the directions whenever you need them during the test by clicking the Question Mark button.

*Pause.

**SAY** When you reach the Attention box, do not submit your test, please raise your hand and I will help you.

When you are ready to begin this test, click Begin Test Now.

*Monitor students as they take the test to see that they are advancing properly. TAs may provide students with guidance on the use of technology (i.e., mouse, trackpad, touchscreen or the navigation to tools).*

If administering the test(s) in a group session, be prepared to provide students who complete their tests with silent work and ask them to sit quietly until everyone has finished or follow the district’s policy to dismiss students from the testing room. This does not apply to the Speaking test, which is administered individually.

If students have been testing individually, proceed with the student through the review and submit screen once they have reached the Attention box.
When students have reached the end of the test,

**SAY** You should now see an Attention box that asks you to select the End Test button to review your answers. Click OK and then the End Test button with the red square at the top of your screen.

Pause.

You should now see another Attention box saying you have reached the end of the test. Click the Yes button.

Pause.

After all students are on the Congratulations! You have reached the end of the test! screen and have had the opportunity to review flagged items,

**SAY** If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

Pause.

**SAY** If you are sure that you are done with all the questions in this test, please select the Submit Test button.

Pause.
You should now see the Warning box asking if you are sure you want to submit the test. Click Yes, if you are done.

Pause.

You will now see the Your Results page. You may click the Log Out button now. This screen does not give us any test results. It just confirms that your test was completed and submitted and will be scored.

IMPORTANT: While students are logging out, TAs must review the following information.

1. Administering one test in a single day: If you are only administering the Listening Test today, you can log out of the Test Administration site.
2. **Administering more than one test in a single day:** If you are administering more than one test today, read the login directions again to the student from pages 66-10, then continue with reading the directions for the additional test you will be administering.

When the students are ready to begin the next test, approve students within the Test Administration site.
ONLINE TEST DIRECTIONS – STUDENT: READING DIRECTIONS

If beginning the Reading Test on another day, TAs will need to start a new session in the Test Administration site and read student login directions on pages 6-10.

If continuing into the Reading Test from another test, TAs do not need to start a new session in the Test Administration site and should read the student login directions on pages 6-10 and then begin with the following directions to the students.

Do you have any questions about the Instructions and Help screen?

Pause. Assist students as needed, then

This is a Reading Test. It will give you a chance to show how well you can read and understand English.

Choose the prompt for the grade level in your test session.

[FOR KINDERGARTEN]

Some questions are about a story. You will read along as you listen to the story. Then you will answer the questions.

You will answer some questions by clicking on a picture. You will answer other questions by clicking on some words. It is easy to change an answer if you change your mind. Just click on a different picture or different words.

You also will answer questions by moving a word or picture. You can change your answer by moving the word to a different place or moving a different picture.

If you have a question or do not understand what to do, raise your hand.

[FOR GRADES 1–12]

Some questions are about a passage. Read the passage first before you try to answer the questions.

You will answer some questions by dragging and dropping words. You can change your answer by dragging the words to a different place, or by dragging different words.

You will answer other questions by clicking on words, pictures, or sentences. You can change your answer by clicking on different words, pictures, or sentences.

If you have a question or do not understand what to do, raise your hand.

[FOR GRADES K–12]

Pause. Assist students as needed. Once all questions are answered,

Try to answer all test questions. Keep working until you reach the end of the test.

Once you finish, you may check your work in this test only. Remember, you can see the directions whenever you need them during the test by clicking the Question Mark button.

Pause.
When you reach the **Attention** box, do not submit your test, please raise your hand and I will help you.

When you are ready to begin this test, click **Begin Test Now**.

Monitor students as they take the test to see that they are advancing properly. TAs may provide students with guidance on the use of technology (i.e., mouse, trackpad, touchscreen or the navigation to tools).

If administering the test(s) in a group session, be prepared to provide students who complete their tests with silent work and ask them to sit quietly until everyone has finished or follow the district’s policy to dismiss students from the testing room. This does not apply to the Speaking test, which is administered individually.

If students have been testing individually, proceed with the student through the review and submit screen once they have reached the Attention box.

When students have reached the **end of the test**,

**SAY**

You should now see an Attention box that asks you to select the **End Test** button to review your answers. Click **OK** and then the **End Test** button with the red square at the top of your screen.

Pause.

**SAY**

You should now see another Attention box saying you have reached the end of the test. Click the **Yes** button.

Pause.

After all students are on the **Congratulations! You have reached the end of the test! screen and have had the opportunity to review flagged items,**

**SAY**

If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

Pause.

**SAY**

If you are sure that you are done with all the questions in this test, please select the **Submit Test** button.

Pause.

**SAY**

You should now see the **Warning** box asking if you are sure you want to submit the test. Click **Yes**, if you are done.

Pause.

**SAY**

You will now see the **Your Results** page. You may click the **Log Out** button now. This screen does not give us any test results. It just confirms that your test was completed and submitted and will be scored.

**IMPORTANT: While students are logging out, TAs must review the following information.**

1. **Administering one test in a single day:** If you are only administering the Reading Test today, you can log out of the Test Administration site.
2. **Administering more than one test in a single day:** If you are administering more than one test today, read the login directions again to the student from pages 6-10, then continue with reading the directions for the additional test you will be administering.

When the students are ready to begin testing, approve students within the Test Administration site.
ONLINE DIRECTIONS – STUDENT: ONLINE WRITING DIRECTIONS

If beginning the Writing Test on another day, TAs will need to start a new session in the Test Administration site and read student login directions on pages 6-10.

If continuing into the Writing Test from another Test, TAs do not need to start a new session in the Test Administration site and should read the student login directions on pages 6-10 and then begin with the following directions to the students.

**SAY** Do you have any questions about the Instructions and Help screen?

Assist students as needed, then

**SAY** This is an online Writing Test. It will give you a chance to show how well you can write in English.

**[FOR KINDERGARTEN AND GRADE 1]**

**SAY** Some questions will ask you to make words or sentences by dragging and dropping letters or words.

Pause, then move to the next ALL SAY box.

**[FOR GRADES 2–3]**

**SAY** Some questions will ask you to make words or sentences by dragging and dropping letters or words.

Other questions will ask you to type your answer. There will be a box for you to type in.

**[FOR GRADES 4–12]**

**SAY** Some questions will ask you to choose the right word to finish a sentence. You will click on the word.

Other questions will ask you to type your answer. There will be a box for you to type in.

**[FOR ALL GRADES]**

**SAY** If you have a question, or do not understand what to do, raise your hand.

Pause. Assist students as needed. Once all questions are answered,

**SAY** Try to answer all test questions. Continue working until you reach the end of the test.

When you finish, you may check your work in this test only. Remember, you can see the directions whenever you need them during the test by clicking the Question Mark button.

Pause.

**SAY** When you reach the Attention box, do not submit your test, please raise your hand and I will help you.

When you are ready to begin this test, click Begin Test Now.
Monitor students as they take the test to see that they are advancing properly. TAs may provide students with guidance on the use of technology (i.e., mouse, trackpad, touchscreen or the navigation to tools).

If administering the test(s) in a group session, be prepared to provide students who complete their tests with silent work and ask them to sit quietly until everyone has finished or follow the district’s policy to dismiss students from the testing room. This does not apply to the Speaking test, which is administered individually.

If students have been testing individually, proceed with the student through the review and submit screen once they have reached the Attention box.

When students have reached the end of the test,

SAY You should now see an Attention box that asks you to select the End Test button to review your answers. Click OK and then the End Test button with the red square at the top of your screen.

Pause.

SAY You should now see another Attention box saying you have reached the end of the test. Click the Yes button.

Pause.

After all students are on the Congratulations! You have reached the end of the test! screen and have had the opportunity to review flagged items,

SAY If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

Pause.

SAY If you are sure that you are done with all the questions in this test, please select the Submit Test button.

Pause.

SAY You should now see the Warning box asking if you are sure you want to submit the test. Click Yes, if you are done.

Pause.

SAY You will now see the Your Results page. You may click the Log Out button now. This screen does not give us any test results. It just confirms that your test was completed and submitted and will be scored.

IMPORTANT: While students are logging out, TAs must review the following information.

1. Administering one test in a single day: If you are only administering the Writing Test today, you can log out of the Test Administration site.

2. Administering more than one test in a single day: If you are administering more than one test today, read the student log in directions from pages 6-10 then continue with reading the directions for the additional test you will be administering.
When the students are ready to begin testing, approve students within the Test Administration site.
ONLINE DIRECTIONS – STUDENT: SPEAKING DIRECTIONS

Please note the administration must be set up with one student with the TA that meets criteria in one testing room. The speaking test cannot be administered in a group setting. No other students may be in the test room no matter how large the room, i.e., a gym. Administering the Speaking test to more than one student at one time is a security violation.

If beginning the speaking test on another day, TAs will need to start a new session in the Test Administration site and read student login direction on pages 6-10.

If continuing into the Speaking Test from another Test, TAs do not need to start a new session in the Test Administration site and should read the student login directions from pages 6-10 and then begin with the following directions to the student.

SAY Do you have any questions about the Instructions and Help screen?

Assist the student as needed, then

SAY This is a Speaking Test. It will give you a chance to show how well you can speak in English.

You will hear the questions. If you need to hear a question again, click on the Replay button.

To answer each question, you will speak into a microphone and record your answer, just like you did in the Recording Device Check screen. You will record your answer, stop the recording, and then replay to hear your recording.

You can record your answer over again if you want until you are satisfied with the recording that has been stored in the system.

When you have finished, the computer will send your recording to teachers like me so that they can tell us your score.

If you don’t understand what to do or if you can’t hear what you recorded while testing, raise your hand.

Pause.

SAY Try to answer all test questions. Keep working until you reach the end of the test.

Once you finish, you may check your work in this test only. Remember, you can see the directions whenever you need them during the test by clicking the Question Mark button.

Pause.

SAY When you reach the Attention box, do not submit your test, please raise your hand and I will help you.

When you are ready to begin this test, click Begin Test Now.

Monitor students as they take the test to see that they are advancing properly. TAs may provide students with guidance on the use of technology (i.e., mouse, trackpad, touchscreen or the navigation to tools).
When the student has reached the end of the test,

You should now see an Attention box that asks you to select the End Test button to review your answers. Click OK and then the End Test button with the red square at the top of your screen.

Pause.

You should now see another Attention box saying you have reached the end of the test. Click the Yes button.

Pause.

After the student is on the Congratulations! You have reached the end of the test! screen and have had the opportunity to review flagged items,

If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

Pause.

If you are sure that you are done with all the questions in this test, please select the Submit Test button.

Pause.

You should now see the Warning box asking if you are sure you want to submit the test. Click Yes, if you are done.

Pause.

You will now see the Your Results page. You may click the Log Out button now. This screen does not give us any test results. It just confirms that your test was completed and submitted and will be scored.

IMPORTANT: While students are logging out, TAs must review the following information.

1. Administering one test in a single day: If you are only administering the Speaking Test today, you can log out of the Test Administration site.

2. Administering more than one test in a single day: If you are administering more than one test today, read the student log in directions from pages 6-10 then continue with reading the directions for the additional test you will be administering.

  When the students are ready to begin testing, approve students within the Test Administration site.