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Thursday, August 15, 2024

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TEST ADMINISTRATION

Preliminary Manuals Published to Test Administration Page **REPEAT**

The Preliminary Test Administration Manual (TAM), Preliminary Oregon Accessibility Manual (OAM), and final SEED Survey Manual have been published and are available on the [Test Administration page](#). Both the Preliminary TAM and the Preliminary OAM will be updated to their final versions on or prior to 10/1/24.

- The [Preliminary Test Administration Manual](#) outlines policies and procedures for the Oregon statewide assessments. Changes from previous versions include:
 - Updated ORExt training requirements.
 - New Section 3.7, which describes Test Administration Monitoring.
 - Information on new Parent Opt-Out and Parent Request for Exemption fields.
 - See Section 1.3 Summary of Changes for more.
- The [Preliminary Oregon Accessibility Manual](#) outlines policies and requirements governing the provision of accessibility supports for students participating in Oregon's Statewide Assessments.
- The [SEED Survey Administration Manual](#) contains necessary guidance and technical information to administer the Student Educational Equity Development (SEED) Survey.

Please contact the [Assessment Team](#) with questions or concerns.

EXTENDED ASSESSMENT

Oregon Extended Assessments Training Redesign

Changes have been made for the 2024-25 school year to the Oregon Extended Assessments user roles, responsibilities, and training requirements. Detailed information about these changes can be found in the [2024-25 Oregon Extended Assessment Training Redesign](#) brief as well as the [2024-25 Preliminary Test Administration Manual](#).

Contact your [Regional ESD Partner](#) with questions related to training and administration of the ORExt.

Contact [Mason Rivers](#), Special Education Assessment Specialist, with policy questions related to the ORExt.

Upcoming 1% ORExt Participation Webinar **REPEAT**

This fall, districts will again be required to submit their projected ORExt participation numbers and rates. To support districts in understanding reporting expectations, the Assessment Team will be hosting an optional webinar from 10:00 – 11:00 AM on **Friday, September 6**. The webinar will be recorded and posted on the [Oregon Extended Assessment webpage](#) under the *Policies* section for viewing by those who are unable to attend.

Please use [this link](#) to register for the webinar in advance. Once you register, you will receive the meeting login information via email.

Any questions in advance of the webinar may be emailed directly to [Mason Rivers](#), Special Education Assessment Specialist.

ACCOUNTABILITY & REPORTING

Class Size Validation Checks and Outstanding Missing/Inaccurate Data for the Week of August 12

There are still four districts with course code mismatches, one district with school ID mismatches, and one district with both types of these errors between the Class Roster and IUID collections. Please contact the [Regional ESD Partners](#) as soon as possible to address your errors.

These errors are causing persistent problems in the Class Size validation and may affect your Class Size reporting later this year. Class Size Validation checks will go out this week. All types of core subject and self-contained classes were evaluated for changes in medians and numbers of reported class types. These checks identify unusual data and large changes in data contrasted to the 2022-23 school year. Schools were also identified that were missing from Class Roster, had missing students in Class Roster, or did not offer specific academic subjects under Division 22.

If you have questions, please contact [Robin Stalcup](#), Research Analyst or the [Regional ESD Partners](#) can also help you edit your Class Roster collection. [Ryan Clark](#), Research Analyst, will be out until August 26.

Review Institution Database Employee Directory for Accuracy

The last day to make changes to Institution information included on the 2023-24 At-A-Glance Profiles is **September 15, 2024**. Information that will be reported that should accurately reflect the 2024-25 institution are the physical address, phone number, website address, and the head of the institution (principals for school and superintendents for districts). You can review the current information provided in the Institution Database by using the [Institution Lookup Tool](#).

To begin the process of making changes to your institution data, please contact ode.institutions-request@ode.oregon.gov with the changes that need to be made.

Student Enrollment Validation Checks in August **REPEAT**

The Student Enrollment validation of 2023-24 Third Period Cumulative ADM closes on **Friday, August 23**. The second validation checks will go out this week. These checks are based on data refreshed on August 5, 2024. Checks for Ever a Foster Care student counts will not be included. There was a problem loading those data into Student Enrollment in July. These data should be corrected and ready to review by August 15, 2024.

If you have any questions, please contact your [Regional ESD Partners for Collections and Accountability](#), or [Robin Stalcup](#), Research Analyst.

REMINDER: Replace ALL Program Type 13 Records in Third Period Cumulative Average Daily Membership (ADM) REPEAT

A program Type 13 record is used as a **temporary** placeholder in First, Second, and Third Period Cumulative ADM for students who are enrolled in college programs for which the district does not have the quarter credit equivalent hours attempted as of the reporting date, or for other circumstances where the required instructional hours are unknown. Once these data have been obtained, the district is responsible for requesting that the collection be reopened and updating the record to accurately reflect the additional program information. The last day to make changes to Third Period Cumulative ADM is **August 23, 2024**. Failure to replace these records could impact reporting.

To request that your Third Period Cumulative ADM 2023-24 collection be reopened for correction, or if you have questions, please contact your [Regional ESD Partners](#) or [Amanda Leopard](#), Research Analyst.