



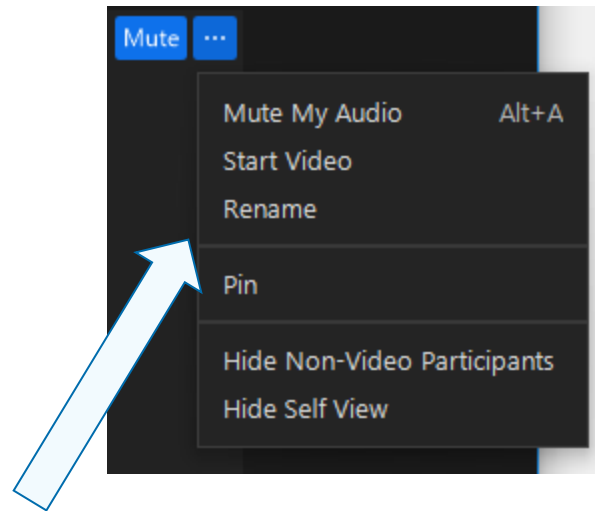
Welcome to the New DTC Orientation!

Session 1

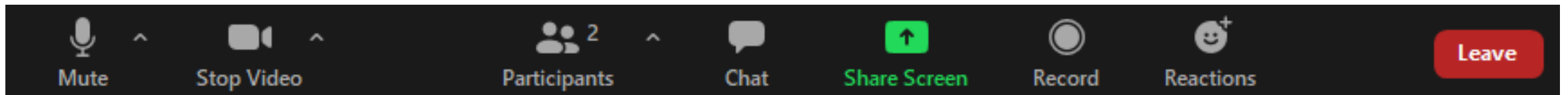
October 28, 2024

Welcome!

Please rename yourself to include the year as a DTC, first and last name, your pronouns and district.

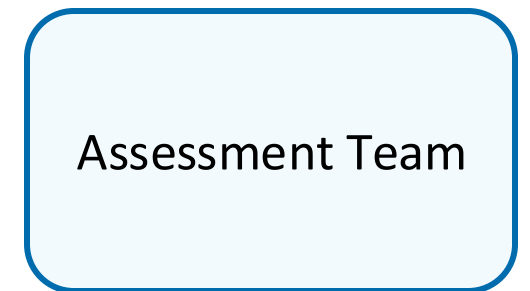
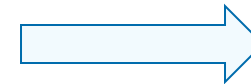


Example:
3,Sody Fearn (she/her) ODE



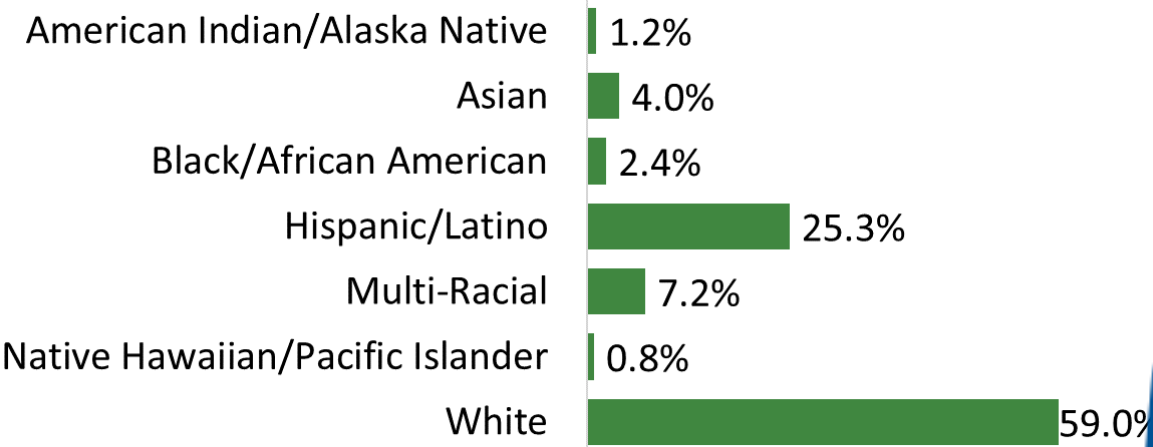
About Us

- The Oregon Department of Education works in partnership with school districts, education service districts and community partners to foster equity and excellence for **every learner**;
- We believe **every student** should have access to a high-quality, well-rounded learning experience; and
- We work to ensure **every student** in Oregon graduates with a plan for their future.

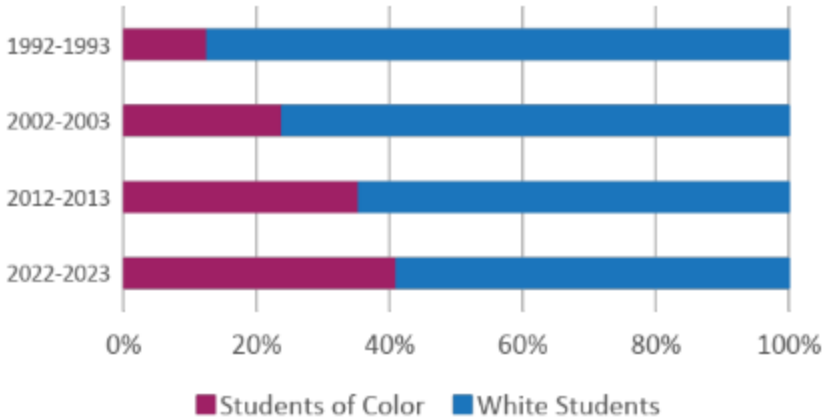


Who We Serve

Race and Ethnicity



Oregon's Increasing Diversity



553,012 Students

More than 300 languages spoken

81,826 Educators

Staff of Color

- 12.2% of Teachers
- 12.8% of Administrators
- 17.5% of Counselors
- 22.3% of Educational Assistants

197 Districts

1,270 Schools

131 Charter Schools

19 Education Service Districts

Welcome to the Orientation!



- There are around 40 new DTCs in 2024-25!
- Interact and build relationships with other DTCs
- Complex and multi-faceted role
- Many different interacting systems
- Takes time to feel the rhythm of the role
- Graphic Organizer/Slide Deck

Rooting in Community

In a trio, share your

- Name/Pronouns
- District
- Describe your ideal day away from work
- One thing you're hoping to gain from the New DTC Orientation



Introductions: Regional ESD Partners

Assessment Support:

Amy Rockwell, Regions 1 & 2

Shannon Lyon, Region 3

Data Collections/Accountability:

Karen Brown Smith

Peter Campbell

Joe Doherty



Introductions: Assessment Team

Dan Farley, Assistant Superintendent, RADAR

Andrea Lockard, Director of Assessment & Student Reporting

Andy Byerley, Math

Audrey Lingley, Student Educational Equity Development Survey

Ben Wolcott, English Language Proficiency

Carla Martinez, Administrative Support

Crys Plattner, Administrative Support

Mariela Salas Bao, Science

Mason Rivers, Special Education

Sody Fearn, K-2 Balanced Assessment

Tony Bertrand, English Language Arts and Social Sciences

Schedule of Events

Date	Topics
10/28/24 (today!)	Intros of Assessment Team members, ESD Partners, Mentor DTCs Overview of OSAS (and what it's not) "Before testing" section of Roadmap
11/18/24	"During testing": STC/TA training and accessibility
12/2/24	"During testing": opt-out process, improprieties, crisis alerts
12/16/24	"After testing"
Winter / Spring 25	ESD Partners will present on topics of choice

OSAS Is . . .



OREGON
DEPARTMENT OF
EDUCATION

OREGON STATEWIDE
ASSESSMENT SYSTEM

Oregon Statewide Assessment System

- Summative state tests
 - General: ELA, Math, Science, English Language Proficiency (ELPA)
 - Alternate: ELA, Math, and Science (ORExt) & Alt ELPA
- ELPA Screener
- Interim assessment blocks (ELA, Math, Science)
- Tools for Teachers (ELA, Math)
- Early Learning Transition Check-In
- SEED & Alt SEED Surveys

OSAS Is Not...



OREGON
DEPARTMENT OF
EDUCATION

OREGON STATEWIDE
ASSESSMENT SYSTEM

- *Local Performance Assessments*
- *PreACT (Nationally-Normed College Entrance Practice Examination)*
- Dyslexia screeners
- Universal screeners
- District-purchased or adopted assessments
- Curriculum-specific assessments
- PSAT, SAT and ACT
- AP and IB
- Credit recovery assessments
- Workforce readiness assessments
- [And more!]

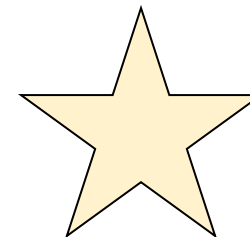
School Year Test Administration

Before Testing

During Testing

After Testing

Aug Sept Oct Nov Dec Jan Feb Mar Apr May Jun Jul





Questions?

Today's Topics: Before Testing

1. Communication
2. Supports & Resources
3. DTC Training & Manuals
4. Planning For Test Administration



Communication

Key Point: Know where to get information and have a plan to communicate it to those who need it.

“How will I receive information?”

ODE and CAI communicate assessment-related information in the following ways:

Channel	Audience	Type of Information
DTC listserv	DTCs and “information only” designee	Time-sensitive communication Information primarily applicable to DTCs
A&A Update	DTCs and anyone who registers online	Weekly newsletter of assessment- and accountability-related announcements, info, etc.
OSAS Portal	Anyone	Announcements (e.g., “go live”), user guides, resources for test administration

“Where can I find more information?”

Bookmark the following pages for convenience:

Webpage	Type of Information
<u>ODE Student Assessment Homepage</u>	Gateway to everything related to statewide student assessment – content assessments, interims, SEED survey, and more.
<u>ODE Test Administration Webpage</u>	Primary resource for DTCs – manuals, user guides, forms, training materials, webinar resources, etc.
<u>ODE District Data Site</u>	Gateway to all ODE data collections and apps.

“Who Might I Need to Communicate With?”

- School Test Coordinators (STCs)
- School administration
- District IT staff
- Student services staff, including special education directors
- ELD, Migrant Education, and Title 3 staff
- Qualified Test Coordinators (QTCs) for the Oregon Extended Assessment
- Data Security Administrator (for ODE applications)

Annual Notice, 30-Day Notice, Opt-Out Forms

According to [ORS 329.479](#):

- “At the beginning of each school year, each school district and public charter school shall ensure that parents and adult students are provided with a notice about statewide summative assessments.”
- “At least 30 days prior to the administration of statewide summative assessments, a school district or public charter school must send to parents and adult students a notice about the statewide summative assessments.”
- This statute also requires ODE to “establish a form to excuse a student from taking a statewide summative assessment.” Based on the 2024-25 testing windows, districts and public charter schools must distribute the 30-Day Notice on or before January 4, 2025.

ODE provides both [fillable](#) and [non-fillable](#) PDFs of a combined 30-Day Notice and Opt-Out Form in English, Spanish, and ten additional languages on the [Test Administration page](#).

SEED Survey Annual Notice and Participation

- HB2656 requires districts to provide a minimum of 5 days notice of administering the SEED Survey.
- Students or parent/guardians may choose not to participate in SEED, at any time, verbally or in writing. Same year only. There is no required form to complete, though ODE provides a template districts may use or adapt for this purpose.
- Delivering the SEED Survey to a student who declines to participate, or whose parent/guardian has declined their participation, must be reported via the test impropriety form, even if the student has already begun or completed the survey.
- SEED Survey Notice and Participation Forms can be found in a variety of languages on ODE's [Assessment Administration webpage](#).





Question?

Breakout Groups

Purpose



Share experiences



Identify needs



Exchange ideas

Facilitator Requests



Be respectful and inclusive



Stay on topic



Participate fully



Manage your time



Maintain a supportive tone

Breakout Group on Communication



What from this section on *Communication* surprised you, and why? If nothing surprised you, why do you think that is?



What communication challenges or successes have you encountered in your DTC role, and why do you think those challenges or successes happened?



Thinking about the “*who might I need to communicate with*” slide, what are strategies you have used in the past to successfully communicate with a variety of district staff?



Support and Resources

Key Point: Know where to find answers and who to ask.

Regional ESD Partners

Assessment

- First contact for assessment support - **including Oregon Extended (ORExt) assessment**
- OSAS portal
 - TIDE- student information & test settings, user management and monitoring test progress
 - Centralized Reporting System- ELPA Screener & unofficial OSAS results
 - Test Administration
- Student & User logins
- Test improprieties & irregularities
- ODE Assessment applications & District Data Site
 - Accountability Warehouse Extract
 - Assessment Transactional System/ARUA
 - Secure Assessment Reports

[Amy Rockwell](#)- Regions 1 and 2
1-800-970-8372 ext. 1 or
503-540-4470

[Shannon Lyon](#)- Region 3
1-800-706-4447 ext. 3220 or
541-966-3220

Refer to the [ESD Partners contact list](#) if you do not know your school districts region

Regional ESD Partners

Accountability and Data Collections

- First contact for accountability and collections support
 - Backup support for assessment
- Achievement Data Insight validations
 - Validations related to federal accountability
 - Assessment Student Performance summaries
 - At-A-Glance Profiles and Narrative collection, Accountability Detail Sheets
- Data collections (ADM, SSID, class schedule, etc.)
- ODE District Data site
- Will share more about these items/tasks in future webinars

[Karen Brown Smith](#)

1-800-706-4447 ext. 3124 or
541-966-3124

[Peter Campbell](#)

1-800-706-4447 ext. 3203 or
541-966-3203

[Joe Doherty](#)

(ADM, SSID, 90T)
1-800-706-4447 ext. 3140 or
541-966-3140

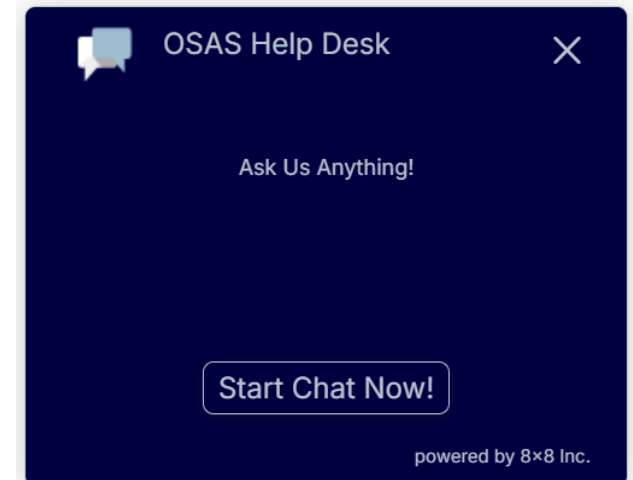
OSAS Helpdesk



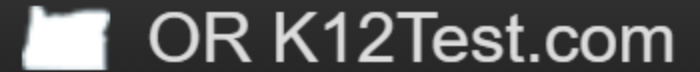
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ASSESSMENT SYSTEM

- <https://osasportal.org/contact.html>
- First contact for technical issues related to the OSAS Portal
- Helpdesk staff usually respond within one business day (typically sooner)
- Using the [helpdesk form](#) usually results in a faster resolution
- Available via phone, email and chat
- Helpdesk staff handle approximately 2000 cases every year



ORExt Helpdesk



- <https://or.k12test.com/info/contact>
- ORExtended@k12test.com
- First contact for technical issues related to the ORExt
- Helpdesk staff usually respond within one business day (typically sooner)
- Available via email only (initially)

Checklists: A&A, DTC, STC, TA

[Assessment Administration](#) webpage

[Administration Manuals](#)

Checklists

[Forms](#)

[Remote Testing Resources](#)

[User Guides](#)

- [Assessment and Accountability Checklist](#)
- [District Test Coordinator Checklist](#)

NOVEMBER 2024			
DATE	EVENT TYPE	EVENT	DISTRICT ROLE AND RESPONSIBILITY
NOVEMBER 1	TEST ORDERING & REPORTING	State level SEED Survey data for 2023-24 posted on ODE public website	Download the SEED Survey report from the Assessment Group Reports webpage.
NOVEMBER 1	TRAINING	Deadline for completing required District Test Coordinator (DTC) Training Survey	District Test Coordinator - Complete the ODE-provided Training Survey posted on the Assessment Training Materials webpage by November 1, 2024 .
NOVEMBER 1	DATA COLLECTION	Deadline for NAEP coordinators of schools selected for the NAEP 2025 field test to register for the NAEP planning website and provide school and grade information	District Test Coordinator - Remind NAEP coordinators of schools selected for the NAEP 2025 field test to register for the NAEP planning website and provide school and grade information.



Questions?



DTC Training and Manuals

Key Point: Understand which manuals to consult and the necessary training to build confidence in various job-related tasks.

Reviewing Assessment Manuals

Required Readings

- Test Administration Manual (TAM)
- Oregon Accessibility Manual (OAM)
- Essential Skills and Local Performance Assessment Manual
- SEED Survey Administration Manual
- Other manuals and user guides for tests that will be administered in the district:
 - ELPA Screener Administration Manual
 - Alt ELPA User Guide

Assessment Administration

Supplemental Readings

- *Interim Administration Guide (Mod. 9)*
- *Remote Test User Guide (Module 10)*
- *Cambium User Guides*

Administration Manuals

DTC Training Requirements

Assessment Training Materials

Training materials can be located or accessed through the [Assessment Administration](#) website.

Required Training Components

District Test Coordinators (DTCs) must participate in annual test security and administration training provided by ODE. DTCs must independently review and complete the ODE-provided recorded training modules below. Once complete, the DTCs must independently review and submit the ODE-provided [DTC Fact Finder](#) activity by November 1, 2024 and register for one of the required ODE-facilitated Webinar sessions ([November 5](#), [November 6](#), or [November 7](#)). DTCs must also use the ODE-provided training modules when conducting School Test Coordinator (STC) and Test Administrator (TA) trainings within their district. For a full description of training requirements by role, please refer to Section 1.5 Training Requirements of the [Test Administration Manual](#).

[Braille Interface Training for Test Administrators of the Visually Impaired](#)

[OSAS Portal](#)

[Training Modules](#)

Review Required and Supplemental Manuals based on Local Test Administration Options

Oregon Department of Education

District Test Coordinator Reading and Training Requirements

Table 2: DTC Reading and Training Requirements

	Description
Reading Requirements	<ul style="list-style-type: none">• The Test Administration Manual• The Oregon Accessibility Manual (see OAM for role-specific reading requirements)• The SEED Survey Administration Manual
	<ul style="list-style-type: none">• Other manuals and user guides (including the ELPA Screener Administration Manual and the Alt ELPA User Guide) that form central training elements for tests that will be administered in the district
Training Requirements	<ul style="list-style-type: none">• Review 2024-25 ODE-provided recorded training modules 1 – 8 (and modules 9 and 10 if the district will administer interim or remote tests) by November 5, 2024.<ul style="list-style-type: none">○ Complete the Remote Test Administration Certification course if directly administering remote tests.• Complete the ODE-developed training survey (“fact finder”) by November 5, 2024.• On the OR.K12test.com site, complete Modules 1 & 6.• Register for one of the required ODE-facilitated Webinar sessions listed in the schedule below.



ELPA Screener Training and Administration

ELPA Screener: the test which decides whether a student **enters** English learner status

ELPA Summative: the test which decides whether a student **exits** English learner status

- Once per calendar year
- Anchor document: [ELPA Screener Administration Manual](#)
- Consider the optional resources!

The ELPA Screener is available to be administered (almost) year-round.

- Unique training requirements for a limited number of test administrators



Questions?

Breakout Rooms



What sections of the TAM, OAM, or other ODE manual have you found most helpful? Why?



What sections have been most confusing so far? What specific supports would be helpful to better understand?



Thinking about training STCs or TAs, what questions do you have and what support do you need?



Planning for Test Administration

Key Point: Learn how to prepare for test scheduling and create a plan for the training personnel.

Scheduling testing times & School-level test windows

❖ DTCs should work with STCs and QTCs to create testing schedules

- Network bandwidth and device availability
- Staff who support testing (including you as DTC)
- School calendars (conferences, non-school days, etc.)
- Coordination of IEP meetings

“Schools will be held accountable for ensuring that students who are enrolled as of the first weekday in May [May 1, 2025] have tested.”

❖ TAM Section 5.2: School-Level Test Windows

- Must be at least 4 calendar weeks
- Can set in TIDE

New DTCs will have access to TIDE after completing the DTC Fact Finder and ODE’s annual training webinar.

STC and TA Training

- ❖ **DTCs are responsible for ensuring that STCs, TAs, QTCs, and QAs complete all required reading and training.**
- ❖ **TAM Section 1.5 outlines Training Requirements**
 - Coordinate with others based on the size of your district
 - STCs may train TAs
 - QTCs may train QAs
- ❖ **Consider how to utilize other user roles**
 - District Report Viewer, School Report Viewer, Tools for Teachers

Session 2 will take a deeper dive into local training processes. Please thoroughly read TAM Section 1.5 before Nov. 18.



Questions?



Thank You!

Next Session: 11/18/24

If you have any questions that need further clarification, please feel free to leave them in the chat.

If there's a topic you'd like us to cover in an upcoming session, let us know in the chat as well!