



**Department of
Education &
Workforce**

Ohio English Language Proficiency Assessment (OELPA)
Test Administration Manual
2024 Spring
Listening, Reading, Writing, Speaking
Online

District/Building Test Coordinator
Contact Information

Name: _____

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Email: _____

In partnership with



English Language Proficiency Assessment
for the 21st Century

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For assistance with	District Test Coordinators Should Contact	Building Test Coordinators Should Contact
Testing resources, manuals, user guides, guidance documents, technical specifications, practice materials and Test Status Requests, such as reset, reopen or invalidation.	Ohio English Learner Test Portal https://oh-oelpta.portal.cambiumast.com/	
Identifying which students are eligible to take each test	Ohio Department of Education and Workforce (Department) Office of Assessment (614) 466-1317 statetests@education.ohio.gov Paula Mahaley (614) 466-0217 paula.mahaley@education.ohio.gov David Brauer (614) 387-7586 david.brauer@education.ohio.gov	The district test coordinator
Test window and administration issues		
Scheduling test administrations		
Identifying which students are eligible for paper tests		
Locating materials		
Significantly impactful interference or disruptions that could affect testing, such as emergency school closures during the test window		
Accessibility and assessment accommodations	Wendy Stoica (614) 644-7307 wendy.stoica@education.ohio.gov	The district test coordinator
Security cases, test incidents and assessment data	Kurt Taube (614) 752-4874 kurt.taube@education.ohio.gov	
Obtaining state student identifiers (SSIDs) for chartered nonpublic students and for home-schooled students	Tony Newberry (614) 644-7356 tony.newberry@education.ohio.gov	
Obtaining SSIDs for a newly enrolled student	The district's EMIS Coordinator or the student's prior district or school	The district test coordinator
Submitting Pre-ID data for students	Cambium Assessment, Inc. (CA) 1-877-231-7809 OHHelpdesk@cambiumassessment.com	The district test coordinator
Marking accessibility features in a student record under the test settings in TIDE		
User accounts and access to assessment systems (user roles, login and passwords)		
The Secure Browsers, SecureTestBrowser and Take a Test App	Cambium Assessment, Inc. (CA) 1-877-231-7809 OHHelpdesk@cambiumassessment.com	
Error messages received during the online test administrations		
Paper test materials (receiving, returning, shipping, and missing test materials)	Measurement Incorporated (MI) 1-877-231-7809	The district test coordinator

Ohio English Language Proficiency Assessment (OELPA) Overview

About This Manual

This manual provides detailed information to guide test administrators administering the Ohio English Language Proficiency Assessment (OELPA). It includes instructions for logging in, setting up a test session and the scripted directions spoken to students during the tests. This manual is not a secure document and may be downloaded, shared, and printed as necessary, although it is recommended to access the manual online to enable the many hyperlinks. For information on registering students for state tests, editing student or test administrator profiles, printing test tickets, and more, consult the [TIDE User Guide](#).

About the OELPA

The OELPA is the state summative test that districts and schools administer to determine an English learner's proficiency level and readiness to exit from the English language development program. The OELPA is aligned to Ohio's K-12 [English Language Proficiency Standards](#) and meets the federal requirement of an annual assessment of English proficiency measuring listening, speaking, reading and writing.

All English learners must be included in Ohio's English language proficiency assessment program annually. Districts and community schools may not exclude any English learners. Ohio schools may administer the Alternate Ohio English Language Proficiency Assessment (Alt-OELPA) to eligible English learners with the most significant cognitive disabilities. Please visit the [Alt-OELPA webpage](#) for more information about Ohio's alternate assessment of English language proficiency.

Test Mode

The OELPA is an online test. Paper tests are only available for specific situations. Refer to the [Requesting Exceptions to Online Testing](#) document on the Department's website for additional information. All orders for paper test materials are subject to Department approval. Policies and procedures specific to administering the OELPA on paper can be found in Section 8: Paper Test Administration (page 24) of the [OELPA Test Coordinator Manual](#). All test domains must be in the same test mode (online or paper) for an individual student for the test domain scores to be compiled for the overall proficiency level.

Test Administration

The OELPA consists of four separate domain tests: reading, writing, listening and speaking. Districts and schools may administer the domain tests in any order. It is intended that each domain test be completed on the same day it is started. At the end of each day, the Test Delivery System will submit automatically any domain tests that are left paused and not submitted. To resume any domain test(s) left paused overnight, the district test coordinator or district administrator must submit a Test Status Request in TIDE to reopen the domain test.

While the test window is open, districts and schools may administer the tests on any day and at any time. Students may be administered one or more domain tests per day, although it is recommended to only administer one domain test to a student per day. All domains may be administered to a single student or a group of students.

Directions for the student(s) taking the OELPA online appear on the student's screen. In addition, test administrators read general directions aloud to students using the scripts in this manual. All directions to be read aloud by the test administrator are in grey shaded areas labeled with the word: **SAY**. *Italicized* directions are for the test administrator and are **not** to be read aloud. The OELPA test directions (the test administrator's script) are available in [Arabic, Somali and Spanish on the OELPA portal](#) for students who would understand the test better with translated directions. Annotations in the directions state the audio track number to help the test administrations play the translated test directions at the right time.

All domain tests include an audio portion for students. In addition, the speaking test requires students to record spoken responses. If the sound or recording feature needs adjusting or is not working, students are asked to raise their hand. If the speaking domain test is administered to a group of students, each student should have their own headset with microphone to avoid distraction and students hearing one another's responses.

Districts and schools should follow health and safety precautions such as frequent sanitizing of headphones, headsets and earbuds, and any shared surfaces (screens, keyboards, tabletops). Districts and schools may wish to use a speaker and microphone rather than a headphone or headset for students. Check with the local health department for health and safety precautions.

Scheduling the Domain Tests

The four domain tests combined may take approximately one hour to administer for the three lower grade bands, and up to two and a half hours for the three highest grade bands. These approximate times are for student work time only. Therefore, test administrators should allow an additional five minutes per domain test, or 10-15 minutes for combined domain tests, to distribute test tickets, set up headphones, read directions, and perform other pre-testing activities. The OELPA is not a timed test, so provisions should be made for students who may need additional time.

Table 1: OELPA Administration

	Grade K	Grade 1	Grades 2-3	Grades 4-5	Grades 6-8	Grades 9-12
Approximate amount of testing time for all four domain tests.	40-60 minutes	40-60 minutes	40-60 minutes	60-100 minutes	80-140 minutes	80-150 minutes
Approximate amount of testing time per domain test.	10-15 minutes	10-15 minutes	10-15 minutes	15-23 minutes	15-25 minutes	20-38 minutes

Additional Timing Considerations

- There is no maximum number of days over which a student can test, as long as all domain tests are completed and submitted during the test window.
- Domain tests can be administered during the same day or on different days entirely to one student or a group of students. If a district or school administers multiple domain tests to same student(s) in the same day, the Department encourages allowing students to take breaks between domain tests to prevent testing fatigue.
- All schools administering the OELPA should provide students with ample opportunities to practice with the sample test items on the [Practice Test Site](#) and experience the online Test Delivery System before administering the summative test.

Administering Tests

- **One Domain Test in a Single Day** – When students finish the first test, the test administrator can log out of the Test Administration site. When beginning the next test on a subsequent day, the test administrator will need to read the login directions to the student from pages 14-18. Then, continue with the test **SAY** box directions.
- **More Than One Domain Test in a Single Day** – When students finish the first test, the test administrator will need to read the login directions to the student from pages 14-18. Then, continue with the test **SAY** box directions. When the students are ready to begin testing, approve students to the next test within the Test Administration site.

The test administrator should have silent work available for students who complete the test early.

On all domain tests, students may play the audio passages, questions and prompts as many times as necessary. On the speaking test, students have unlimited opportunities to record their response.

Test Administrator Criteria

The test administrator must be an employee of the district or school and hold a valid license, certificate or permit issued by the Department. A test administrator who meets the criteria must always be in the same room as the students during testing.

The test administrator cannot be:

- A substitute teacher who is **not** employed by the district or school;
- A student teacher;
- A student; or
- A relative of the student.

Test Administrator Preparation

Test administrators are responsible for following the online and paper test administration directions provided by the Department and all testing procedures adopted by the Department and established by the participating district or school.

Online Tests. Test coordinators must train test administrators administering online tests using these documents:

- [OELPA Test Administration Manual](#);
- [OELPA Translated Online Test Directions](#);
- [Test Administrator Certification Course](#);
- [Test Administrator Certification Companion](#); and
- [Test Administrator User Guide](#).

Paper Tests. Test coordinators must train test administrators administering paper tests using these documents:

- *Directions for Administration for Paper-Pencil Tests* (this secure document is shipped with the paper materials and **must** be returned to the vendor – it is not posted on the portal);
- [Local Scoring Tutorial for Speaking](#); and
- [Data Entry Interface User Guide for Paper Tests](#).

Online and Paper Tests. General resources for both the online and paper tests are these documents:

- [OELPA Test Coordinator Manual](#);
- [Accessibility Manual for OELPS and OELPA](#); and
- [TIDE User Guide](#).

Additionally, test administrators should be familiar with the [Resource Book](#) and the [Ohio Test Security Provisions and Procedures](#), which are available on the Department’s Testing webpage.

Districts and schools must ensure that test administrators are trained and prepared to administer the OELPA. The Department provides [recorded webinars](#) to assist districts and schools.

Actively Monitoring Test Sessions

A test administrator must actively monitor the test session. This includes but is not limited to the following behaviors:

- Leading the test administration and generally being involved with the test session;
- Walking around the room to ensure students follow directions correctly (the test administrator may sit at the

test administrator desk for short periods but may not be involved with non-test activities);

- Ensuring that the student’s enrolled grade level and the grade band of the test match;
- Ensuring that students are not cheating; and
- Monitoring remaining time and student test completion.

The following are examples of prohibited monitoring behaviors, which also may be test security violations:

- Reviewing a test so closely that the student’s responses are clearly examined;
- Sitting unnecessarily close to a student during the test (the test administrator may sit to assist with test navigation and may need to be close by during the speaking test);
- Being involved with non-testing activities, such as grading papers, lesson planning, completing tasks on an electronic device for a non-test reason; or having a phone conversation not related to the test; and
- Leaving the students unattended while the test is still in session.

Test Security

The OELPA is a secure test like other Ohio state assessments. No portion of the test may be documented, discussed or duplicated at any time. Students may take notes during the test using either the embedded Notes tool (online test only) or scratch paper. Test administrators must collect all scratch paper, account for it and return it to designated staff to be destroyed at the end of each day’s testing. Please refer to the [Ohio Test Security Provisions and Procedures](#) on the Department’s Testing webpage and the test security information in Section 3 and Appendix A of the [OELPA Test Coordinator Manual](#) for additional information.

Student Preparation

All schools administering the OELPA should provide students with ample opportunities to practice with the sample test items on the [Practice Test Site](#) and experience the online Test Delivery System before administering the summative test. Districts and schools may administer the practice tests several times before administering the OELPA to ensure the students are familiar with the navigation, embedded tools and accessibility features, if applicable.

During the operational test administration, test administrators should put students at ease by encouraging them to try their best and attempt to answer every question. Explain that the test includes some questions that are easy and others that are harder.

Assisting with Navigation of the Test

Test administrators may assist students with test navigation and testing buttons. Detailed guidance is provided throughout this document. Students who cannot effectively navigate the online OELPA on their own because they do not have the necessary skills or experience may have a trained test administrator assist with test navigation. For example, the test administrator may assist with the mouse, point-and-click, scrolling, drag-and-drop and use of other on-screen tools. The test administrator may assist only with the technology as indicated by the student and must not assist with answer item selection or comment on the quality or proficiency of a student’s response. Influencing a student’s answer selection or response is a test security violation and will invalidate the assessment. No test information, other than directions, may be read aloud or said to the student at any time.

On writing items where the student is to compose a written response, only students with a scribe documented on the Individualized Education Program (IEP) or 504 plan may have the test administrator type their handwritten responses into the online test. For students who are incapable of typing their own responses, see the “Scribe” non-embedded accommodation in the [Accessibility Manual for OELPS and OELPA](#).

Technology

The Test Delivery System (TDS) has two components: the Test Administrator Interface and the Student Interface. Test

administrators use the TA Interface to create and manage test sessions from any web browser. Students access and complete their tests through the Student Interface via the Secure Browser.

Before administering tests, districts and schools must setup and configure all student devices intended for use in the administration of the OELPA by installing the [Secure Browser](#) to access the Student Interface. The [Tech Guide](#) on the test portal provides information about setting up workstations for test administrators and students, configuring networks for online testing, and configuring assistive technologies. Refer to the [User Support](#) section of this manual if there are any questions.

Preparing to Administer the Test

Secure Student Identification Number

Public Schools. Students enrolled in a public school district or community school need a Statewide Student Identifier (SSID) to participate in the OELPA. Districts and community schools may need to request from their EMIS Coordinator an SSID before the student can log in to the system. TIDE will not accept the same SSID assigned to multiple students.

Chartered Nonpublic Schools. Students enrolled in a chartered nonpublic school need a Student ID to participate in the OELPA. Schools need to contact the Department at statetests@education.ohio.gov to request a Student ID before the student can log in to the system. **Nonpublic schools must not create the Student ID without assistance from the Department** because this will cause problems with the test administration and with the reporting of results.

Accessibility, Accommodations and Domain Exemptions

Accessibility Features

The same accessibility features permitted on the Ohio English Language Proficiency Screener (OELPS) are permitted on the OELPA. Please refer to the [Accessibility Manual for OELPS and OELPA](#) for information about the tiered accessibility features: universal tools, designated supports, accommodations and domain exemptions. Test administrators are never allowed to require students to use any universal tool, designated support or accommodation, including scratch paper, but may be required to provide them as indicated in the IEP or 504 plan. If a student needs translation or interpretation of the test directions into an available preferred language (as outlined in the [Accessibility Manual for OELPS and OELPA](#)), adhere to the guidelines for that process during test administration.

Accommodations

Accommodations must be listed on the student's IEP or 504 plan prior to the start of the OELPA. If the IEP or 504 plan is unavailable or the accommodations have not been listed on the current IEP or 504 plan prior to the start of the OELPA, the student may be administered the OELPA but without accommodations.

For students who are new to Ohio's schools, it is possible that the student has not yet had an initial IEP or 504 plan meeting prior to the OELPA test window. In these cases, the district or school should administer the OELPA without accommodations.

If the district or school discovers that appropriate accommodations on the OELPA were not provided to a student who is or later becomes eligible for them and time remains in the test window to readminister the domain tests, the district test coordinator or district administrator should submit a Test Status Request in TIDE to reset the domain tests and administer them again.

Domain Exemption

The domain exemption is an accommodation and requires documentation in the student's IEP or 504 plan. **Domain exemptions must be entered in TIDE before starting any domain test of the OELPA.** If a student inadvertently starts the OELPA without the domain exemptions entered, the district test coordinator or test administrator should

submit a Test Status Request to reset the domain tests. Once the tests are reset and the domain exemptions are entered, the test administrator can reschedule the tests and the student can complete the nonexempt domain test(s). If the domain tests must be reset, it must be done while the test window is open and there is time to readminister the tests. If the OELPA test window has closed, the error cannot be corrected. Please note that all nonexempt domains will count for each student and items not attempted will count as incorrect for scoring purposes. Additional information about domain exemption on the OELPA is available in the [Accessibility Manual for OELPS and OELPA](#).

OELPA User Survey

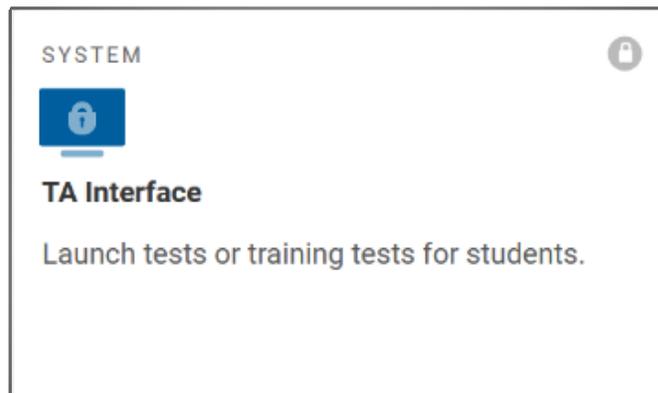
The Department invites all educators accessing the OELPA and related assessment systems to respond to a brief survey that collects information about the user's experience with the assessment. The purpose of the survey is to collect feedback for program and system improvement. The survey will open with the test window and remain available two weeks after the OELPA test window closes. Users can find and complete the survey on the [OELPA portal homepage](#).

Test Administrator (TA) Interface: Login and Test Administration Site

The OELPA has two online environments and requires at least two internet-connected computing devices, one for the test administrator (TA) and one for the student. TAs use the TA Interface site to create and manage test sessions. Students use the Secure Browser to take each domain test.

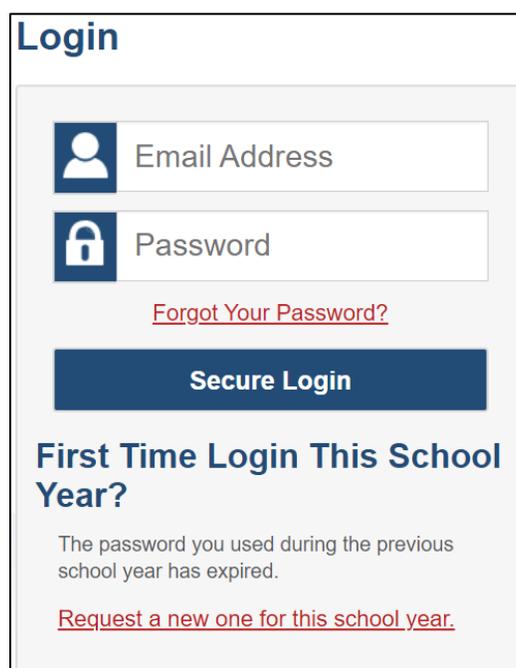
To access the TA Interface:

1. Go to the Ohio English Language Proficiency Test Portal: <https://oh-oelpa.portal.cambiumast.com/>
2. Select "Teachers and Test Administrators" from the top of the page.
3. Click the TA Interface card.

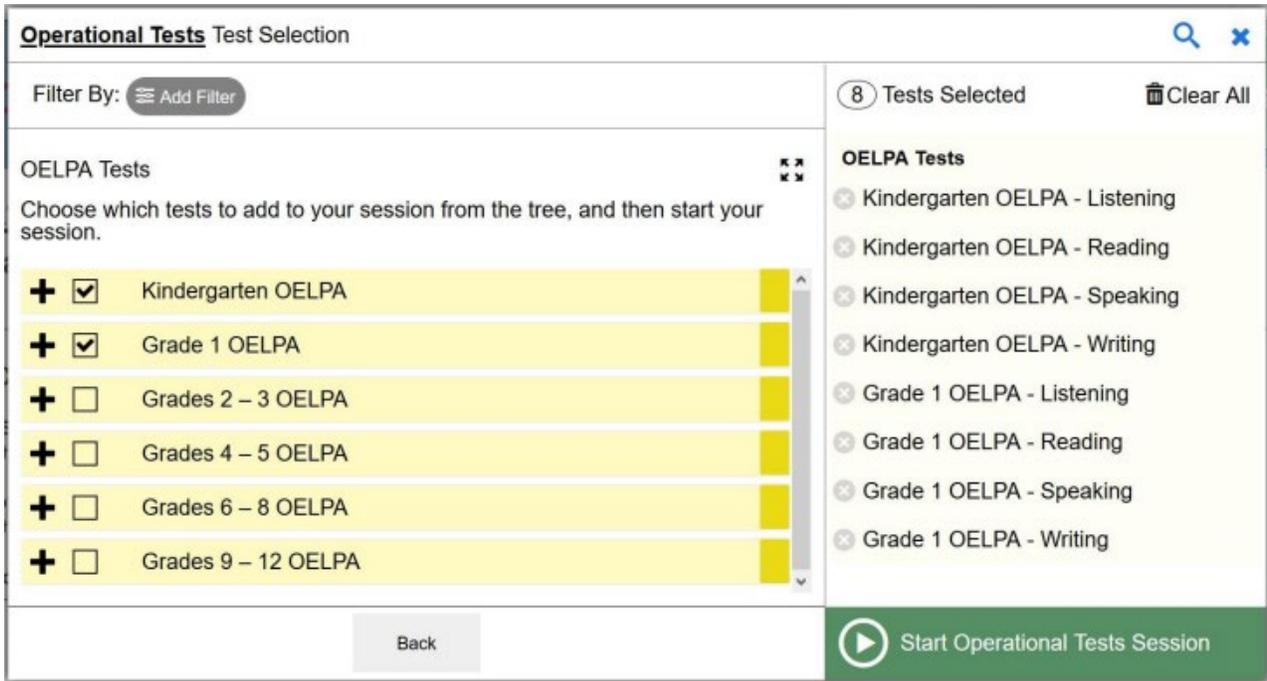


4. The login page appears.
5. Enter your username and password. Request a new password if this is the first time you are accessing the TA Interface this school year.

Test Administrator Login Screen

A screenshot of a login screen titled "Login" in blue. It features two input fields: "Email Address" with a person icon and "Password" with a padlock icon. Below the password field is a red link that says "Forgot Your Password?". A dark blue button labeled "Secure Login" is positioned below the links. At the bottom, there is a section titled "First Time Login This School Year?" in blue, followed by the text "The password you used during the previous school year has expired." and a red link that says "Request a new one for this school year."

6. Click Secure Login. The Test Administration site appears.
7. When you are ready to begin a test session:
 - a. In the Operational Tests Test Selection window, select the test(s) to administer.
 - b. Click "Start Operational Tests Session". The session ID appears at the top of the page.

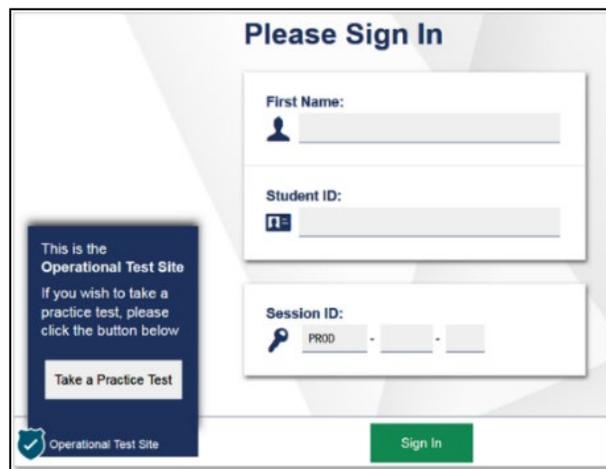


8. Provide the session ID to the students in your test session. Assist students as necessary.



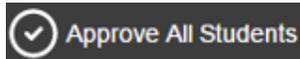
9. The TA will have students log in using the Secure Browser using their first name, Statewide Student Identifier (SSID), and the Session ID from step 8. (See pages 14-18 for student login instructions.)

Student Login Screen



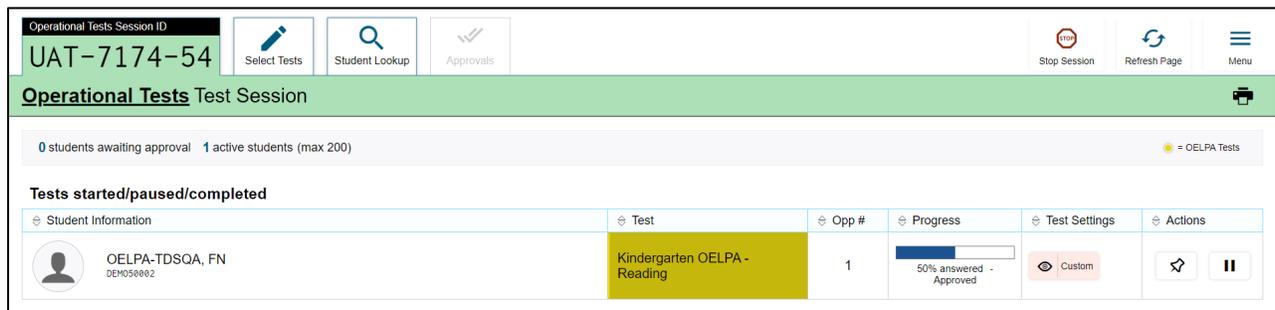
10. TAs must approve each test session before a student may begin a test. Click the **Approvals** tab to view the list of students waiting approval.

- To review and edit a student’s test settings and accommodations, click the **Eye**  button in that student’s row.
- To approve an individual student for testing, click the **Checkmark**  button.
- To deny a student for testing click the **X**  button and enter the reason for denial. For example, when a student logs into the incorrect domain test.

To approve all students in the list for testing, click the **Approve All Students**  tab in the top of the **Approvals** window.

Note: Domain exemptions. Students with documented disabilities that preclude engagement with any of the four language domains (listening, reading, writing and speaking) may be exempted from those domain tests. IEP teams and 504 Plan Coordinators may exempt students from up to three domain tests. **The domain exemptions must be entered in TIDE before the student starts any of the domain tests.** If the domain exemptions are not entered before the student starts testing, the domain exemptions will not take effect and the tests will be scored and reported. Once the test window is closed, a domain exemption error cannot be corrected. See the [TIDE User Guide](#) for instructions on manually editing or uploading test settings. Complete information about domain exemptions is in Section V of the [Accessibility Manual for OELPS and OELPA](#).

- Monitor students' progress throughout testing. Students' test statuses appear in the **Students in Your Operational Test Session** table. Students must be supervised at all times during testing by a TA who meets the criteria. If more than 30 students are in the test session, a monitor or proctor must be in the room with the TA.
 - Students' test statuses include: *approved, started, in-progress, reviewed, completed, submitted and paused*.
 - The **Progress** column indicates how many test questions the student has answered out of the total number of questions in the test.
 - Click the **Pause**  button to pause an individual student test.



- When all students in the test session have completed testing and/or logged out, the TA ends the test session and logs out.

- Click the **Stop Session**  button to end the session and automatically pause any in-progress tests in your session.
- Click the **Log Out** button to exit the Test Administration site.

Once a test session is stopped, it cannot be resumed. If students need to continue testing, the TA will need to start a new session.

Pausing a Test

Students can pause their test at any time. When pausing a test, a message appears asking students to verify that they want to pause the test. If students choose to pause the test and the test administrator approves the request, the students will be logged out of the test. All responses are saved automatically; students will not lose them when the test is paused. When students resume the test, they will see the first page that has unanswered items. **Students will not be able to open previously completed and/or submitted domain tests.** TAs and students should become familiar with the pause feature and the sample test items by administering the practice tests on the [Practice Test Site](#).

If a test is idle for 20 minutes, the system pauses the test automatically and logs the student out. Students may login to the test session again to resume testing. If a test is paused overnight, the district test coordinator or district administrator must submit a Test Status Request in TIDE to reopen the test. Domain tests that remain in paused status at the end of the test window will be submitted for scoring.

Online Test Directions - Student Login Instructions

Before administering the test, 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 check with the district or building test coordinator. The test tickets give students information needed to login to the test. Distribute the test tickets to the students prior to this login process. Directions to be read aloud to the student are highlighted in **SAY** boxes. TA instructions are outside of the **SAY** boxes, in italics, and are not to be read out loud.

NOTATIONS FOR TRANSLATED AUDIO TRACKS

Translations of the [online test directions are available in multiple languages](#) (Arabic, Somali and Spanish) on the test portal. Audio track numbers below each of the SAY boxes help the test administrator know which track to play.

Students will click the **SecureBrowser** icon on their screens to launch the application.

SAY: On your computer screen, locate the icon titled **OHSecureBrowser**.
ALL GRADES Double-click the Secure Browser icon and the program will launch. If you need help, raise your hand and I will help you.



(Student Login Instructions; track 01)

Pause. Assist students as needed.

SAY: Once the program has opened, you will see the **Student Sign In** page. Do not enter anything until you have been instructed to do so. Can everyone see the **Student Sign In** page? If you need help, raise your hand and I will help you.

(Student Login Instructions; track 02)

Pause. Assist students as needed.

TEST TICKET		
DEMO, STUDENT19		
9999, Demo Dist 9999		
9999_9991, Demo School 1		
Grade: 03	Gender: M	DOB: 01/01/2005
SSID: 1819181959		

A screenshot of the 'Please Sign In' page. It features a blue header with the text 'Please Sign In'. Below the header are three input fields: 'First Name:' with a person icon, 'Student ID:' with a TIDE icon, and 'Session ID:' with a key icon and the text 'PROD'. To the left of these fields is a blue box with the text 'This is the Operational Test Site' and 'If you wish to take a practice test, please click the button below' with a 'Take a Practice Test' button. At the bottom right is a green 'Sign In' button.

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

ALL GRADES SAY: Type your first name into the field titled **First Name** as it appears on the test ticket.

(Student Login Instructions; track 03)

Pause. Assist students as necessary.

Students will enter their SSID exactly as it appears on their test ticket.

ALL GRADES SAY: Now, click on the Student ID field. Type in your **Student ID** number or SSID. Please refer to your test ticket.

(Student Login Instructions; track 04)

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

ALL GRADES SAY: Now, click on the Session ID field. Type in the **Session ID** I have written on the board. If you need help, raise your hand and I will help you.

(Student Login Instructions; track 05)

Pause. Assist students as needed.

ALL GRADES SAY: Click the **Sign In** button at the bottom of the page to start the test.

(Student Login Instructions; track 06)

*On the **Is This You?** screen, students will confirm the information is correct and then click the **Yes** button. If corrections are required, the TA should make any necessary corrections before students begin the test. The TA can edit the student information in the TA Interface.*

ALL GRADES SAY: Now you should see **Is This You?** screen. 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.

Is This You?	
Please review the following information.	
First Name first	Last Name last
SSID: 9962373582	Grade 04
Date of Birth January 1, 1992	School: Demo School 1

Practice Test Site Yes No

(Student Login Instructions; track 07)

Pause. Assist students as needed. Remind the students to check their test tickets to make sure the information is the same.

SAY: Now, make sure that the rest of the information on your screen is correct.

- your Grade
- your SSID
- your School

ALL GRADES

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

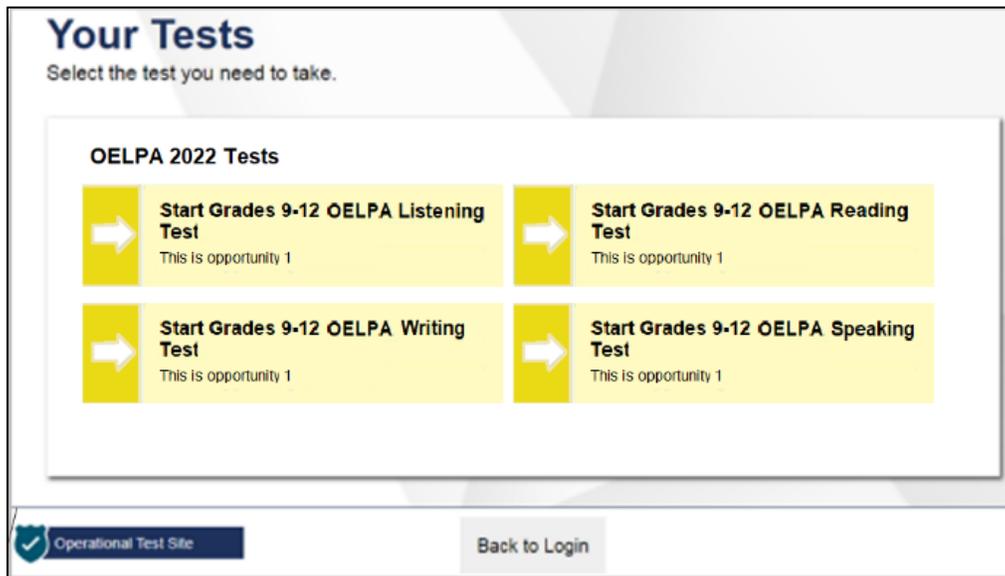
(Student Login Instructions; track 08)

*Pause. Assist students as needed. On the **Your Tests** screen, students will choose the test you are administering. Make sure the students have all logged in and are at the **Your Tests** screen.*

SAY: Now, we are going to begin the test. Click on the link that says **Start Grade: _____** **OELPA _____** **Test**. If you need help, raise your hand, and I will help you.

ALL GRADES

(Student Login Instructions; track 09)



Pause. Make sure all students locate the correct test. If students started testing on a previous day, the Resume button will display instead of the Start button.

If a student had previously started a test but did not finish it, say the following:

SAY: If you previously started a test but did not finish it, the link will say **Resume Grade _____** **OELPA _____** **Test**. You can click this button to resume the test.

ALL GRADES

(Student Login Instructions; track 10)

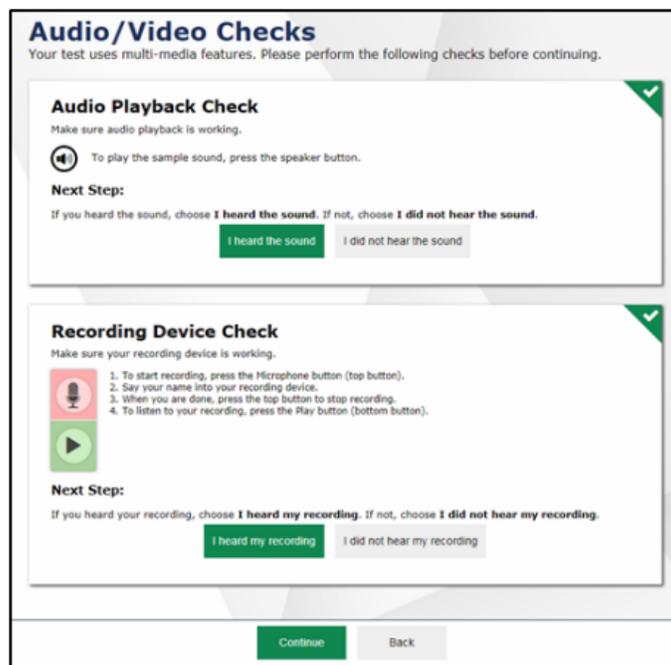
Pause. The TA will need to approve students in the Test Administration site for this test.

SAY: You should now see the **Audio/Video Checks** screen.

ALL GRADES

(Student Login Instructions; track 11)

*Pause. Make sure all students are on the **Audio/Video Checks** screen.*



ALL GRADES

SAY: 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.

(Student Login Instructions; track 12)

Pause. Make sure all students can hear the sound. Assist student who did not hear the sound.

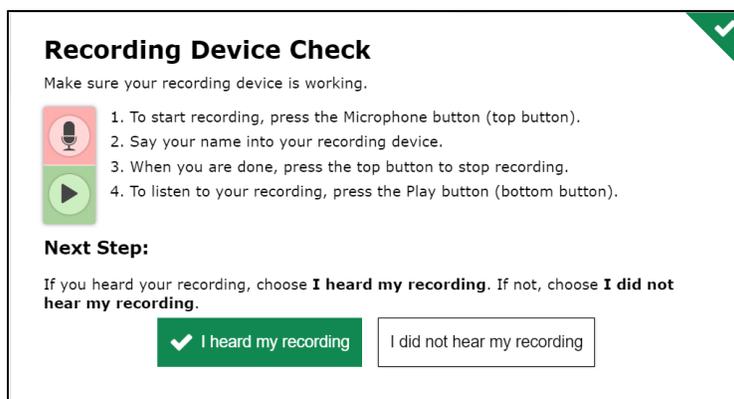


Note: The next direction about the **Recording Device Check** should only be read to students taking the Speaking test.

ALL GRADES

SAY: You should now see the **Recording Device Check**. Press the **Microphone**  button to start recording and say your name into the microphone. When you are finished, press the **Microphone** button again to stop recording. Try it now. If you need help raise your hand and I will help you.

(Student Login Instructions; track 13)



Pause. Assist students as needed. Wait for all students to finish.

ALL GRADES

SAY: Now, press the **Play**  button to listen to your recording. If you hear your voice, click the **I heard my recording** button. A checkmark will appear in the top right-hand corner of the **Recording Device Check** box. If you do not hear your voice, raise your hand, and I will help you.

(Student Login Instructions; track 14)

Pause. Assist students as needed. Make sure all students can hear their voices clearly.

ALL GRADES

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

(Student Login Instructions; track 15)

Pause. Assist students as needed.

ALL GRADES

SAY: You should now see the **Instructions and Help** screen. Does everyone see the instructions? If you do not see the instructions, please raise your hand.

(Student Login Instructions; track 16)

*Pause. Assist students as needed. Make sure all students are on the **Instructions and Help** screen.*

ALL GRADES

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 in the top right-hand corner of your screen.

(Student Login Instructions; track 17)

Pause.

ALL GRADES

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

(Student Login Instructions; track 18)

Pause. Answer any questions the students may have.

From here, please find the directions for the appropriate domain test (reading, writing, listening, speaking) on the following pages to continue with the test.

- *Listening Test Directions start on page 19.*
- *Reading Test Directions start on page 22.*
- *Writing Test Directions start on page 26.*
- *Speaking Test Directions start on page 30.*

Listening Directions

During the Listening test, students will 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.

Before beginning the Listening test, all students are prompted to check the sound in their headphones; if students cannot hear the sound or they need assistance, they are asked to raise their hand.

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. Encourage students to do their best. Remind the students they may go back to any question as many times as needed. They may change their response if they choose. Check frequently to make sure students are using the testing system properly, following instructions, and advancing through the test. Make sure that all students are logged in and ready to begin the Listening test. If students have not logged in read student login directions.

NOTATIONS FOR TRANSLATED AUDIO TRACKS

Translations of the [online test directions are available in multiple languages](#) (Arabic, Somali and Spanish) on the test portal. Audio track numbers below each of the SAY boxes help the test administrator know which track to play.

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.

ALL GRADES

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. Some questions you will answer 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. 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.

(Listening Directions; track 01)

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

SAY: Try to answer all test questions. Keep working until you reach the end of the test. Remember, you may go back to any question and check your response. You may change your response.

ALL GRADES

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 in the top right-hand corner of your screen.

(Listening Directions; track 02)

Pause.

SAY: When you reach the **Attention** box saying that you have answered all the questions on this test, do not go on. Please raise your hand, and I will help you. When you are ready to begin this test, click the **Begin Test Now** button.

ALL GRADES

(Listening Directions; track 03)

Monitor students as they are taking the test to ensure that they are properly advancing through the screens. TAs may provide students with guidance on the use of technology, such as the mouse, trackpad, touchscreen, headset or navigation tools. The TA, however, must not monitor so closely such that they view in detail the secure test content.

TAs may not give help on specific test questions that influences the student's answer selection or response. See the *Assisting with Navigation of the Test* section on page 7 for additional information.

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 or school's policy to dismiss students from the testing room.

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

When all students have reached the end of the test, resume instructions with the next SAY box.

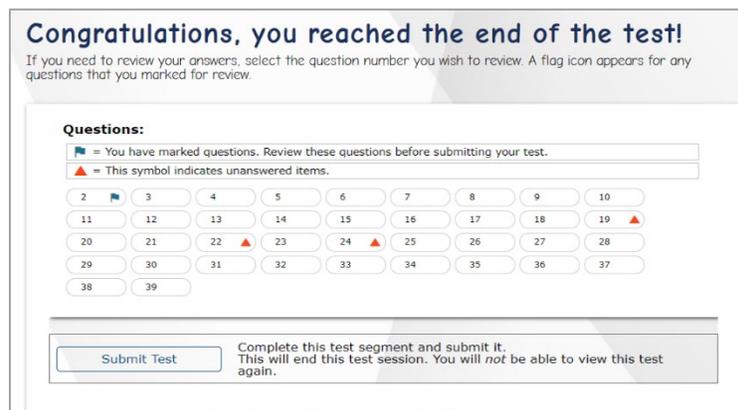
Ending Student Test Session

After all students are on the **Congratulations, you reached the end of the test!** screen and have had the opportunity to review flagged and skipped items. If items have been marked for review, there will be a blue flag. If items have been left unanswered or skipped, there will be an orange triangle.

ALL **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.

(Listening Directions; track 6)

Pause.



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

(Listening Directions; track 7)

Pause.

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

(Listening Directions; track 5)

Attention

You have reached the end of the test. Click [Yes] to end your test. Click [No] to keep working on your test. [MessageCode: 10900]

ALL

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 is now moving on to be scored.

(Listening Directions; track 9)

Your Results

Your test was submitted. You may review the test details below.

Student Name: LastName, FirstName (Student ID: 0123456789)	Test Name: Grades 2-3 ELPA21 Listening Test
Test Completed On: 10/29/2019	

Scores are not shown for this test. You have finished the test. You may now log out.

Next Step:
To log out of the test, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.



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

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.

Administering More Than One Test in a Single Day: If you are administering more than one test today, read the *Online Test Directions - Student Login Instructions* followed by the directions for the test being administered.

- *Reading Test Directions* start on page 22.
- *Writing Test Directions* start on page 26.
- *Speaking Test Directions* start on page 30.

Reading Directions

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

Before beginning the Reading test, students are prompted to check the sound in their headphones; if students cannot hear the sound or they need assistance, they are asked to raise their hand.

*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. Encourage students to do their best. Remind the students they may go back to any question or passage as needed. They may change their response if they choose. Check frequently to make sure students are using the testing system properly, following instructions, and advancing through the test. Make sure that all students are logged in and ready to begin the Reading test. If students have not logged in read student login directions.*

NOTATIONS FOR TRANSLATED AUDIO TRACKS

Translations of the [online test directions are available in multiple languages](#) (Arabic, Somali and Spanish) on the test portal. Audio track numbers below each of the SAY boxes help the test administrator know which track to play.

ALL GRADES **SAY:** This is a Reading test; it will give you a chance to show how well you can read and understand English.

(Reading Directions; track 01)

*Pause. The following **SAY** boxes include instructions for specific grades. If administering the test to kindergarten students read the next **SAY** box. If administering the test to students in Grades 1-12 skip the **Kindergarten SAY** box.*

Kindergarten **SAY:** 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 will also 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.

(Reading Directions; track 02)

*Pause. Resume instructions with the next **ALL GRADES SAY** box.*

SAY: Some questions are about a passage. Read the passage first before you answer the questions.

Grades 1-12

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.

(Reading Directions; track 03)

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

SAY: Try to answer all test questions. Keep working until you reach the end of the test. Remember, you may go back to any question and check your response. You may change your response.

ALL GRADES

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 in the top right-hand corner of your screen.

(Reading Directions; track 04)

Pause.

SAY: When you reach the **Attention** box saying that you have answered all the questions on this test, do not go on. Please raise your hand, and I will help you. When you are ready to begin this test, click the **Begin Test Now** button.

ALL GRADES

(Reading Directions; track 05)

Monitor students as they are taking the test to ensure that they are properly advancing through the screens. TAs may provide students with guidance on the use of technology, such as the mouse, trackpad, touchscreen, headset or navigation tools. The TA, however, must not monitor so closely such that they view in detail the secure test content.

*TAs may not give help on specific test questions that influences the student's answer selection or response. See the *Assisting with Navigation of the Test* section on page 7 for additional information.*

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 or school's policy to dismiss students from the testing room.

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

*When all students have reached the end of the test, resume instructions with the next **SAY** box.*

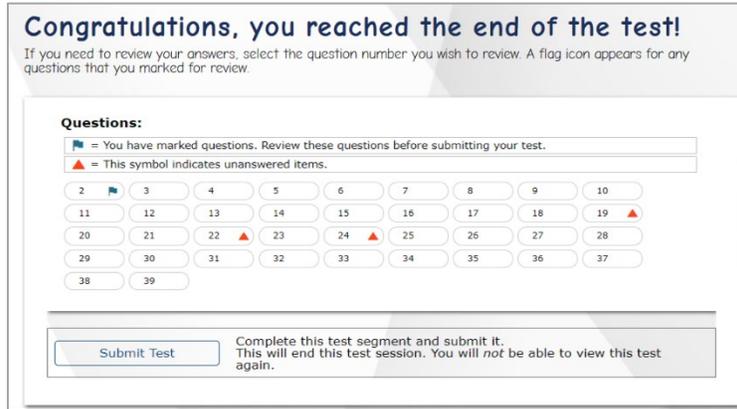
Ending Student Test Session

*After all students are on the **Congratulations, you reached the end of the test!** screen and have had the opportunity to review flagged items. If items have been marked for review, there will be a blue flag. If items have been left unanswered or skipped, there will be an orange triangle.*

ALL **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.

(Reading Directions; track 8)

Pause.



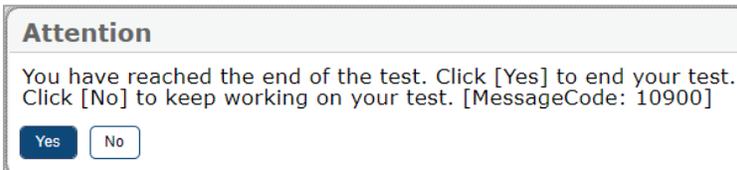
ALL **SAY:** If you are sure that you are done with all the questions in this test, please select the **Submit Test** button.

(Reading Directions; track 9)

Pause.

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

(Reading Directions; track 7)



ALL **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 is now moving on to be scored.

(Reading Directions; track 11)

Your Results

Your test was submitted. You may review the test details below.

Student Name: LastName, FirstName (Student ID: 0123456789)	Test Name: Grades 2-3 ELPA21 Listening Test
Test Completed On: 10/29/2019	
Scores are not shown for this test. You have finished the test. You may now log out.	
Next Step: To log out of the test, select Log Out . In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.	

[Log Out](#)



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

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.

Administering More Than One Test in a Single Day: If you are administering more than one test today, read the Online Test Directions - Student Login Instructions followed by the directions for the test being administered.

- Listening Test Directions start on page 19.
- Writing Test Directions start on page 26.
- Speaking Test Directions start on page 30.

Writing Directions

During the Writing test, students in the lower grades (Kindergarten and Grade 1) demonstrate knowledge of writing by dragging letters to form words and by dragging words to complete or form sentences. At the higher grades, students also respond to Writing prompts by typing.

Before beginning the Writing test, students are prompted to check the sound in their headphones; if students cannot hear the sound or they need assistance, they are asked to raise their hand.

*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. Encourage students to do their best. Remind the students they may go back to any question or prompt as needed. They may change their response if they choose. Check frequently to make sure students are using the testing system properly, following instructions, and advancing through the test. Make sure that all students are logged in and ready to begin the Writing test. If students have not logged in, read student login directions.*

NOTATIONS FOR TRANSLATED AUDIO TRACKS

Translations of the test directions are available in multiple languages. Audio track numbers below each of the SAY boxes help the test administrator know which track to play.

Assist students as needed, then

ALL **SAY:** This is a Writing test. It will give you a chance to show how well you can write in English.

(Writing Directions; track 01)

Pause. Read the SAY box below that pertains to the grade that you are testing.

Kindergarten and Grade 1 **SAY:** Some questions will ask you to make words or sentences by dragging and dropping letters or words.

(Writing Directions; track 02)

Pause, then move to the next ALL GRADES SAY box.

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.

(Writing Directions; track 03)

Pause, then move to the next ALL GRADES SAY box.

Grades 4-12 **SAY:** Some questions will ask you to choose the right word to finish a sentence by clicking on the word. Other questions will ask you to type your answer. There will be a box for you to type in.

(Writing Directions; track 04)

Pause, then move to the next ALL GRADES SAY box.

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

(Writing Directions; track 05)

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

SAY: Try to answer all test questions. Keep working until you reach the end of the test. Remember, you may go back to any question and check your response. You may change your response.

ALL GRADES

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 in the top right-hand corner of your screen.

(Writing Directions; track 06)

Pause.

SAY: When you reach the **Attention** box saying that you have answered all the questions on this test, do not go on. Please raise your hand, and I will help you. When you are ready to begin this test, click the **Begin Test Now** button.

ALL GRADES

(Writing Directions; track 07)

Monitor students as they are taking the test to ensure that they are properly advancing through the screens. TAs may provide students with guidance on the use of technology, such as the mouse, trackpad, touchscreen, headset or navigation tools. The TA, however, must not monitor so closely such that they view in detail the secure test content.

TAs may not give help on specific test questions that influences the student's answer selection or response. See the [Assisting with Navigation of the Test](#) section on page 7 for additional information.

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 or school's policy to dismiss students from the testing room.

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

*When all students have reached the end of the test, resume instructions with the next **SAY** box.*

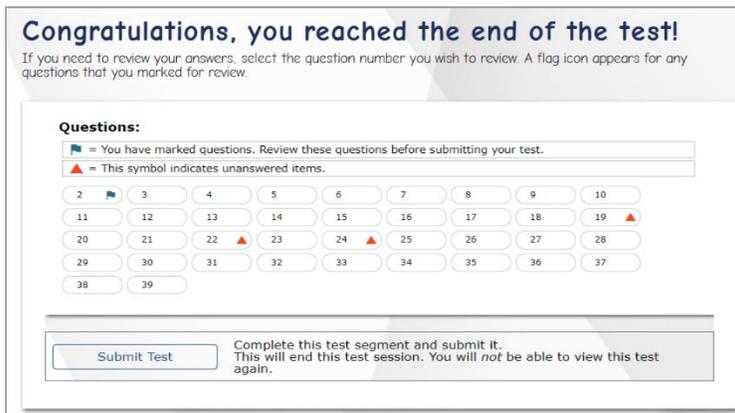
Ending Student Test Session

*After all students are on the **Congratulations, you reached the end of the test!** screen and have had the opportunity to review flagged items. If items have been marked for review, there will be a blue flag. If items have been left unanswered or skipped, there will be an orange triangle.*

ALL **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.

(Writing Directions; track 10)

Pause.



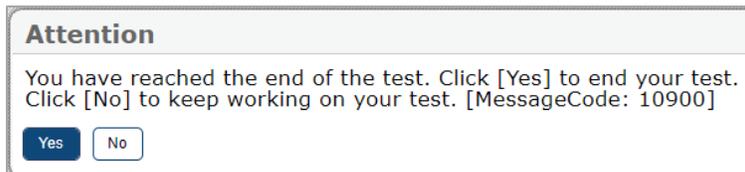
ALL **SAY:** If you are sure that you are done with all the questions in this test, please select the **Submit Test** button.

(Writing Directions; track 11)

Pause.

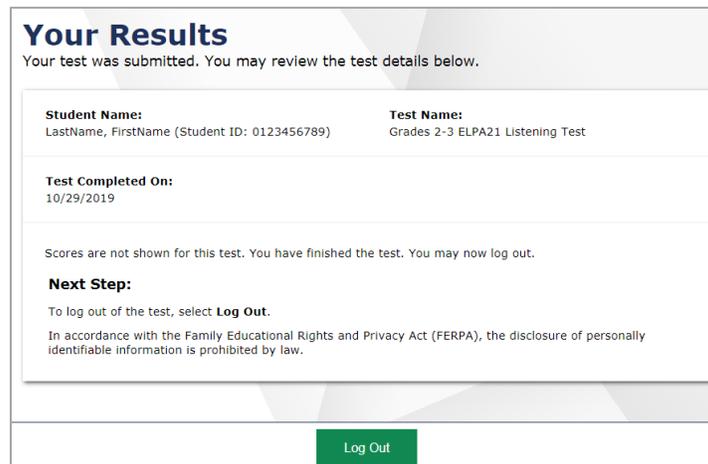
ALL **SAY:** You should now see another **Attention** box saying you have reached the end of the test. Click the **Yes** button.

(Writing Directions; track 9)



ALL **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 is now moving on to be scored.

(Writing Directions; track 13)





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

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.

Administering More Than One Test in a Single Day: If you are administering more than one test today, read the Online Test Directions - Student Login Instructions followed by the directions for the test being administered.

- Listening Test Directions start on page 19.
- Reading Test Directions start on page 22.
- Speaking Test Directions start on page 30.

Speaking Directions

Before beginning the Speaking test, all students will be prompted to check the sound in their headphones. If students cannot hear the sound or they need assistance, they are asked to raise their hand. Next, they are prompted to check the functionality of their microphone by recording and then listening to their name.

Students will hear the prompts through their headphones and then record their answers. To record an answer, the student clicks on the **Record** icon, speaks, and then clicks on the **Stop** icon. The student can then listen to their recorded response by clicking on the **Listen** icon as often as needed. If the student is not satisfied, they can re-record a response by clicking on the **Record** icon again as often as needed. Please ensure that students get sufficient practice recording responses by administering the practice tests on the [Practice Test Site](#) prior to testing.

To maintain test validity and security, the speaking test must be administered so that students cannot hear one another and that recordings do not pick up others' voices. Thus, districts and schools should test students in large quiet spaces and/or in groups as small as the test window and scheduling allow. Districts and schools administering the speaking test to groups of students may provide students headsets with headphones and microphone to ensure the students' spoken responses are audible and clear. The Department recommends that, if possible, schools administer the speaking test one-to-one, with one student and one test administrator.

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. Encourage students to do their best. Remind the students they may go back to any question or prompt as many times as needed. They may change their response if they choose. Check frequently to make sure students are using the testing system properly, following instructions, and advancing through the test. Make sure that all students are logged in and ready to begin the Listening test. If students have not logged in read student login directions.

NOTATIONS FOR TRANSLATED AUDIO TRACKS

Translations of the [online test directions are available in multiple languages](#) (Arabic, Somali and Spanish) on the test portal. Audio track numbers below each of the SAY boxes help the test administrator know which track to play.

ALL GRADES

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 as often as you choose. 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 as often as you choose.

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

(Speaking Directions; track 01)

Pause.

ALL GRADES

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 in the top right-hand corner of your screen.

(Speaking Directions; track 02)

Pause.

ALL GRADES

SAY: When you reach the **Attention** box saying that you have answered all the questions on this test, do not go on. Please raise your hand, and I will help you. When you are ready to begin this test, click the **Begin Test Now** button.

(Speaking Directions; track 03)

Monitor students as they are taking the test to ensure that they are properly advancing through the screens. TAs may provide students with guidance on the use of technology, such as the mouse, trackpad, touchscreen, headsets or navigation tools. The TA, however, must not monitor so closely such that they view in detail the secure test content.

TAs may not give help on specific test questions that influences the student's answer selection or response. See the *Assisting with Navigation of the Test* section on page 7 for additional information.

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 or school's policy to dismiss students from the testing room.

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

When all students have reached the end of the test, resume instructions with the next **SAY** box.

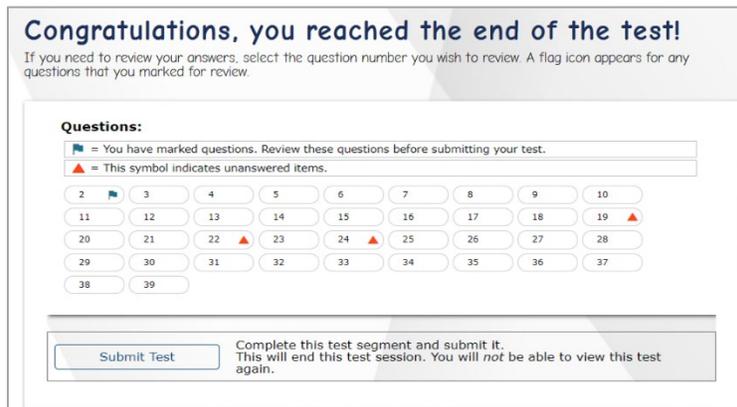
Ending Student Test Session

After all students are on the **Congratulations, you reached the end of the test!** screen and have had the opportunity to review flagged items. If items have been marked for review, there will be a blue flag. If items have been left unanswered or skipped, there will be an orange triangle.

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.

(Speaking Directions; track 6)

Pause.



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

(Speaking Directions; track 7)

Pause.

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

(Speaking Directions; track 5)

Attention

You have reached the end of the test. Click [Yes] to end your test. Click [No] to keep working on your test. [MessageCode: 10900]

ALL **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 is now moving on to be scored.

(Speaking Directions; track 9)

Your Results

Your test was submitted. You may review the test details below.

Student Name: GUEST, GUEST (Student ID: GUEST)	Test Name: Grades 4-5 ELPA21 Reading Practice Test
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Test Completed On:
10/22/2019

Scores are not shown for this test. You have finished the test. You may now log out.

Next Step:

To log out of the test, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.



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

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.

Administering More Than One Test in a Single Day: If you are administering more than one test today, read the *Online Test Directions – Student Login Instructions* followed by the directions for the test being administered.

- *Listening Test Directions* start on page 19.
- *Reading Test Directions* start on page 22.
- *Writing Test Directions* start on page 26.

Test Materials Processing

Secure Materials

TAs must collect and account for all ancillary materials provided to students during the testing sessions (including any scratch paper and test tickets), prior to letting the student leave the testing area.



All secure testing materials may not be copied and must be immediately returned to your Building Test Coordinator (BTC) at the end of each testing session.

Non-Secure Materials

The following materials are **not** considered secure.

- Unused print-on-demand pre-ID student labels (destroy according to district or school policy);
- This Test Administration Manual. Recycle it. There is no need to return this manual with the secure or non-secure materials.

User Support

Questions regarding information in this *OELPA Test Administration Manual*

- **TAs and Building Test Coordinators**, contact your District Test Coordinator.
- **District Test Coordinators**, contact the Ohio Help Desk for technical clarifications (see contact information below). For policy questions, contact the Ohio Department of Education and Workforce's Office of Assessment at (614) 466-1317 or statetests@education.ohio.gov.

Policy or Test Administration Questions

- **TAs and Building Test Coordinators**, refer to the [OELPA Test Coordinator Manual](#). If additional support is needed, contact your District Test Coordinator.
- **District Test Coordinators** contact the Ohio Help Desk for technical clarifications (see contact information below). For policy questions, contact the Ohio Department of Education and Workforce's Office of Assessment at (614) 466-1317 or statetests@education.ohio.gov.

Technology, System or Program Issues

- **TAs, Building Test Coordinators** and **District Test Coordinators**, contact the Ohio Help Desk (TAs and Building Test Coordinators should also alert the District Test Coordinator and Technology Coordinators about issues).

The Ohio Help Desk is open Monday–Friday from 7:00 a.m. to 7:00 p.m. EST (except holidays or as otherwise indicated on the [portal](#)).

<p style="text-align: center;">Ohio Help Desk</p> <p style="text-align: center;">Toll-Free Phone Support: 1-877-231-7809</p> <p style="text-align: center;">Email Support: OHHelpdesk@cambiumassessment.com</p>
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Please provide the Help Desk with a detailed description of your problem, as well as the following:

- Your name (not the student's name)
- If the issue pertains to a student, provide student's SSID and associated district or school.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test Session ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 8.1 and Firefox 60 or macOS 11 and Safari 11)
- Information about your network configuration, if known:
 - Secure browser installation (to individual devices or network)
 - Wired or wireless internet network setup

Change Log

Location	Change	Date
Cover	Updated title and Department logo	11/22/2023
p. 4	About This Manual. Added this information: "This manual is not a secure document and may be downloaded, shared, and printed as necessary; although, it is recommended to access the manual online to enable the many hyperlinks."	11/22/2023
p. 5	Scheduling the Domain Tests. Added <i>Table 1: OELPA Administration</i> with approximate student test times to help schools schedule test administrations. Added the <i>Additional Timing Considerations</i> section.	11/22/2023
p. 7	Student Preparation. Added information emphasizing that districts and schools should provide students with ample opportunities to practice with the sample test items on the Practice Test Site.	11/22/2023
pp. 8-9, 13	Domain Exemption. Clarified language to make clear that domain exemptions must be entered before any domain test is started.	11/22/2023