Data Entry Interface (DEI) User Guide

Ohio English Language Proficiency Screener (OELPS)

Ohio English Language Proficiency Assessment (OELPA)

for Paper-Pencil, Large-Print and Braille Test Administrations

2023/2024

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Introduction to this User Guide

The information in this User Guide applies to the Ohio English Language Proficiency Screener (OELPS) and the Ohio English Language Proficiency Assessment (OELPA). This user guide supports the Data Entry Interface (DEI), which is a component of the Test Delivery System and only is used in conjunction with paper versions of the tests (accommodated paper-pencil, large-print, and braille). The DEI allows authorized users to enter student assessment data, such as item responses and scores. This guide is directed to test administrators, though users with the teacher (TE), building test coordinator (BTC), district test coordinator (DTC) and district administrator (DA) roles can access the DEI, too.

This document addresses data entry for both the OELPS and the OELPA; however, there are some tasks that apply to either the OELPS or the OELPA and will be noted. This introduction describes the contents of this document and includes a key for identifying icons and elements found throughout the guide.

IMPORTANT: Test administrators must follow the printed *Directions for Administration* and any supplemental scoring documents, included with the paper test materials, when administering a paper test as the data-entry directions for OELPS and OELPA vary slightly. The *Directions for Administration* is a secure document and must be returned with the other paper test materials.

User Guide Content

This user guide includes the following sections:

- [Section I: Logging in to the Data Entry Interface](#): This section explains how to access the DEI.

- [Section II: Accessing the Student's Assessment](#): This section explains how to enter student information and select the appropriate tests and forms.

- [Section III: Understanding the Data Entry Interface](#): This section describes the layout and structure of the DEI.

- [Section IV: General Test Rules and Navigation](#): This section explains how to navigate the test and submit it for scoring.

Table 1. Key Icons and Elements

Icon	Description
⚠️	**Alert:** This symbol accompanies important information regarding a task that may cause minor errors.
📝	**Note:** This symbol accompanies additional information or instructions of which users must take note.
📄	**Policy:** This symbol accompanies information regarding test administration policies.

Additional Resources

The following publications provide additional information on the test systems and are available on the Ohio's English Language Proficiency Tests Portal:

- TIDE User Guide: For information about student and user management and rosters.

- Technology Guides: For information about network and internet requirements, general peripheral and software requirements, supported operating systems and browsers.

Testing Policies and Procedures

This document describes the features and functions of the Data Entry Interface (DEI). It does not provide information about test administration policies and procedures. For information on administering the online OELPS or OELPA, refer to the following resources on the portal:

OELPS

- OELPS Test Coordinator Manual

- OELPS Test Administration Manual

- OELPS Step Two Speaking Scoring Document

OELPA

- OELPA Test Coordinator Manual

- OELPA Test Administration Manual

- OELPA Local Scoring for Speaking Paper Tests Training Tutorial

DOMAIN EXEMPTIONS: Important reminder for students with disabilities who are exempted from one or more language domains (reading, writing, listening or speaking).

- The **domain exemption(s) MUST be entered in TIDE prior to the student starting the test.** Students may be exempted from **up to three domains**.

- All **domain exemptions must be documented** in the student's IEP or 504 plan.

More information about domain exemption is in Section V of the *Accessibility Manual for OELPS and OELPA*.

Section I. Logging in to the Data Entry Interface

Authorized users can access the Data Entry Interface via the [test portal](#).

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1. Navigate to the test portal: https://oh-oelpa.portal.cambiumast.com/

2. Select the applicable User Card (Teachers and Test Administrators or Technology Coordinators).
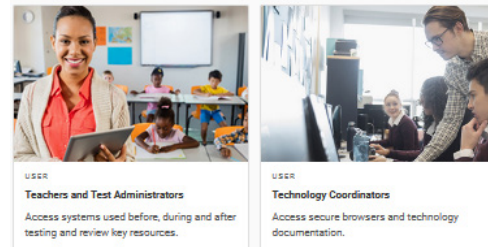
Figure 1. User Cards

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3. Select **Data Entry Interface**. The login page appears.
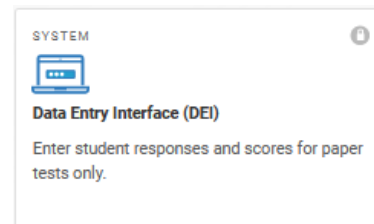
Figure 2. DEI Card

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4. Enter the user's credentials (email address and password).

   Click **Secure Login**. The *Enter Student Information* page appears.

Figure 3. Login Page

If the test administrator has not logged in using this browser before, or if the test administrator has cleared the test administrator browser cache, the *Enter Code* page appears (see Figure 4) and an email containing an authentication code is sent to the test administrator's address.

Figure 4. Enter Code Page

Enter Code

A code has been sent to your email address. The code will expire after 15 minutes.

Enter Emailed Code

Submit

Resend Code

Cancel

i. In the *Enter Emailed Code* field, enter the emailed code.

ii. Click **Submit** to access the *Enter Student Information* page.

Note: The test administrator must use the authentication code within 15 minutes of the email being sent. If the code expires, click **Resend Code** to request a new code.

About Usernames and Passwords

The test administrator username is the email address associated with the test administrator's account in TIDE. When a test administrator is added to TIDE, the test administrator receives an activation email with a temporary link to the *Reset Your Password* page. Once the email is received, the test administrator must set their password within 15 minutes. The district test coordinator or district administrator can help assign the test administrator access. Contact the Ohio Help Desk with questions at 1 (877) 231-7809 or ohhelpdesk@cambiumassessment.com.

TROUBLESHOOTING USERNAMES & PASSWORDS

- **If the test administrator's first temporary link expired or if the test administrator forgot the test administrator password:**

  In the activation email the test administrator received, click the second link provided and request a new temporary link.

- **If the test administrator forgot the test administrator password:**

  On the login page, click **Forgot Your Password?** and then enter the test administrator email address in the *Email Address* field to reset the test administrator password. The test administrator will receive an email with a new temporary link to reset the test administrator password.

- **If the test administrator did not receive an email containing a temporary link or authentication code:**

  Check the test administrator spam folder to make sure the test administrator email program did not categorize the email as junk mail. If the test administrator still does not have an email, contact the building or district test coordinator to make sure the test administrator is listed in TIDE.

- **Additional help:**

  If the test administrator is unable to log in, contact the Ohio Help Desk for assistance. The test administrator must provide the test administrator name and email address. Contact information is available in the User Support section of this user guide.

Section II. Accessing the Student's Assessment

This section explains how to enter student information and select the correct test form.

Step 1 – Entering Student Information

After the test administrator logs in to the Data Entry Interface, the ***Enter Student Information*** page appears (Figure 5). On this page, the test administrator enters the information of the student being tested.

Figure 5. Enter Student Information Login Page

To enter a student's information:

1. In the *Student First Name* field, enter the student's first name **exactly** as it is in TIDE. Refer to the student's testing ticket if it is available.

2. In the *SSID* field, enter the student's SSID. If the students attends a chartered nonpublic school and has a Student ID issued by the Department, enter it in the SSID field.
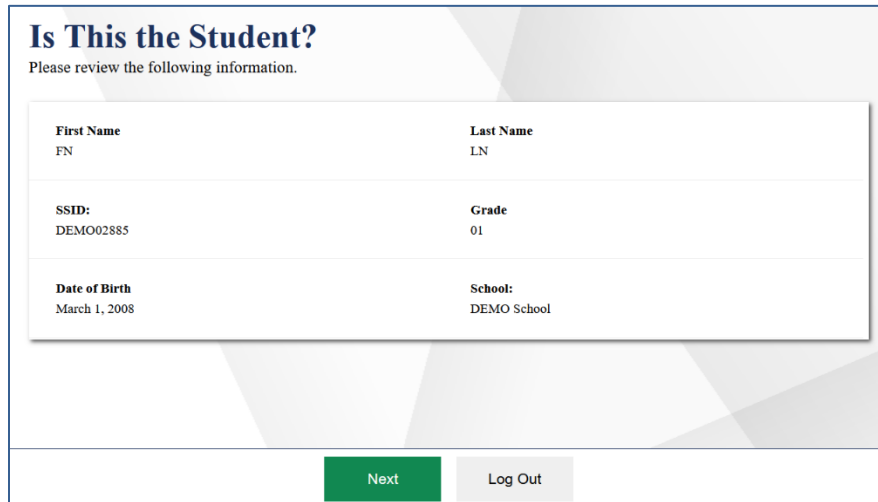
3. Click **Sign In**.

Notes: The Data Entry Interface generates an error message if the test administrator cannot sign in. The following is the most common student login error:

Student Name and ID Do Not Match: *Verify that the test administrator correctly entered the SSID and first name. If this does not resolve the error, consult the student's record in TIDE to verify the first name associated with the student's SSID.* Check the Student ID for a student who attends a chartered nonpublic school.

Step 2 – Verifying Student Information

After entering a student's information, the *Is This the Student?* page appears (Figure 6). On this page, the test administrator verifies that the student's information is correct.

Figure 6. Is This the Student? Page

To verify the student's personal information:

- If all the information is correct, click **Next**. The *Available Tests* page appears.

- If any of the information is incorrect, do not proceed with the data entry for this student. Click **Log Out**. The test administrator must notify the appropriate school personnel that the student's information is incorrect. Data entry cannot begin until this information is corrected.

Step 3 – Selecting the Test

The ***Available Tests*** page (Figure 7) displays the tests available for data entry. On this page, the test administrator selects the test for the student.

Figure 7. Available Tests Page
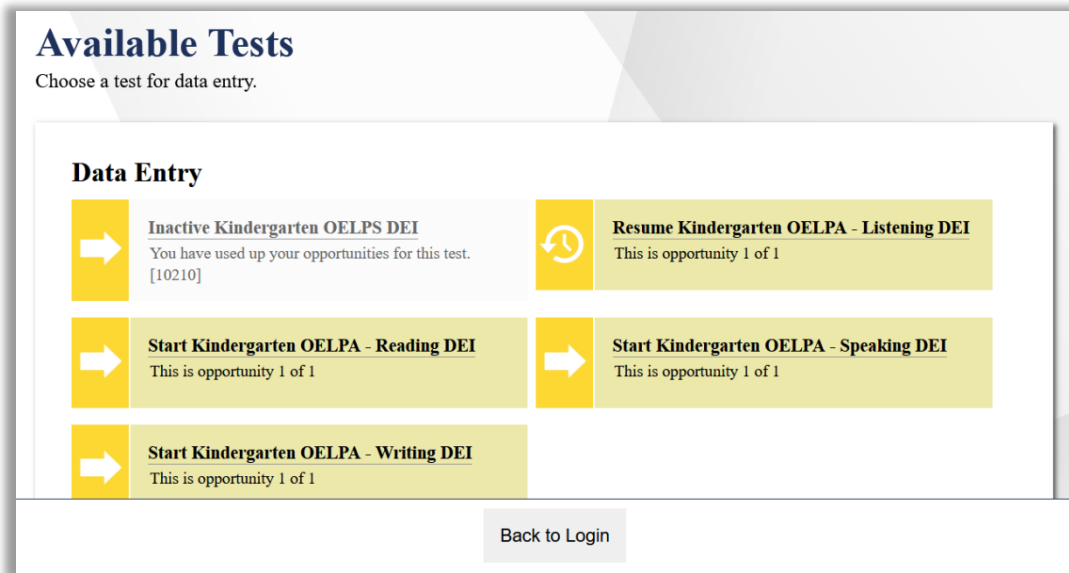
Available tests display an **arrow** if the test administrator is entering data for a new test opportunity or a **clock** if the test administrator is resuming an opportunity. The tests displayed will vary by student. Be sure to select the correct test. Many tests have similar names.

- **Start** indicates that the test administrator is beginning data entry for this test.

- **Resume** indicates that the test administrator is resuming data entry for this test.

⚠️ **Important:** If no tests appear for the student, confirm the student's test eligibility in TIDE.

To select an available test:

- Click the test name. The ***Choose a Test Form*** page appears.

- If the tests available for the student are not correct, click **Back to Login**. Verify that the grade associated with the student is correct. The list of tests is determined by the grade associated with the student's record in TIDE. Contact a test coordinator for assistance.

Step 4 – Functionality Checks

Depending on the test content, the test administrator may need to verify that the test administrator device is functioning properly from the *Audio Playback and Recording Device Checks* page (Figure 8).

Figure 8. Audio Playback & Recording Device Check Screen

Each functionality check appears in its own panel. To proceed to the first test page, do the following:

- Verify each functionality, then click **Continue**. A green check mark will appear in the upper-right corner of the panel that the test administrator has verified.
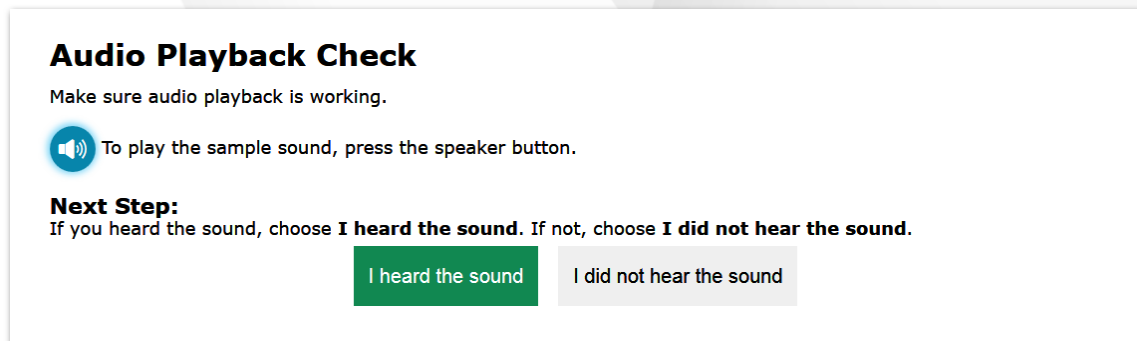
The page consists of the following functionality checks:

- Audio Playback Check

- Recording Device Check (OELPS and OELPA Speaking Test only)

Audio Playback Check

The **_Audio Playback Check_** panel (Figure 9) appears for tests that contain audio. On this panel, the test administrator must verify that they can hear the sample audio.

Figure 9. Audio Playback Check Panel

To check audio settings:

1. Select the Speaker icon and listen to the audio.

2. Depending on the sound quality, do one of the following:

    o   If the sound is audible and clear, select **I heard the sound**.

    o   If the sound is not audible or clear, select **I did not hear the sound**. The *Sound Check: Audio Problem* panel appears.

        ■   To try again, click **Try Again**. This takes the test administrator back to the *Audio Playback Check* panel.

> **Note:** If the audio does not work, the test administrator can click in the upper-right corner of the page to log out. The test administrator can troubleshoot the device and headphones or move to another device with working audio. Check the document Supported Operating Systems and Devices.

Recording Device Check

The *Recording Device Check* panel (Figure 10) appears for the OELPS and the OELPA speaking test, which require the student to record spoken responses. On this panel, the test

administrator should assist the student as needed in recording the student's voice and verify the recording is audible and clear.

Figure 10. Recording Device Check Screen
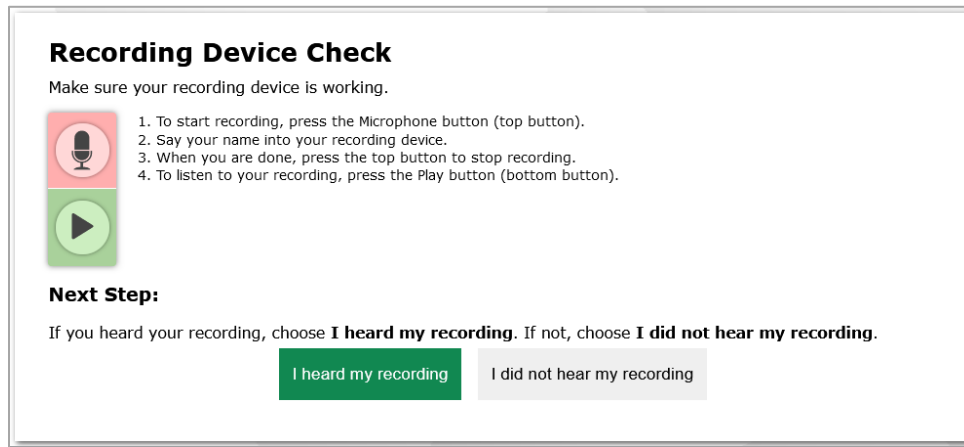
To check recording device settings:

1. To begin recording, select the Microphone icon.

2. Speak into the test administrator recording device.

3. To stop recording, select the icon (appears after recording starts).

4. To listen to the test administrator recorded audio, select the Play icon.

5. Depending on the recorded audio quality, do one of the following:

    o☐ If the recorded audio is audible and clear, select **I heard my recording**.

    o☐ If the recorded audio is not audible or clear, select **I did not hear my recording**. The ***Problem Recording Audio*** panel appears.

    ■ To try again, click **Try Again**. This takes the test administrator back to the *Recording Device Check* panel.

    ■ To select a new recording device, click **Select New Recording Device**. The *Recording Input Device Selection* panel appears from where the test administrator can select a different recording input device.

Note: If the audio does not work, the test administrator can click in the upper-right corner of the page to log out. The test administrator can troubleshoot the device and headphones or move to another device with working audio. Check the document Supported Operating Systems and Devices.

Step 5 – Test Instructions and Help

After the test administrator completes the audio and recording checks, the ***Instructions and Help*** page (Figure 11) appears. On this page, the test administrator can review test settings, Help Guide and available tools.

Figure 11. Instructions and Help Page

To proceed and begin data entry:

1. *Optional*: To view the help guide and understand how to navigate the site and use the available test tools, select **View Help Guide**. The ***Help Guide*** window appears. To close the window, select **Back**.

2. *Optional*: To review the student's test settings, select **View Test Settings**. The ***Review Test Settings*** window appears displaying the student's test settings. To close the window, select **OK**.

3. *Optional*: Review any additional test information, as applicable.

4. To begin or resume the test opportunity, click **Begin Test Now**.

Section III. Understanding the Data Entry Interface

Figure 12 displays a sample Data Entry Interface (DEI) test page. Some test pages may have only one item, and others may have multiple items. The test administrator must enter the student's answer selection or the score for that item as determined by the test administrator. The DEI automatically captures and saves the response data when the test administrator enters it; however, a save button also is available.

Figure 12. Sample Data Entry Interface Test Page
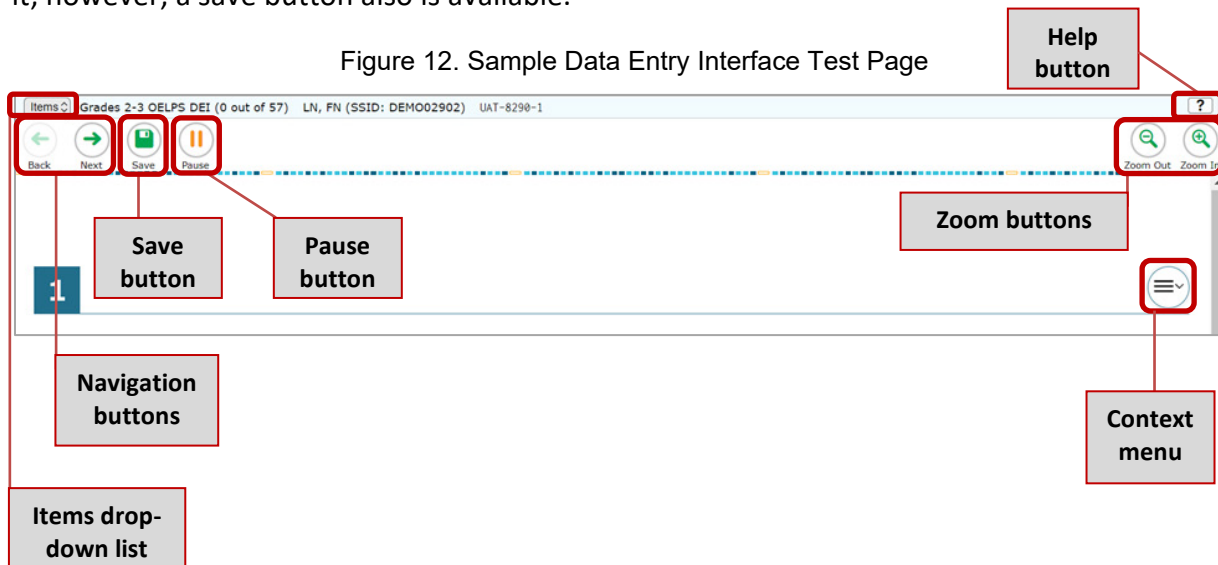
Test Tools

The DEI has several on-screen tools that support users' needs. These include global tools and context menu tools. Global tools are available on every page in the top banner. Context menu tools are available for each item and stimulus on the test.

Global Tools

- The question mark button in the upper-right corner opens the *Instructions and Help* page.

- **Zoom** buttons allow the test administrator to magnify font size at multiple levels.

- The **Items** dropdown list enables the test administrator to quickly return to a specific test page. Pages marked for review by the test administrator will display as ( ) in this items list.

- The **Pause** button allows the test administrator to pause the test. Pausing a test logs the test administrator out of the Data Entry Interface. When the test administrator returns to the test, the test resumes on the first item without an answer or score, which may not be the item or page where the pause was chosen.

- The **navigation buttons**, **Back** and **Next,** in the upper-left corner allow the test administrator to move between test pages.

Context Menu Tools

The test administrator can select tools from the context menu available for each item. To open the context menu, select ☰ next to an item or stimulus. The test administrator also can open the context menu by right clicking an item or stimulus. The following context menu tools are available:

- **Highlight**: Select an area of text and then select **Highlight Selection** from the context menu to highlight the text.

- **Mark for Review**: Select **Mark for Review** from the context menu to identify an item as one the test administrator may want to return to later. The item number displays a dog-eared style flap when marked for review. In the **Items** dropdown list, a flag (⚑) appears next to the item number.

- **Strikethrough**: Each item's response option can be struck out.

  o To strike out an answer choice, right-click in the response option area and select **Strikethrough**. A line appears through the text or image.

  o To remove a strikethrough, right-click that option again and select **Undo Strikethrough**.

Expansion Tool

When items are associated with a passage or other stimuli, the test administrator can expand the stimulus section, so that it overlaps the item section. The test administrator also can expand the item section, so that it overlaps the stimulus section.

- To expand a section, click the [←|→] double arrows.

- To collapse a section, click the single arrow, [|←] or [→|].

Section IV. General Test Rules and Navigation

This section describes how to navigate a test, pause data entry, enter student responses, end a test, and submit a test for scoring.

Navigation and Pause Rules

The test administrator may review items before pausing or submitting the test. The responses entered in the DEI must match those selected by student. The test administrator may edit any data entry so long as the test has not been submitted. The test administrator may pause tests at any time and return to them later to complete data entry. Tests must be completed and submitted before the end of the administration window.

Test Timeout (Due to Inactivity)

As a security measure, the test administrator automatically is logged out after 20 minutes of inactivity. This pauses the test.

> **Note: Before the system logs the test administrator out, a warning message appears on the screen. If the test administrator does not click OK within 30 seconds, the test administrator is logged out.**

All responses and scores that have been entered are automatically saved. Pausing the test does not impact any responses or scores that the test administrator entered.

Proceeding through the Test

The test administrator must enter student response data for each item on a page before proceeding to the next page in the test. If a student does not respond to an item, the test administrator must leave that item blank. After the test administrator selects response option(s) for the required item(s) on a page, click **Next** to go to the next page. To return to a previous page, click **Back**.

> **Note:** Items that are grouped together may be paginated to appear individually. Tabs for each item in the group appear in the upper-right corner. The test administrator can click these tabs to navigate to the next item in the group.

Figure 13. Item Buttons

1	2	3	4	5
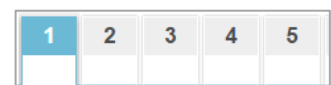
Navigating to Items

The test administrator can navigate to items page by page or jump directly to an item page.

- To navigate page by page, click the **Back** or **Next** buttons at the top of the screen. (See Figure 12 on page 12 of this document.)

- To jump directly to an item page, select the appropriate item from the **Items** dropdown menu. (Figure 14)
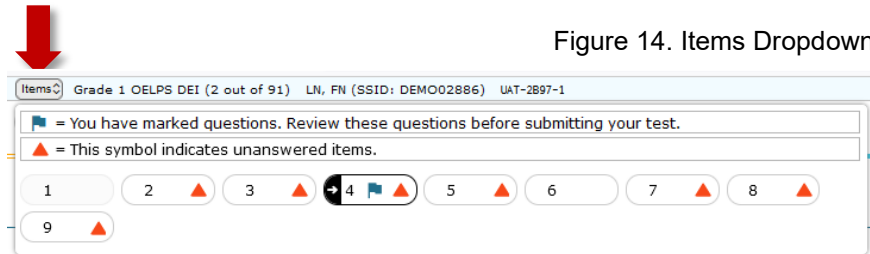
Figure 14. Items Dropdown

Pausing Tests

The test administrator may pause data entry at any time. When the test administrator is ready to resume data entry for the test, the test administrator must log in and select the test form again. The DEI reopens the test to the first page with unanswered items; however, it may not be the item or page where the pause was chosen. The test administrator may go back to review or change responses and/or scores for items already entered.

To pause data entry:

1. Click **Pause** in the top banner. A confirmation message pops up.

2. Click **Yes** to confirm that the test administrator wants to pause the test.

OELPS Policy Reminder: Ohio has an "auto-submit" rule for incomplete tests. A partially completed OELPS in the data entry interface will auto-submit at 11:59 p.m. on the fourth night after the OELPS was started. For example, if a test administrator starts the data entry for OELPS on Monday and leaves it unfinished, the system will auto-submit on Thursday night at 11:59 p.m., which will start the scoring process based on the answers and scores provided. If a partially completed OELPS is auto submitted and needs to be reopened so that the test administrator can finish data entry, contact the district or building test coordinator and the process in the *TIDE User Guide* on submitting a Test Status Request.

OELPA Policy Reminder: Ohio has an "auto-submit" rule for incomplete tests. A partially completed OELPA domain test in the Data Entry Interface will auto-submit at 11:59 p.m. each night after the OELPA domain test was started. For example, if a test administrator starts the data entry for OELPA on Monday and leaves it unfinished, the system will auto-submit on Monday night at 11:59 p.m., which will start the scoring process based on the answers and scores provided. If a partially completed OELPA is auto submitted and needs to be reopened so that the test administrator can finish data entry, contact the district or building test coordinator and follow the process in the *TIDE User Guide* on submitting a Test Status Request.

Procedures for Data Entry

Some items require the test administrator to enter the student's response and others require the test administrator to enter a score.

IMPORTANT: **Districts and schools must refer to the directions included with the paper test materials for complete information regarding the data entry and scoring of paper tests as the data entry for OELPS and OELPA vary.**

Responses submitted to the Data Entry Interface must be identical to those provided by the student in the test booklet. Some items will require the test administrator to transcribe a student's response into the Data Entry Interface. Transcribing is the process of reproducing a student's response from the paper test booklet to the Data Entry Interface.

To transcribe a student's responses, test administrators shall follow these procedures:

- At least two persons shall be present during any transcription of student responses with one being an authorized test administrator.
- The transcriber must transcribe verbatim into the test booklet or test answer document.
- Any original student responses that were printed from an assistive technology device or recorded separately on blank paper must be securely shredded after transcription.

Refer to *Appendix C: Protocol for Scribing and Transcribing Student Responses* in Ohio's Accessibility Manual for additional information and examples. Contact the Department with questions.

Reviewing Questions and Completing Data Entry

When you are done entering date for the student, you must submit the test for processing.

1. To finish entering data for the test, select **Next** on the last page of the test.

Figure 15. Done Entering Data Page

2. On the *You are done entering data* page (Figure 15), do one of the following:

   a. To review answers, select a question number listed on this page.

   b. To complete the testing process, select **Submit Test**. After you select **Submit Test**, you can no longer review or enter data for this student's test opportunity.

3. On the *Done Reviewing Test* page, do one of the following:

   a. To enter scores or responses for another student, select **Enter Data for Different Student**. The *Enter Student Information* login page appears.

   b. To enter data for another test opportunity with the same student, select **Enter More Data for this Student**. The *Available Tests* page appears. From there, you can proceed through the test selection and verification process.

   c. If you are done entering test data, select **Log Out**.

User Support

For additional information and assistance, contact the Ohio Help Desk. If the test administrator has a policy or test administration question, refer to the *OELPS Test Coordinator Manual*, *OELPS Test Administration Manual*, *OELPA Test Coordinator Manual* and *OELPA Test Administration Manual*, or contact the Ohio Department of Education at statetests@education.ohio.gov. The Help Desk is open Monday—Friday 7:00 a.m. to 7:00 p.m. Eastern Time (except holidays or as otherwise indicated on the Portal).

> **Ohio Help Desk**
> **Customer Support Phone:** 1-877-231-7809
> **Customer Support Email:**
> OHHelpdesk@cambiumassessment.com

To assist the test administrator with an issue or question, please provide the Help Desk with detailed information that may include the following:

- Test Administrator name and user name.

- If the issue pertains to a student, provide the SSID (or Student ID for nonpublic school students) and associated district or school for that student. **Do not provide the student's name**.

- If the issue pertains to a TIDE user, provide the user's full name and email address affiliated with the account.

- Any error messages and codes that appeared, if applicable.

- Affected test session ID and item number, if applicable.

- Operating system and browser version information

- Information about the test administrator network configuration, if known:

  o Secure browser installation (to individual devices or network).

  o Wired or wireless internet network setup.