



Test Administrator Certification Course Companion Document

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The **Test Administrator Certification Course** is an optional course available on the Ohio's State Tests Portal (<https://oh.portal.cambiumast.com>). This interactive tutorial helps test administrators become familiar with Cambium Assessment (CAI) systems used to administer Ohio's State Tests (OST), the Ohio English Language Proficiency Assessment (OELPA), the Alternate Ohio English Language Proficiency Assessment (Alt-OELPA), the Ohio English Language Proficiency Screener (OELPS), the Readiness Assessments (RA) online tests.

Note: The certification course applies only to OST, OELPA, Alt-OELPA, OELPS and the RA and Authoring System testing systems. This certification course does not apply to administering the Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD).

The optional certification course requires users to log in with their TIDE user account information. A user's TA Certified flag will be marked 'GEN' in TIDE after they have completed the course. Authorized personnel will be able to view this flag via the view/edit users task in TIDE. The TA Certified flag in TIDE has been reset for 2023-2024 for users that completed the TA Certification course in any previous school year.

All test administrators are encouraged to complete and review the course in advance of the test window. When taking the course for the first time in a school year, users are not able to skip over sections. Allow approximately 30 minutes to complete the course. Upon completing the course, test administrators receive a certificate of completion. Certificates are for district-use only; test administrators do not need to provide a copy of the certificate to the Department. In addition to completing this course, test administrators are encouraged to practice setting up an online test session using the [TA Practice Site](#).

Although the target audience is test administrators, the course is appropriate for any personnel who have a user role that can access the TA (Test Administrator) Interface. In Ohio, these roles are district test coordinator, district administrator, building test coordinator, teacher and test administrator. For more information on Ohio user roles, refer to the *User Role Matrix* on the [TIDE Support Documents](#) resource page of the portal.

The certification course is generic in nature. This companion document offers Ohio-specific information and clarification. Please review this information in conjunction with the certification course. If you have additional questions regarding the TA Interface or the Student Testing Site, please consult the [Test Administrator User Guide](#). For administration-specific details, refer to the test administration manuals and guidance documents on the [test portal](#).

Slide Information








Throughout the tutorial, there are references to “Assessment Coordinator.” For Ohio, this is the district or building test coordinator. Additional clarifying information for select slides is provided below.

Slide 4—Test Administrator Responsibilities: The Department does not require the use of a statewide non-disclosure agreement. However, your district may have a local policy regarding non-disclosure. Discuss local security policies with your test coordinator, as needed.

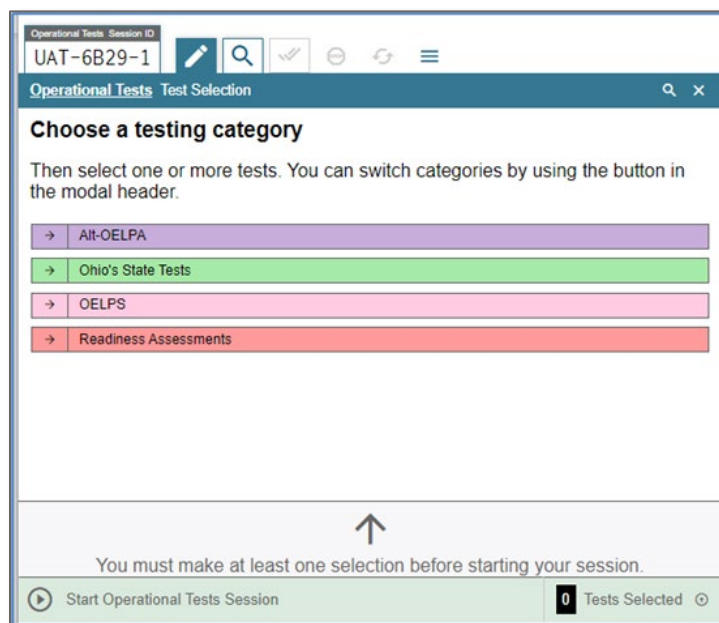
Slide 5—Preparing for Online Administration:

- If you need a user account, contact your district test coordinator, district administrator or building test coordinator.
- All users should review the *Test Administration Manual* for the appropriate program.
- Online requirements and information about the secure browser are available in the [Technology Guide](#) on the portal.
- Consult the *TIDE User Guide* on the [TIDE Support Documents](#) resource page of the portal for information on obtaining student listings and printing test tickets.

Slide 6—Accessing the Online Testing System: The “live” Ohio Portal TA Interface and TA Practice Site cards are below:

Preparing for Testing	Administering Tests	After Testing
<p>SYSTEM</p>  <p>Test Information Distribution Engine (TIDE)</p> <p>Manage users and student information, order paper materials and monitor test progress.</p>	<p>SYSTEM</p>  <p>TA Interface</p> <p>Launch tests or training tests for students.</p>	<p>SYSTEM</p>  <p>Centralized Reporting System (CRS)</p> <p>Access and download state Assessments results and view reports on student performance.</p>
<p>SYSTEM</p>  <p>General TA Certification</p> <p>Complete optional training on using the TA Interface and administering tests.</p>	<p>SYSTEM</p>  <p>Data Entry Interface (DEI)</p> <p>Enter student responses and scores for paper tests only.</p>	<p>SYSTEM</p>  <p>Secure Inbox</p> <p>Securely access data files exported from TIDE, ORS, or CRS.</p>
<p>SYSTEM</p>  <p>TA Practice Site</p> <p>Become familiar with TA Interface and proctor practice sessions for students and guest users.</p>		

Slide 7—Starting a Test Session: Below is a sample of Ohio testing categories available in the TA Interface:



Slide 8—TA Selects Tests: For Ohio, the test selection tree will be broken down by program, subject, grade and part. The colors associated with each category:

- Ohio's State Tests: Green
- Alt-OELPA: Purple
- OELPA: Yellow (not pictured above)
- OELPS: Pink
- Readiness Assessments: Red

Slide 10—Student Look Up to Find Student Information: For Ohio, students use their first name, SSID and the Session ID to sign in. The student and test administrator must be associated with the same school in order for the student to join a test administrator's test session. If a student or the test administrator is not associated with the correct school, contact your test coordinator.

Slide 10—Student Look Up to Find Student Information: For Ohio, the SSID has two letters followed by seven numbers for public district students and scholarship students attending chartered non-public schools. Student IDs have four letters followed by five numbers for non-scholarship students attending chartered non- public schools. Student IDs have three letters followed by six numbers for testers at Adult Diploma and 22+ programs for testers that do not have a previously assigned SSID.

Slide 13—Student Login: For Ohio, students do not see the Text-to-Speech Sound Check page on the Student Login screen. If this tool has been enabled for the student, the sound check page appears once the test login is approved and before the test begins.

Slide 14—Student Selects a Test: If a test the test administrator has included in the test session does not appear on a student's test selection screen, consult the troubleshooting section in the appropriate *Test Administration Manual*.

Slides 17-19—Approvals and Student Settings; Details Column; Reviewing Student Test Settings:

Please consult *Ohio's Accessibility Manual* for information on available accessibility features and accommodations. Please refer to the appropriate *Test Administration Manual*.



Slide 27—Select Tests for Session: OST has two test parts. If you are only administering one part of the test, click the “+” sign beside the grade and then click only the box associated with the test part that you are administering in the test session.

Slides 32-33—Audio/Video Checks and Complete Audio/Video Checks: On the Audio/Video Checks screen, the Sound Check and Microphone check appears only for the OELPA, Alt-OELPA and OELPS.

The Sound Check and Microphone will appear on OST for a student whose embedded speech-to-text accommodation has been approved and enabled for the student.

The text-to-speech check appears for OST and RA tests only if the text-to-speech feature is enabled for the student. Additional controls may be available to help the student optimize the sound quality. Text-to-speech is not available for the OELPA, Alt-OELPA or OELPS administrations.

Slide 35—Example Test Item: View the [Student Interface Tutorial](#) and the [online practice tests](#) for more information on the student experience.

Slide 36—Ending a Test: When Ohio students reach the end of the test, questions that students have marked for review will be flagged with a  symbol. Additionally, items without a response will be indicated with a  symbol.

Slide 38—Pausing the Test Session: Ohio's pause rule for OST is set so that a student who pauses their test and signs back into the test on the same school day will be able to revisit all the items on the test. See the appropriate program's *Test Administration Manual* for more information.

Slide 39—Stopping the Test Session: Test administrators are responsible for stopping test sessions according to the published testing times. Refer to the appropriate *Test Administration Manual* for guidance on test interruptions.

- All OST and OELPA tests must be **submitted on the same day they are started** and tests that have been paused will be submitted automatically by the system each night.
- Alt-OELPA tests will remain paused until the test is submitted, or the test administration closes.
- OELPS tests will be submitted automatically after the fourth day.
- RA tests will be submitted automatically after the seventh day.

Slide 39—Stopping the Test Session: Students, including those with extended time accommodations, are required to complete each OST and OELPA test the same day that the test is started.