



Spring 2018 AASCD Additional Order and Pre-ID Windows

Ordering Additional Test Administrator (TA) Kits

The additional order window for AASCD TA kits is **February 5 – April 11**. Orders can be placed in TIDE by District Test Coordinators or District Administrators. TIDE can be accessed from the [Ohio Alternate Assessment Portal](#). Orders can only be placed at the district level and will be shipped to the address listed in TIDE.

When deciding whether to order additional kits, consider the following:

- Each TA kit should be used to administer the assessment to multiple students. Do not order a kit per student.
- Test administrators in the same building are encouraged to share kits.
- Students within a grade band will be administered the assessment using the same TA kit. For example, students in grades 3, 4, and 5 will all be administered the AASCD using the same grade band kit. Test administrators will not receive separate kits for each grade level.
- Each grade band test has multiple form versions. Each district will receive the same form version for each grade band assessment. This will also allow districts to transfer kits among schools if needed.
- If your facility serves students from multiple districts, the TA may choose one version to administer to all the students, even if the version used in the student’s home district is different.
- Second raters do not require TA kits. In general, second raters have not had difficulty following along and scoring by simply observing the administration.
- The Ohio Department of Education will review requests for additional TA kits. In most cases, orders approved before 10AM will be received within two business days.
- **IMPORTANT:** If applicable, coordinate with entities that serve your students outside the district to see that they have sufficient test materials. It is likely that they may already have access to a TA kit. Please review the [Special Testing Scenarios](#) guidance document on the portal for additional guidance in these cases.
- AASCD TIDE order directions differ from the OST order directions. The Additional Quantity column differs for the AASCD in the TIDE order window. The Additional Quantity column will reflect the **total number of kits** you will receive not an additional amount to what is listed to the left in the TIDE order window. For example, if your district was preloaded for 50 kits and you require 70 kits, write “70” in the Additional Quantity column on the right. If your district was preloaded for 30 and you only need 20 kits, write “20” in the Additional Quantity column.

The following table lists your initial or on-time orders for AIR School

Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
GR3-5 TA Kit <i>TA Kit includes: test books, passage books, print manipulatives, physical manipulatives and DFAM.</i>	50	50	20	<input type="text" value="70"/>
GR6-8 TA Kit <i>TA Kit includes: test books, passage books, print manipulatives, physical manipulatives and DFAM.</i>	30	30	0	<input type="text" value="20"/>
High School TA Kit <i>TA Kit includes: test books, passage books, print manipulatives, physical manipulatives and DFAM.</i>	12	12	0	<input type="text" value="12"/>

Additional Pre-ID Window

The additional pre-ID window for AASCD is open through **April 13**. During this time, [authorized users can upload, add, delete or edit](#) student demographic information in [TIDE](#).

As the administration window approaches, consider the following:

- [All students taking the AASCD must be pre-identified in TIDE](#). Unlike paper-pencil assessments, pre-ID does not produce test labels. Instead, it creates a record for each student in Ohio's online systems. Teachers, test administrators and second raters will not be able to enter scores for students in the Data Entry Interface until the student is pre-identified in TIDE.
- Authorized users can add, edit or delete students as needed. Please review the [TIDE User Guide](#) or the TIDE video tutorials, located on the portal in the "Test Administration Resources" folder, for step-by-step instructions.
 - [When manually adding students in TIDE](#), you must select "Yes" for the student's "Test Eligibility (Alternate Assessment)" field.
 - [If you will be uploading a new or updated Pre-ID file](#), you must use the new [Ohio State Tests and Ohio Alternate Assessment 2017-18 Pre-ID Layout](#). Districts will **not** be able to use Ohio's prior layout for these tests. Please review the [Guidance Document for 2017-18 Ohio Pre-ID Files](#) for information on how to properly set test eligibility.
 - Please note that subsequent files will append to existing data; student records that already exist in TIDE will only be updated if they are present in the new file.
- Guidance for student test eligibility can be found in the [Directions for Administration Manual](#).
 - Students who are identified for the alternate assessment do not participate in Ohio's end-of-course tests (i.e., Ohio State Tests).
 - Ninth-grade students who are eligible to take the AASCD do not test in grade 9. When the student enters the 10th grade, the student will take the suite of AASCD high school tests in English language arts, mathematics, science and social studies. This policy also applies to students repeating the ninth grade.