Spring 2019 Alternate Assessment (AASCD)
Data Entry Interface - Frequently Asked Questions

The Data Entry Interface (DEI) allows authorized users to electronically record and submit scores for students who participate in the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD). Step-by-step instructions for accessing the site and submitting scores into the DEI can be found in the *Data Entry Interface User Guide*, available on the Ohio Alternate Assessment Portal (http://oh-alt.portal.airast.org/).

1. **How do I get a user account for the Data Entry Interface?**
   Test coordinators are responsible for creating user accounts for personnel who will enter scores for the Alternate Assessment. If you do not yet have a Test Administrator (TA), Teacher (TE), or Second Rater (SR) user account, contact your building or district test coordinator. It is important to note that in order for a user to enter scores for a student, the user and the student must be associated with the same school. Be sure that your user account is associated with each school in which you are testing students.

2. **How do I navigate and enter student scores into the Data Entry Interface?**
   A brief video tutorial is available on the Alternate Assessment Portal. All personnel entering scores into the Data Entry Interface should review this tutorial before accessing the Data Entry Interface. Additionally, step-by-step directions can be found in the *Data Entry Interface User Guide*.

3. **What tests are available for my student in the Data Entry Interface?**
   Tests shown in the Data Entry Interface are determined by your student's grade as it is entered in their TIDE Pre-ID record.

Form	Student Grade	Content Areas to be Administered to Each Student
3-5	3	English language arts and Mathematics
	4	English language arts and Mathematics
	5	English language arts, Mathematics, and Science
6-8	6	English language arts and Mathematics
	7	English language arts and Mathematics
	8	English language arts, Mathematics, and Science
High School	10, 11, 12	English language arts, Mathematics, Science and Social Studies

4. **Where should Second Raters enter their data?**
   If your student has been assigned a second rater (i.e. they have a "Y" in TIDE for Second Rater), there will be additional second rater tests listed for each subject for that student. Second Raters (SRs) must ensure they select the test option that has "(Second Rater)" in the test name (see image below).

   Note: If a Second Rater enters the second rater responses into the regular test instead of the "(Second Rater)" test, a DTC or DA will need to submit a Reset request in TIDE for the test. The SR will need to go back into the DEI and ensure that their responses are entered into the "(Second Rater)" test.
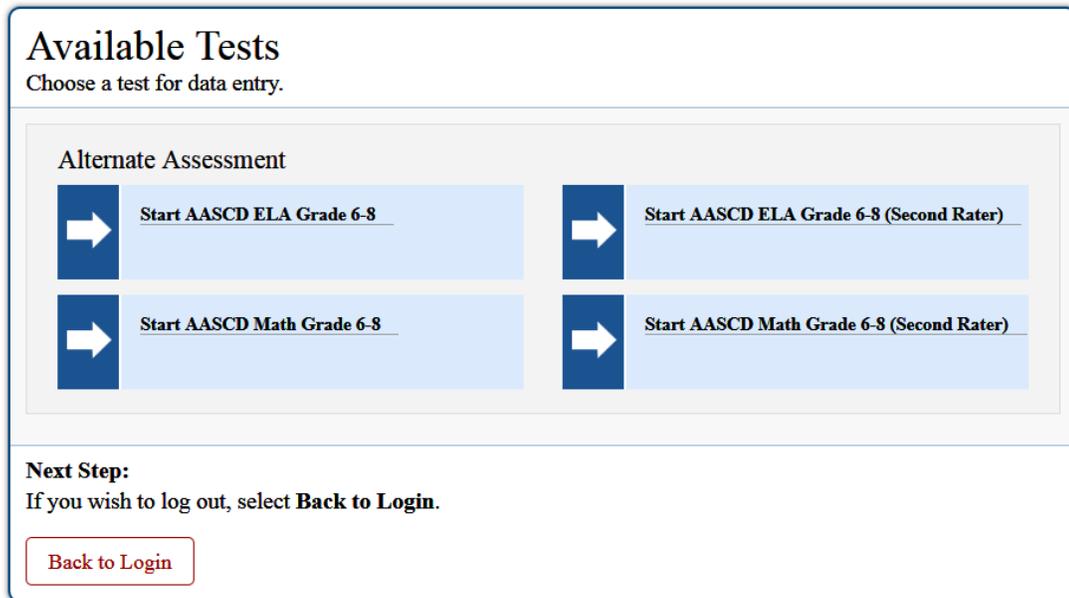
5. **Do I need to start data entry on Task 1?**
   Only students who start the assessment at Task 1 require data entry for Task 1. If a student starts on Task 3 or Task 6, do not enter any data for unanswered tasks. Do not enter "No Response" for items that were not administered to the student. Instead, use "Back" and "Next" buttons or the "Questions" drop-down in the DEI to navigate to the student's starting task. Please refer to the Section 11 in the DFAM for more information regarding Determining the Starting and Concluding Tasks in the AASCD.

6. **Do I need to enter scores for every task and item?**
   Test administrators and teachers must enter scores for every item administered to the student. It is unlikely that a student will be administered every task and item; therefore, it is unlikely that test administrators and teachers will enter a score for every item in the DEI. Second raters must also enter scores for every item administered to the student. Please refer to the *Data Entry Interface User Guide* for more information on navigating the assessment.

7. **What is the minimum number of tasks required in order to submit a test in the DEI?**
   The minimum number of tasks required depends on the student's starting point. Follow the instructions in the *Directions for Administration Manual* to determine the student's starting and concluding tasks. A student's test must have scores entered for every item in at least one of the following blocks: Tasks 1-5, Tasks 3-9, or Tasks 6-12. Once the test meets these minimum requirements, the test can be submitted.

8. **Can I enter scores for tasks that exceed the minimum number of required tasks?**
Scores can be entered for tasks beyond one of the minimally required blocks. For example, a student may have been administered Tasks 3-11. Scores for all items administered to the student should be entered into the DEI. Because the student in this example was not administered Tasks 1, 2, or 12, the items in these tasks should remain blank. Do not enter "No Response" for items that were not administered to the student.

9. **I entered scores for the incorrect Test. How do I enter data for the correct test?**
If you accidently enter data for a test that you did not administer, you will need to request that your District Test Coordinator reset the test. After the test reset is processed by ODE, you may restart data entry.

10. **I entered scores for items or tasks that I did not administer. How do I remove these scores?**
If you accidently enter data for items that were *not* administered to the student, use the *Item Response Reset* tool to erase data entry. The tool can be used by clicking the context menu icon and selecting "Item Response Reset." Instructions for using this tool can be found in the *Data Entry Interface User Guide*.

11. **Can I administer additional tasks to my student?**
Test administrators and teachers should follow the instructions in the *Directions for Administration Manual* for starting and concluding assessments. These rules are designed to maximize a student's opportunity to demonstrate what he/she knows and can do, while minimizing the testing time for the student and teacher. Administering tasks beyond what is prescribed can create an unwarranted testing burden on a student. If a student responds to the minimum number of tasks based on his/her starting task, and the student does not score **six** or more points on the concluding task, the test administrator should not proceed with administering additional tasks in attempt to contribute additional points to the student's score. AASCD scores factor in the difficulty of items and are not calculated as the raw number of points achieved over the number of points administered.

12. **The "Done Entering Data" page has a warning icon next to items I did not administer to my student. Is this an error? Should I enter data for these questions to remove the flags?**
DO NOT enter data for items that were not administered to a student. Items not administered to the student should show the warning icon and stay unanswered. The DEI allows for submission of each task block (Tasks 1-5, Tasks 3-9, and Tasks 6-12) with the other questions unanswered.
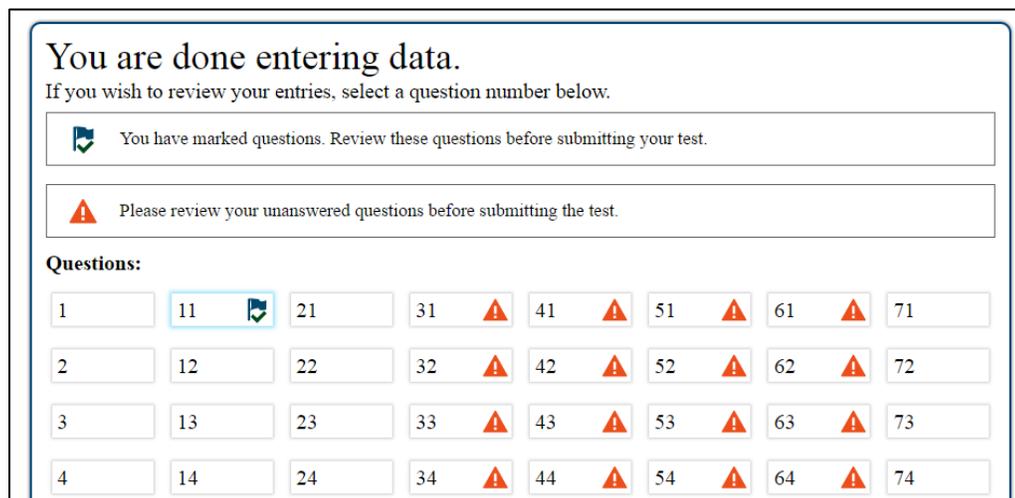

13. **How can I view my student's scale score and performance level?**
Test administrators and teachers will see a student's scale score and performance level upon submitting a test in the Data Entry Interface starting Tuesday, February 19. No scores are provided for second rater tests. Score reports can be viewed in the Online Reporting System (ORS) starting Tuesday, February 19. For instructions on accessing and navigating the Online Reporting System, please see the *Online Reporting System User Guide*.

14. How can I see which student's tests are submitted, or have yet to be started?

Test progress and submission can be tracked in TIDE. All personnel with a TIDE user account can view student participation data in the Monitoring Test Progress task of the TIDE site. For detailed instructions on generating test progress reports, refer to the *TIDE User Guide*.
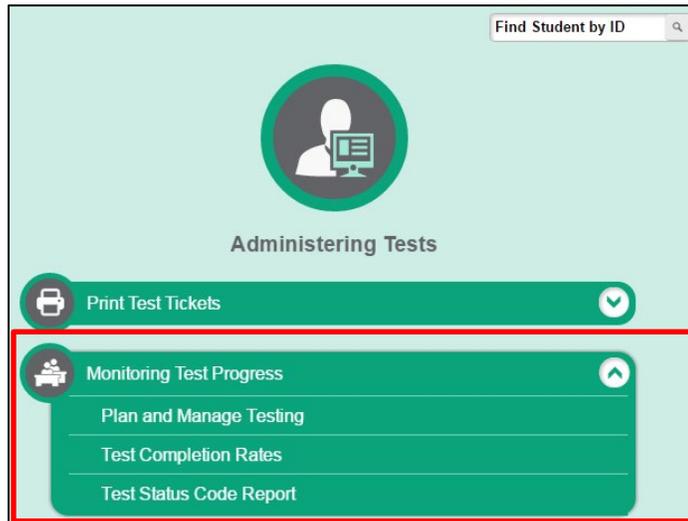
If you have any questions, call the Help Desk at 1-877-231-7809 or OHhelpdesk@air.org.