

## General Information

**Q. Will students be kept in the system from year to year or will it be necessary to upload everyone's information every new testing year?**

A.

For security measures, students will be removed from the TIDE system between school years and will need to be added for each new testing year.

**Q. What does the test for Kindergarten-Grade 1 look like? How does ordering the paper-pencil tests for kindergarten differ from ordering paper-pencil test for religious reasons?**

A.

Kindergarten and grade 1 students who take the test online will have an additional paper writing supplement. All kindergarten and grade 1 students will receive a paper writing supplement by default. Students taking their entire test on paper for religious reasons (for all grades) **MUST** be marked as paper-pencil testers in TIDE. To mark a student as a paper-pencil tester, first log in to TIDE. Search for the student and view his or her details. In the **Paper Pencil Tester** drop-down menu, select **Yes**.

To order braille paper test materials for students in any grade, please contact the Iowa ELPA21 Help Desk at [iowaelpa21helpdesk@air.org](mailto:iowaelpa21helpdesk@air.org) or (855) 873-5710.

**Q. How can I accommodate students in my district that are not able to use a computer? Who is able to use paper-pencil forms?**

A.

Only students in **grades 2-12** may take the ELPA21 test on paper for religious reasons according to state policy. All students enrolled in kindergarten and grade 1 will take the assessment online and a writing supplement on paper by default. For information on accommodations and designated supports, please consult the Accessibility and Accommodations Manual.

**Q. Will rosters be listed by their classroom teacher/homeroom teacher or by the ELL/LEP teacher?**

A.

ELPA21 District Coordinators or ELPA21 Building Coordinators can create rosters in any way that works for a school or district.

**Q. How can I get immediate access to an AIR technical contact in order to communicate hardware specification issues?**

A.

For information about technical specifications, please consult the System Requirements Manual and the Technical Specifications Manual on the Resources page of the Iowa ELPA21 portal. For additional assistance, please contact the Iowa ELPA21 Help Desk at [iowaelpa21helpdesk@air.org](mailto:iowaelpa21helpdesk@air.org) or (855) 873-5710.

**Q. I am the only ELL instructor in my building. Am I a building coordinator?**

A.  
Please access the "User Roles and Access to Iowa ELPA21 Systems for 2016-2017" document in the "User Guides" folders on the [resources page](#) of the Iowa ELPA21 portal for assistance with user roles.

**Q. Can there be more than one District Coordinator? Are the roles of the District Test Coordinator the same as the Building Test Coordinator? Can I have access in just one account?**

A.  
Every TIDE account has a role, and that role has certain permissions. For instance, the ELPA21 District Coordinator role has permission to retrieve student records, add students, view and edit students, retrieve user accounts, and view user details. The ELPA21 Test Administrator role can only retrieve student records, add students, and view/edit student information. In addition to limiting tasks, permissions limit scope. A district-level user can work with data pertaining to that district, and a school-level user can work with data pertaining to that school. Since the ELPA21 District Coordinator role has more permissions than a Building Test Coordinator, there is no need to have both roles.

**Q. What are the testing window dates?**

A.  
All testing for Iowa ELPA21 will begin on February, 14, 2017, and end on April 14, 2017. These dates can be found on the [Important Dates page of the Iowa ELPA21 portal](#).

**Q. Where can I download the secure browser?**

A.  
You can download the secure browser on the [Secure Browser page of the Iowa ELPA21 portal](#).

**Test Administration**

**Q. How can I accommodate students in my district that are not able to use a computer? Who is able to use paper-pencil forms?**

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**TIDE**

**Q. Will students be kept in the system from year to year or will it be necessary to upload everyone's information every new testing year?**

A.

For security measures, students will be removed from the TIDE system between school years and will need to be added for each new testing year.

**Q. Will students need to be uploaded individually, by template, or will they be already loaded into TIDE when it goes live? Who is responsible for uploading rosters to TIDE for each building?**

A.

TIDE will initially be loaded with students provided by the Iowa DE. However, any changes required after the initial upload are district/school responsibility. ELPA21 District Coordinators and ELPA21 Building Coordinators will be able to add additional students as well as edit existing students' details. ELPA21 Test Administrators will be able to edit existing students' details only.

**Q. Will rosters be listed by their classroom teacher/homeroom teacher or by the ELL/LEP teacher?**

A.

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