



OHIO GRADUATION TESTS



District Test Coordinator's Manual Fall 2010

IMPORTANT

Please read this manual before continuing with any other task related to the administration of the Ohio Graduation Tests (OGT).

For Assistance:

| | |
|---|--|
| Ohio Department of Education (ODE) | 1-877-OHIOEDU (1-877-644-6338) or 1-614-466-0223 1-614-995-5568 (Fax) Ohio Department of Education Office of Assessment 25 S. Front Street, Mail Stop 507 Columbus, OH 43215 |
| American Institutes for Research (AIR) | 1-877-231-7809 (press 2) 1-877-231-7813 (Fax) ogthelpdesk@air.org |
| Data Recognition Corporation (DRC) | 1-877-231-7809 (press 1) 1-866-377-1249 (Fax) OGTProjectTeam@datarecognitioncorp.com Data Recognition Corporation Attn: OGT 7303 Boone Avenue Brooklyn Park, MN 55428 |

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General Information

The purpose of this manual is to outline your responsibilities as District Test Coordinator (DTC). Additionally, this manual includes specific instructions for receiving and returning secure test materials and for disposing of other test materials.

Separate color-coded test booklets will be provided for each test subject.

Use the OGT answer documents provided to you by Data Recognition Corporation (DRC) for each administration. Answer documents are administration-specific, so be sure to use the appropriate answer document (i.e., Fall 2010) as indicated in the upper right corner of the front cover of the answer document. Each answer document contains space for all five subjects, and each student should complete all tests in the same answer document. Do not use answer documents from prior administrations.

District Test Coordinator Responsibilities

The following are some of the specific responsibilities of the DTC:

- Prepare the Building Test Coordinators (BTCs) for test administration prior to testing.
- Receive test materials from DRC and distribute to BTCs.
- Conduct a training session for BTCs. Ensure that BTCs maintain test security by using the serial numbers to account for **all** secure test materials before, during and after test administration until they are returned to you.
- For public districts with **more than one** testing school, collect ALL boxes of completed answer documents from BTCs and return them promptly to DRC for scoring.
- For public districts with **only one** testing school, ensure that all boxes of completed answer documents are promptly returned to DRC for scoring. All materials will be picked up for return to DRC at the same location where they were originally delivered.
- For nonpublic, community and Joint Vocational Schools, ensure that BTCs promptly return all completed answer documents to DRC for scoring.
- Return **all** test booklets, special versions and unused answer documents to DRC.
- Receive and distribute test results.
- Ensure that state and district test security procedures are followed at all times: before and after test completion and during the return of test materials to you and to DRC.

Students Eligible for the Fall Administration (October 25 – November 7, 2010)

Students in grades 11 and 12 who have not passed all required tests **should** participate.

Students in grade 10 or below should **not** participate. Students repeating grade 10 **may** participate if the district determines that the student will be in grade 11 by the end of the school year.

Students in state-approved STEM schools below grade 10 are permitted to take the OGT. To accommodate STEM school students below grade 10, Box "L" of the demographic page has been updated to include a bubble entitled "STEM Below Grade 10." This bubble should be gridded **only** for those students below grade 10 who are enrolled in state-approved STEM schools.

Those enrolled in adult education programs or classified as "OGT Only" may also participate.

Test Schedule

During the fall administration, the following sequence will apply during the first week of testing:

| | |
|-------------------|-----------------------|
| Monday: | Reading |
| Tuesday: | Mathematics |
| Wednesday: | Writing |
| Thursday: | Science |
| Friday: | Social Studies |

Make-up tests are administered during the second week of testing. Students may also take make-up tests during the first week after the first day that a test was administered. Except for students taking a make-up test, all students testing in a particular subject should be tested on the same day. (**NOTE:** Make-up tests may be scheduled on Saturdays and Sundays.)

Test Administration

Students may **not** take more than one test on the same day and are allowed up to 2-1/2 hours to complete each test unless additional time is granted due to Individualized Education Program (IEP), Section 504 Plan or Limited English Proficient (LEP) accommodations.

Administration Reminders

Tracking Answer Documents

Answer documents shipped to districts and schools are tracked through a unique bar code and serial number printed on each answer document. The serial number is located on the back page of the answer document below the bar code. The bar code links the answer document to the district and school. Information on the district and school that received the document will be used to determine the number of answer documents returned. When a Pre-ID label or generic label is not affixed or when valid district and school IRNs are not gridded, the bar code on the answer document will also be used to determine the student's district and school IRNs. Because answer documents are being tracked to the IRNs that receive them, **please do not share answer documents with other districts.**

For instructions concerning Joint Vocational Schools (JVSs) and Career Technical Centers (CTCs), please refer to pages 26 and 27.

Calculators

Test your OGT Texas Instrument TI-30X IIS calculators for proper functioning before the test administration window. Additionally, OGT calculators should be provided to mathematics teachers prior to the test administration so that students will have the opportunity to become familiar with the calculator.

OGT calculators must be distributed to students for the mathematics test and should be made available during the science test. **The red TI-30X IIS is the only calculator that can be used during the mathematics and science tests.**

Prior to distributing the OGT calculators, each test administrator must clear the calculator memory by pressing the black "RESET" button on the back of the calculator or by pressing the "ON" button and the "CLEAR" button simultaneously. The display must read "MEM CLEARED."

Note: The instruction sheet that accompanies the TI-30X IIS calculator **may not** be used during the administration of the OGT.

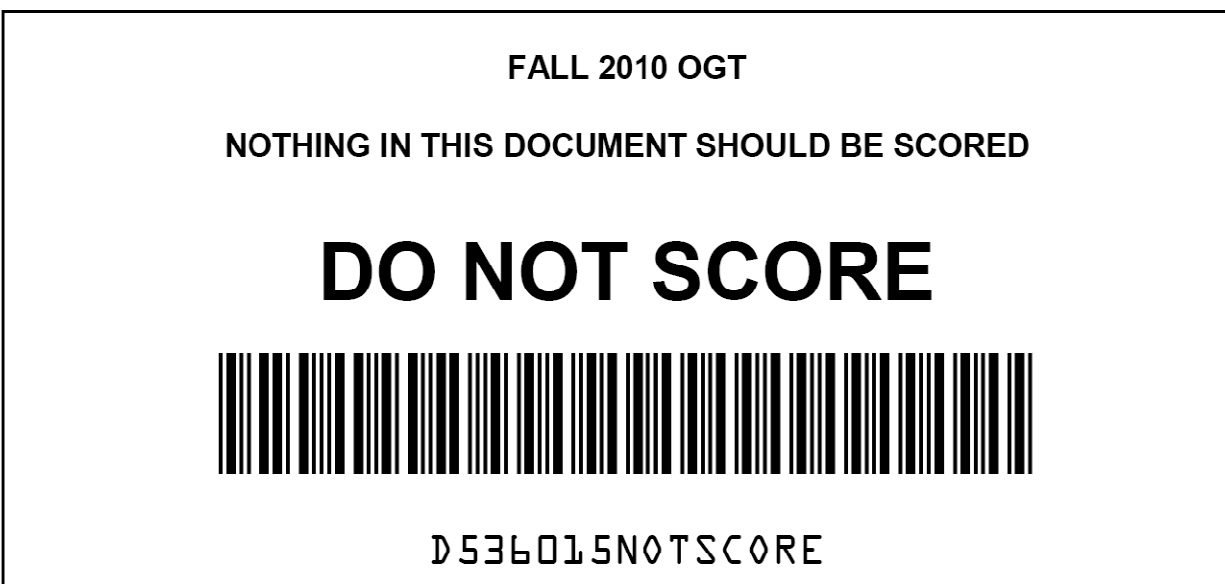
Mathematics Reference Sheets

English language *Mathematics Reference Sheets* are inside mathematics test booklets. The reference sheet is perforated for easy removal and use. Separate, loose-leaf foreign language *Mathematics Reference Sheets* will continue to be sent with foreign language audio CDs. Because the reference sheets are not secure test material unless students write on them, the district may retain any unused reference sheets. The English language version of the reference sheet is available for download from the ODE Web site at

education.ohio.gov; keyword search *OGT Mathematics Reference Sheet*. Additionally, the English language and foreign language versions of the reference sheet are available for download at www.ohiodocs.org.

Do Not Score Labels

In all situations for which an entire answer document should not be scored (e.g., a soiled answer document, an answer document completed in a foreign language that was transcribed), a "DO NOT SCORE" label (see illustration below) should be placed on **top** of the Pre-ID or generic label that was affixed to the answer document. If no Pre-ID or generic label was affixed to the answer document, the "DO NOT SCORE" label should be placed in the box labeled "APPLY LABEL HERE" where the Pre-ID or generic label would have been applied. Do not affix the "DO NOT SCORE" label in Box "A" or anywhere else on the answer document other than the box labeled "APPLY LABEL HERE." If you do not want a particular subject area test (e.g., science, writing) scored, **do not** apply a "DO NOT SCORE" label; instead you must submit an invalidation request (see page 26 for details). Return the answer document that should not be scored with your other nonscorable answer documents.



Returning Foreign Language Answer Documents for Translation

Answer documents requiring translation must be returned according to procedures. Answer documents for students who use foreign language CDs in Arabic, Mandarin Chinese or Spanish (i.e., one of the three languages for which CDs are available for Fall 2010) and who complete their written responses in their native languages **must** be placed in a separate return plastic bag labeled "OGT FOREIGN LANGUAGE ANSWER DOCUMENT(S) ENCLOSED" and returned with all other scorable answer documents. In addition, the "SPECIAL VERSIONS/AUDIO CDs" box (Box "G") in the "SCHOOL

USE ONLY" section of students' answer documents **must** be gridded. Adherence to these procedures is necessary in order to identify answer documents that DRC should translate.

Arabic, Mandarin Chinese and Spanish responses that are not identified as requiring translation will not be translated. Students will receive no credit for these constructed responses. Districts that suspect this occurred with one of their students will need to file an appeal for a rescore to have the student's responses translated by DRC and scored.

Note: Some students are tested using a Special Form because their school was approved to test two or more weeks early or because a breach occurred and they must be retested. CDs are not available for Special Forms.

Use of a translator. Students who use a translator for a foreign language that is not available on CD for Fall 2010 **must** have their responses translated into English before their answer documents are returned to DRC. Answer documents that have been translated into English should be returned with other scorable answer documents. A "DO NOT SCORE" label should be applied to the original answer document (with the non-translated written responses), and it should be placed in a "DO NOT SCORE" plastic bag. The "DO NOT SCORE" plastic bag can be found in the OGT Language Translation Ancillary Materials Kit that accompanies the language translation script. The "DO NOT SCORE" plastic bag should be returned with other nonscorable materials.

Responses that are returned for scoring in a language other than English will not receive credit for these constructed responses. Districts that suspect this occurred with one of their students will need to file an appeal for a rescore. If applicable, DRC will return the answer document to the district for translation and then will rescore the answer document.

Ohio Graduation Tests (OGT) Administration and Special Versions Comment Forms

DTCs are now encouraged to submit comments and suggestions regarding the administration of the OGT by completing the OGT Comment Form, available online at www.ohiodocs.org. DTCs, BTCs and teachers administering the OGT are encouraged to complete this form at the end of testing. An OGT Special Versions Comment Form is also available on the same Web site.

TIDE (Test Information Distribution Engine) Record Change System

Student demographic information provided in a Pre-ID file and printed on Pre-ID labels can now be edited through the TIDE Record Change System (www.ohtide.org). The TIDE Record Change System can also be used to associate students and their demographic information to the generic labels that will be affixed to student answer documents at the time of testing. The TIDE

Pre-processing Record Change window is for updating Pre-ID label information and associating students to generic labels. Instructions for accessing and using the record change feature of TIDE are provided in the *TIDE User Manual*, which is available online at www.ohiodocs.org and also within TIDE. Use of the TIDE Record Change System is optional.

Completing Answer Document Demographic Pages

OGT demographic information is collected on the front and inside front covers of student answer documents. The front cover contains non-Pre-ID information, such as LEP/IEP status, accommodations, special versions, and tests taken. The inside front cover contains information that is provided on the Pre-ID label (e.g., SSID, grade, ethnicity).

Important steps to follow:

- Test administrators should affix a Pre-ID label in the box labeled "APPLY LABEL HERE." Do not affix the Pre-ID label in Box "A."
- If a Pre-ID label is not available, test administrators who receive generic labels should affix a generic label in the box labeled "APPLY LABEL HERE." Do not affix the generic label in Box "A." The District IRN and School IRN fields (Boxes "P" and "Q") do not need to be gridded when a generic label is used. For further instructions on the proper use of generic labels, refer to the "Applying Generic Labels to Answer Documents" section on page 7.
- If a Pre-ID label or a generic label is not available, all required fields on the demographic page including Boxes "P" and "Q" (page 2) **must** be completed.
- If your district has agreed to administer the OGT to home-schooled students, your district IRN should be gridded in Box "P" (District IRN). Box "Q" (School IRN) should be gridded 999999. This will ensure that the scores will be kept out of your district data but will be available for you to provide to the home-schooled students. Generic labels may not be used for home-schooled students.

Applying Generic Labels to Answer Documents

Schools will receive a set of generic labels with their test materials. Each generic label includes a bar code that identifies the district and school.

Generic labels should be applied only to the answer documents of students who do **not** have Pre-ID labels. For a student without a Pre-ID label, apply a generic label to the answer document to indicate the district and school to which the student's scores should be reported.

When a generic label is used, DTCs can associate a student and his or her demographic information to the bar code of the generic label that was affixed to the student's answer document by using the TIDE Record Change System. If the TIDE Record Change System is used, DTCs should instruct BTCs and test administrators to have students grid "STUDENT LAST NAME" and "STUDENT FIRST NAME" fields (Box "H") on the demographic page (page 2) of their answer documents. DTCs are then responsible for entering the following required student demographic information into TIDE: student first and last names, SSID, date of birth, grade, gender, migrant status, and ethnicity. The dates for the TIDE Record Change windows are located on page 14.

If DTCs choose not to use the TIDE Record Change System, students must grid all required fields on the demographic page of their answer documents: "STUDENT LAST NAME" (Box "H"), "STUDENT FIRST NAME" (also Box "H"), "SSID" (Box "I"), "DATE OF BIRTH" (Box "K"), "GRADE" (Box "L"), "GENDER" (Box "M"), and "ETHNICITY" (Box "N").

If the TIDE Record Change System is used, DTCs and BTCs must keep track of which student is associated with each generic label, identified by the bar code on the generic label, in order to associate students' demographic information with their generic label in TIDE. DTCs may want to use a spreadsheet to track this information.

Nonpublic and correctional schools may receive generic labels with the school IRN and name identified in both the District IRN and Name fields. Refer to the "Note Regarding Nonpublic and Correctional Schools" section on page 27 for more information.

Generic labels are not available for home-schooled students, JVs and CTCs. Because of the large number of home districts that can be associated with a CTC, students attending CTCs who do not have Pre-ID labels must grid their home district in the District IRN field and their attending CTC in the School IRN field (Boxes "P" and "Q") on the demographic page. The IRN fields are located on the inside front cover. Refer to the "Note Regarding Joint Vocational Schools (JVs) and Career Technical Centers (CTCs)" section on pages 26 and 27.

Statewide Student Identifier

Use of the Statewide Student Identifier (SSID) **is required** for all of Ohio's statewide assessments. The SSID is embedded in the bar code on the Pre-ID labels, but it is not visible to the eye. For schools that do not use Pre-ID labels or when Pre-ID labels are not available for students being tested, test administrators will need to be prepared to grid the SSID in Box "I" on the inside front cover of each student's answer document. Test administrators will need to acquire SSID information before administering the tests, unless SSID identifiers are not assigned to your district/school. If your district/school is in a category to which SSID identifiers are not assigned, then leave Box "I" blank.

Because of the confidentiality of the SSID, districts should have a policy and/or procedure in place for schools to obtain the SSID if needed to complete Box "I" without jeopardizing secure student information. Comprehensive information about the SSID may be found online by accessing the ODE Web site at education.ohio.gov, keywords *SSID* and *Statewide Student Identifier*.

Testing Group Numbers

Test administrators are required to instruct students to grid Box "B" "TESTING GROUP NUMBER BASED ON LOCATION" (see illustration below) on the front cover of students' answer documents. **A testing group is defined as any location (e.g., room 105) within the school where an OGT test administration (of any size) is being conducted.** The purpose of assigning a testing group number to a **testing location** is to aid in identifying a cohort of students quickly and easily should an anomaly occur during testing, such as defective materials being discovered after the test is administered.

| B TESTING GROUP NUMBER BASED ON LOCATION | | | | | | | | | | | | | | |
|--|---|---|------|---|---|---------|---|---|---------|---|---|----------------|---|---|
| Reading | | | Math | | | Writing | | | Science | | | Social Studies | | |
| 1 | 0 | 5 | 1 | 0 | 5 | 1 | 0 | 5 | 1 | 9 | 8 | 1 | 0 | 5 |
| 0 | ● | 0 | 0 | ● | 0 | 0 | ● | 0 | ● | 0 | 0 | 0 | ● | 0 |
| ● | 1 | 1 | ● | 1 | 1 | ● | 1 | 1 | 1 | 1 | 1 | ● | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | ● | 5 | 5 | ● | 5 | 5 | ● | 5 | 5 | 5 | 5 | 5 | ● |
| 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | ● | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | ● | 9 | 9 | 9 | 9 |

The district must designate a person or persons to assign testing group numbers to all testing locations within each school. Test administrators must be told their testing group number for a given test location in order to instruct students on how to complete Box "B" of their answer documents.

The sample *Testing Group Roster* in Appendix C may be used to assign or record testing group numbers. This roster is also available for download from the ODE Web site at education.ohio.gov; keyword search *Testing Group Roster*.

Use of testing group numbers is required, but use of the *Testing Group Roster* is not. For example, schools may develop their own spreadsheet or use a local database to organize the testing group information. Regardless of the method used to assign testing group numbers, any documentation should be kept at either the school(s) or the district for one year after the test administration. You should discuss with your BTC(s) the best place to keep this documentation. You may be asked to make this information available after the test administration.

The testing group number documentation should not be returned to DRC or to ODE unless requested.

Test Security Information

All test security procedures previously established for the OGT will apply to the Fall 2010 OGT Administration. Refer to the *Ohio Statewide Assessment Program Rules Book* for additional information on test security and procedures related to test incidents and irregularities.

Maintaining test security is one of your most important responsibilities as a DTC. Your district's written procedures for protecting the security of test materials should be followed **at all times**. Secure test materials consist of test booklets (including large print and Braille), language translation scripts, audio CDs, scorable and nonscorable answer documents, and other materials that contain student information or responses (e.g., *Mathematics Reference Sheets* with student writing).

It is illegal and unethical to reproduce or disclose any secure material or to cause it to be reproduced or disclosed in any format. Each test contains questions and other material that will be used on future forms of the test. Therefore, security is vital for future administrations as well as the current administration. You are responsible for ensuring the security not only of the physical test booklets but also of the content of those booklets. Your responsibility for maintaining the security of test questions and materials does not end when materials are returned.

Note that no one, including BTCs, test administrators or students, is permitted to copy audio CD files (English audio and foreign language CDs) to computers. Reproduction or duplication of the CDs in any form is prohibited.

You should be aware that, under Ohio law, releasing any test question or other content of a test to students or assisting students to cheat in any way may result in invalidation of test scores, termination of employment, suspension of license to teach, and/or prosecution. A test incident must be reported to the Ohio Department of Education within 2 business days after it becomes known to the district. Investigations involving breaches in security (violating the Ohio Administrative Code) must be documented and submitted to the Ohio Department of Education within 10 days following the conclusion of the investigation. A summary of state security provisions included in Rule 3301-13-05 of the Administrative Code can be found in Appendix A of this manual. Violations of test security provisions contained in your district's written procedures may be punishable by penalties specified by your district. If you have questions or concerns about your responsibility for test security, consult your Board-adopted policy first.

As a DTC, you are responsible for the security of all testing materials while they are in your possession. You are also responsible for ensuring that the BTCs act in accordance with all security requirements while they are in possession of test materials. Additionally, you are responsible for training all BTCs in proper test administration procedures. Test materials should be kept in a locked, secure location when they are not in use. Only individuals authorized by district policy should have access to these materials. **Under no circumstances should students have access to testing materials prior to testing or after a testing session is completed.**

All test booklets and special versions of the tests for the OGT are secure documents and must be protected from loss, theft and reproduction in any medium. A unique identification number and bar code are printed on the front cover of all secure test materials and on the back of the answer documents. The serial number consists of the last eight digits of the identification number. These eight digits are located under the bar code on the right. In the sample below, the serial number is 00000001. Students will be instructed to write the serial number of each test booklet in their answer document before beginning each test.



S536014

00000001

Serial
Number

A range sheet on top of each pack identifies the range of serial numbers in the pack. You are expected to maintain test security by using the serial numbers to account for all secure test materials before, during and after test administration until the time you return them to DRC.

DRC provides a *District Security Checklist* for district overage and a *School Security Checklist* for school secure materials. The serial numbers of all secure materials sent with the original order are recorded on these checklists. Serial numbers for all additional materials orders should be added to the last page of the *District* or *School Security Checklist*. Use these checklists to document all pertinent information regarding discrepancies or missing test booklets on the *Secure Material Resolution Form*.

DRC maintains a record of the serial numbers of all secure test materials shipped to your district. When testing has been completed, all secure test materials must be returned. DRC will use a bar code scanner to account for all secure test materials by serial number and will provide a record of missing secure test materials to you and to ODE. If any secure test material that was shipped to your district is determined to be missing, you will be required to account for it.

Test booklets are shrink-wrapped in packs of 10. The morning that your district begins administering the OGT, the shrink wrap on the pack(s) of test booklets may be opened, and individual test booklets may be delivered to the rooms as needed. Any remaining test booklets in a pack should be secured. Each pack contains a range sheet that shows the range of serial numbers contained in that pack. After opening the shrink wrap, the BTC will verify that all test booklet serial numbers listed on the pack range sheet have been included in the pack. Please note: Shrink-wrapped packages must not be opened prior to the first day of testing.

The BTC will immediately report to you if a possible impropriety/security breach may have occurred. As the DTC, you will investigate any report made by the BTC, document testing irregularities on the *Secure Material Resolution Form*, and, if necessary, contact ODE.

Ethical Use of Tests

Pursuant to the requirements of Amended Substitute House Bill 152 (July 1993), the State Board of Education has adopted *Standards for the Ethical Use of Tests* (see Ohio Administrative Code 3301-7-01). These Standards guide those who are engaged at any stage of the assessment process in performing their responsibilities with honesty, integrity, due care, and fairness to all. The Standards ensure the integrity of the assessment process and the reliability and validity of inferences made from the assessment results.

The Standards are designed to govern assessment practices related (but not limited) to state graduation testing, standardized achievement testing, and any other grade-level or age-level assessment conducted building-wide or district-wide.

The Standards are grouped according to the following stages of the assessment process: (1) standards associated with communicating the ethical standards to and monitoring the educational practices of staff members who are assigned assessment responsibilities, (2) standards associated with practices in preparing students for an assessment, (3) standards associated with administration and scoring of assessments, and (4) standards associated with the interpretation and/or use of assessment results.

Examples of ethical and unethical or inappropriate assessment practices are provided in the *Standards for the Ethical Use of Tests*. These examples provide a guide for identifying general categories of unethical practices that can occur at each stage of the assessment process and can be helpful during staff in-services related to assessment. Some of these examples can be found on the following page. These examples are not intended to be an exhaustive list of all possible unethical practices. Good professional judgment must be used when you are determining whether an assessment practice not listed in the standards may be unethical. If you have any questions, please contact the Ohio Department of Education.

Scenarios Related to the *Standards for the Ethical Use of Tests*

| Is this activity or behavior an ethical practice? | Yes | No |
|---|-----|----|
| Using the state-provided practice tests as the sole method of preparing students for the tests without teaching the benchmarks measured by the tests. | | X |
| Using the state-provided practice tests as an activity after students have received instruction on the benchmarks and question formats. | X | |
| Making a copy of the graduation tests and/or preparing a student study guide based on the tests. | | X |
| Preparing students for the graduation tests by incorporating the graduation benchmarks in the appropriate subject curriculum. | X | |
| Copying the vocabulary words from a secure published test that will be administered and incorporating them into language arts instruction. | | X |
| Changing answers that students have written or gridded in. | | X |
| Using the results of the graduation tests as one of the sources of information on which to evaluate the effectiveness of curriculum. | X | |
| Hinting to a student to reconsider any answers given on a test. | | X |
| Encouraging students who are not reading at grade level to stay home during the reading portion of a standardized achievement test and/or coding these lower-performing students out of the district summaries so as to exclude their scores from being reported to the public. | | X |
| Correcting student responses so as to ensure a student a place in a gifted program. | | X |
| Setting a testing schedule that limits students from receiving the maximum time allowed for the test. | | X |
| Providing teachers and counselors with information they need to interpret test results. | X | |
| Revealing the test scores of one student to another student. | | X |

Fall 2010 Ohio Graduation Tests Administration Calendar

As DTC, you must administer and monitor the following schedule.

| | |
|--------------------------------|--|
| October 8 | DRC delivers test materials to DTCs. |
| October 8 – November 15 | TIDE Pre-processing Record Change window open. |
| October 13 | DTCs distribute test materials to buildings. |
| October 25 – November 7 | Fall Test Administration |
| October 25 – November 18 | TIDE Invalidation window open. |
| October 29 | BTCs prepare scorable answer documents for return to the DTC or for shipment to DRC. |
| November 1 | (8 a.m.–3 p.m.) Automatic pick-up of scorable answer documents by UPS at nonpublic, community and Joint Vocational Schools and at public districts with only one testing school within the district. Ship all completed scorable answer documents at this time. |
| November 2 | (8 a.m.–3 p.m.) Automatic pick-up of scorable answer documents by UPS at the district location where materials were delivered for public districts with more than one testing school within the district. Ship all completed scorable answer documents at this time. |
| November 2 – 11 | BTCs separate all remaining scorable answer documents (make-up tests) from the secure test materials and nonscorable answer documents and return them to the DTC. |
| November 12 | DTCs organize and return all remaining scorable answer documents (make-up tests), as well as secure test materials and nonscorable answer documents to DRC. |
| November 30 – December 1 | TIDE Pre-reporting Record Change window open. |
| December 13 | Downloadable test results are available online for ALL students whose answer documents were shipped to DRC by November 12. |
| December 13 – February 8 | TIDE Rescores and Verification window open. |
| January 6, 2011 | American Institutes for Research (AIR) delivers printed score reports to districts. |

Guidelines for Test Administration Activities

The items listed below should be considered when the OGT is scheduled and administered:

- No student may take more than one test per day.
- No student may take the same subject-area test more than once during an administration.
- Students are allowed up to 2-1/2 hours to complete each test. Districts should be sure to schedule a full 2-1/2 hours of testing. If unforeseen circumstances shorten the 2-1/2 hour testing window, students must be allowed additional time not to exceed the full 2-1/2 hour testing window. The testing must continue on the same day, ensuring that testing materials are secured and students have not had an opportunity to discuss the test with others. If security has been breached, please contact the Ohio Department of Education Office of Assessment at 614-466-0223.
- If a school district chooses to test a home-schooled student, the district's IRN should be gridded in Box "P" of the answer document and the number 999999 should be gridded in Box "Q."
- Limited English Proficient (LEP) students may use a dictionary and be permitted additional time (up to one full school day) to complete each test. Only students identified as LEP through a formal assessment (not OTELA) may have accommodations on the OGT.

If a student with disabilities takes a state graduation test, the test should be administered entirely under normal testing conditions with the exception of those accommodations **specifically** documented in the student's IEP or Section 504 Plan. Any accommodation **must** be specified **before** the student takes the test. Accommodations should always be related to the student's specific disability, consistent with daily instruction and practice, and should never invalidate the inferences one may draw from the student's performance. A student should never be allowed to take an operational state graduation test for practice.

Before Testing

- Conduct a training session for BTCs. Remind them to read every page of the *Building Test Coordinator's Manual* immediately.
- Reserve a locked, secure area for receipt and storage of test materials.

Receipt of Test Materials

- Districts will use UPS for receiving and returning materials.
- Test materials will arrive at the district in boxes labeled with the DTC's name and shipping address. Each box label references the school name and is sequentially numbered.
- When test materials arrive, open the white district box. It contains the *School Box Range Sheet*, *District Packing List*, copies of the *School Packing List(s)*, the *District Security Checklist*, and other administrative material. This box may also contain secure test materials. Please refer to your packing list.
- Find the *School Box Range Sheet*. It shows the number of boxes packaged for each school, as well as the number of boxes packaged for the district. Use this sheet to sort the boxes by building and verify that you have received all of your boxes. If you have not received all of the boxes indicated, please call the OGT Help Desk at 1-877-231-7809 and press "1."
- DRC has packaged test materials for each building and has supplied you with materials based on the enrollment/material orders and/or Pre-ID information you submitted. The district overage materials are packaged separately. They are to be used if any building needs additional or replacement materials. Note that answer documents are linked to a specific district and should not be shared with other districts.
- Distribute materials to the BTCs as early as possible after receiving materials to allow for timely replacement of damaged or missing items. Remind them to save the boxes the test materials came in and to use them for returning test materials after test administration.
- Remind the BTCs that they are to return test materials to you in serial-number order; their compliance will make this process much less time-consuming for you.
- Find your *District Security Checklist* (schools will receive a *School Security Checklist* with their administrative material). Use the *District Security Checklist* to verify your district overage. The serial numbers of all secure material are recorded on the security checklist. Verify your overage as soon as possible after distributing materials to the buildings. **Do NOT open any shrink-wrapped packages of test booklets at this time.**
- Find your Return Kit. It is in a white Tyvek envelope that can be found in the white district box. The kit contains a *Secure Material Resolution Form*, a *Scorable Answer Documents Transmittal Form*, a *Nonscorable Answer Documents and Other Secure Materials Transmittal Form*, **WHITE** UPS-RS labels, and **SALMON** Nonscore DRC return box labels. If

the answer documents are returned to DRC from a school, please provide the necessary information to the BTC. Please note that each school will receive a Return Kit containing **BLUE Score** DRC return box labels for returning scorable answer documents. Do **NOT** ship by any means other than UPS unless specifically instructed to do so by DRC or ODE.

Use of District Overage Materials

- If a building shipment does not contain the quantity of secure test materials needed, distribute test materials from your overage shipment. The following procedure must be used to replace missing, damaged or defective secure test materials in any building:
 - 1) Distribute additional materials from the district shipment. Test booklets are shrink-wrapped in packs of 10 in each subject; a range sheet in each pack will identify the range of serial numbers within the pack. The BTC in your district or at the remote location will open the shrink wrap on the first day of testing.
 - 2) It may be necessary for you to break packages of shrink-wrapped test booklets to meet the building's needs or to send to a remote location. Place the booklets in a manila envelope, write the serial number range of the enclosed test booklets on the envelope, and **seal it**. The BTC in your district or at the remote location will open the envelope on the first day of testing.
 - 3) When distributing answer documents from the district overage, remind the BTC to verify the accuracy of the district IRN information coded on the overage answer documents. Bar codes on the district overage answer documents are associated with districts only, not schools. Therefore, overage answer documents with missing or invalid IRN information can be traced to the district level only.
 - 4) Use your *District Security Checklist* to keep a record of the serial numbers of all secure test materials distributed to buildings from your district overage shipment. A unique identification number and bar code are printed on the cover of each secure test booklet and the back of each answer document; the serial number consists of the last eight digits of the identification number, located under the bar code on the right. The *District Security Checklist* does not need to be returned to DRC. Keep this record for at least two months after receiving test results.
 - 5) On the *Secure Material Resolution Form*, record any discrepancies between the *District Security Checklist* and the overage materials received.

- 6) Do **NOT** destroy your copy of the *District Packing List*, *District Security Checklist* or *Secure Material Resolution Form*. It is important that you refer to them when returning the secure test materials after testing is completed.
- If your district overage shipment cannot accommodate the need for materials, place an additional order through TIDE. As DTC, you are responsible for ordering additional materials; only requests from DTCs will be honored.

During Testing

- Keep unused materials in **locked**, secure storage until all testing is completed. Unauthorized persons may **NOT** have access to the test materials.
- Provide BTCs with additional materials as needed, using the procedures outlined under the "Use of District Overage Materials" section.
- Use the procedures described in the *Ohio Statewide Assessment Program Rules Book* to document any testing incidents or irregularities reported to you by your BTC(s) before, during or after test administration.
- You may make comments on any aspect of the testing process using the online OGT Comment Form at www.ohiodocs.org.
- Monitor test administration procedures in each building.
- NOTE:** Students must use a No. 2 pencil to complete all sections of the answer document. Students may **NOT** use mechanical pencils or pens.

Procedures to Follow for Emergency Closing of Schools During Testing

In the event that a school or district is closed due to weather or another emergency during regular testing, follow these procedures.

1. Fax ODE at 1-614-995-5568 with the date(s) and reason the building/district was closed. You do **not** need to call.
2. Upon return to school, continue administering the test(s) according to the schedule prescribed by ODE. Tests missed during the regular administration should be administered on the first day(s) of make-up testing.

Students Who Become Sick

If a student becomes ill and is unable to continue testing on the scheduled test day, the test administrator should collect the student's test materials and note how much of the 2-1/2 hours has elapsed. The student should then complete the test on another day during the make-up test administration period, if possible, using the remaining time, not to exceed a total testing time of 2-1/2 hours. Tests that are not completed may be invalidated at the district's discretion (see page 26 for details). Responses in a "soiled" answer

document should be transcribed into a new answer document. Return the scorable answer document to DRC with other scorable answer documents. Place a "DO NOT SCORE" label over the Pre-ID or generic label that was affixed to the soiled answer document and put the answer document in a separate plastic bag. If no Pre-ID or generic label was used, place the "DO NOT SCORE" label in the space where a Pre-ID or generic label would have been affixed and put the answer document in a separate plastic bag. Return the plastic bag to DRC with your nonscorable materials.

After Testing

- ❑ In order for their tests to be scored, students who take the test with procedural accommodations or use a Braille or large-print test booklet must have their responses transcribed **verbatim** into a scorable OGT Fall 2010 answer document provided by DRC. Students who use a language translator to respond in a language other than English or the three foreign languages for which CDs are available for Fall 2010 (Arabic, Mandarin Chinese and Spanish) **must** have their responses translated into English for scoring. Answer documents that have been translated into English can be returned with all other scorable answer documents. Apply a "DO NOT SCORE" label to the original answer document with responses in a language other than English or the three foreign languages for which CDs are available, and place it in a plastic bag labeled "DO NOT SCORE." "DO NOT SCORE" bags are shipped with large-print and Braille test booklet orders. If a language translation script was ordered, a "DO NOT SCORE" bag will be included in the Language Translation Ancillary Materials Kit. Return the plastic bag with your nonscorable materials.
- ❑ Answer documents for students who use foreign language CDs in Arabic, Mandarin Chinese or Spanish and who complete their written responses in their native languages (**NOTE:** All students must complete the writing content area in English) should be placed in a separate return plastic bag labeled "OGT FOREIGN LANGUAGE ANSWER DOCUMENT(S) ENCLOSED." (To ensure timely processing, these plastic bags must be returned with all other scorable answer documents.) In addition, the "SPECIAL VERSIONS/AUDIO CDs" box (Box "G") in the "SCHOOL USE ONLY" section of students' answer documents must be gridded. Adherence to these procedures is necessary to identify answer documents that DRC should translate. Once the scorable answer documents are returned, DRC will translate the three languages. Answer documents not identified as requiring translation will not be translated. Supplemental instructions for large-print and Braille test booklets, as well as English audio and foreign language CDs and language translation materials, are provided in the *Administration Manual*.

- ❑ Work with all BTCs to ensure that scorable answer documents are undamaged, organized by grade and returned promptly.
 - Public districts with **only** one testing school and nonpublic, community and Joint Vocational Schools will have an automatic pick-up on Monday of the second testing week. There will be an automatic pick-up of scorable answer documents for public districts with **more** than one testing school on Tuesday of the second testing week.
 - BTCs who are returning materials directly to DRC should follow the instructions in this manual for preparing the return of scorable answer documents.
- ❑ All **nonscorable** answer documents should be returned with other secure materials. They may **not** be used for any future administrations.
- ❑ When packaging any materials for shipment, please observe the following guidelines:
 - Use filler (e.g., crumpled paper or bubble wrap) to make sure secure test materials do not shift during transport.
 - Tape boxes securely using heavy-duty shipping tape. It is recommended that you use at least three strips of tape across both the top and the bottom of the box to ensure the security of the contents during shipping. Please make sure that the box flaps with the old labels are folded down first and the blank box flaps are on top.

Returning Scorable Answer Documents

1. Ship the scorable answer documents for **all** students who have finished testing by the pre-arranged UPS pick-up date. Make-up tests may be shipped separately. The students' answer documents will be processed, and downloadable test score results for all students whose answer documents are returned to DRC by November 12 will be available online on December 13.
2. Make sure that a **BLUE** DRC return box label is affixed to flap A on the top of each box containing scorable answer documents. (See sample on the next page.) Districts must use the DRC return box label in addition to the **WHITE** UPS-RS label.

Sample DRC Return Box Label

FALL 2010

DIST/SCHL IRN: 123456/123456 Middleville High School

FROM: MIDDLEVILLE SD
ADDRESS #1
ADDRESS #2
CITY OH 99999-9999

**TO: Data Recognition Corporation (DRC)
7303 Boone Ave N
Brooklyn Park, MN 55428**



R53601501234567

SCORE

3. Complete the *Scorable Answer Documents Transmittal Form* by entering the number of **scorable** answer documents that were returned after the first week of testing and any additional shipments, including make-up answer documents from make-up tests. Once **all** of your **scorable** answer documents have been returned, fax this completed form to DRC at 1-866-377-1249. This form does not need to be returned with your scorable answer documents.

UPS Return Instructions (Scorable Answer Documents)

- Affix a **WHITE** UPS Return Service (UPS-RS) label to flap B on the top of each box. Do **not** send any boxes via UPS without a UPS-RS label. Please keep records of your shipments to DRC by keeping the tracking number(s). The UPS-RS number is located directly above the bar code in the middle of the shipping label. It is recommended that you copy each UPS-RS label you use. These tracking numbers do not need to be provided to DRC unless requested.
- There will be an automatic UPS pick-up of scorable answer documents. Please refer to page 14 of this manual for specific information.

- If you miss your automatic pick-up or have make-ups, please call UPS at 1-866-857-1501. (Do NOT call the UPS general pick-up number found on the UPS Web site.)
- Schedule a date and time for pick-up and inform UPS that you have UPS-RS labels. **Please schedule your pick-up at least one day in advance. Same day service is not available in all areas.**
- Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative will use these numbers to bill the pick-up and return charges to DRC.
- If you have a daily scheduled UPS pick-up, you may send your return shipment with the rest of your packages; however, please set apart the DRC shipment for the driver.

Returning Test Booklets, Special Versions and Nonscorable Answer Documents

All secure test materials, including test booklets, Braille booklets, large-print booklets, language translation scripts, and audio CDs, must be accounted for and returned after the completion of testing. Nonscorable answer documents must also be returned.

- Immediately after all testing is concluded and scorable answer documents have been shipped to DRC, collect all remaining test booklets, other secure test materials (i.e., Braille and large-print test booklets, language translation scripts and audio CDs) and nonscorable answer documents from the buildings.
- If you find a scorable answer document mixed in with the nonscorable test materials that have been returned to you, separate the answer document from the nonscorable test materials, place it in a box, affix a **BLUE** DRC return box label and a **WHITE** UPS-RS label, and call UPS for pick-up.
- Arrange the test booklets by subject (color code). Keep them in locked, secure storage until you have all of them ready for return. All secure test materials must be accounted for after the completion of testing.
- Pack the nonscorable answer documents and other secure materials in the boxes in which they were delivered. For your convenience, additional flat boxes are included in the initial shipment.
- Affix a **SALMON** DRC return box label to flap A on the top of each box containing nonscorable answer documents and other secure test materials. These labels can be found in the Return Kit. Districts must use the DRC return box label in addition to the **WHITE** UPS-RS label.

- Complete the *Nonscorable Answer Documents and Other Secure Materials Transmittal Form* by entering the number of nonscorable answer documents and other secure materials that were returned. Fax this form to DRC at 1-866-377-1249 following the shipment of nonscorable answer documents and other secure materials. This form does not need to be returned with your shipment.
- Districts may **NOT** return nonscorable answer documents and other secure materials in the same box with scorable answer documents. Please follow all instructions above.

UPS Return Instructions (Nonscorable Answer Documents and Other Secure Materials)

- Affix a **WHITE** UPS-RS label to flap B on the top of each box, making sure that it is not applied across the box flap seam. Do **NOT** send any boxes via UPS without a UPS-RS label. Please keep records of your shipments to DRC by keeping the tracking number(s). The UPS-RS number is located directly above the bar code in the middle of the shipping label. It is recommended that you copy each UPS-RS label being used. These tracking numbers do not need to be provided to DRC unless requested.
- DTCs are responsible for calling UPS to arrange for pick-up of secure test materials as soon as they are ready but **no later than Friday, November 12, 2010**. UPS can be reached at 1-866-857-1501. (Do NOT call the UPS general pick-up number found on the UPS Web site.)
- Schedule a date and time for pick-up and inform UPS that you have UPS-RS labels. **Please schedule your pick-up at least one day in advance. Same day service is not available in all areas.**
- Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative will use these numbers to bill the pick-up and return charges to DRC.
- If you have a daily scheduled UPS pick-up, you may send your return shipment with the rest of your packages; however, please set apart the DRC shipment for the driver.

Returning the Secure Material Resolution Form

Using the *District Security Checklist*, complete the *Secure Material Resolution Form* (see sample on page 29). This form can be found in the Return Kit. Fax this form to DRC at 1-866-377-1249.

- Discard the following materials:
 - *District Test Coordinator's Manual* and *Building Test Coordinator's Manual*
 - *Administration Manuals*
 - Unused Pre-ID labels
 - Unused generic labels

If you have any questions or encounter difficulties with these shipping procedures, please call the OGT Help Desk at 1-877-231-7809 and press "1."

Summary of Scorable and Nonscorable Answer Document Return Procedures

All answer documents should be separated into two groups: scorable and nonscorable answer documents. In situations for which an entire answer document should not be scored (e.g., a soiled answer document, an answer document completed in a foreign language that was transcribed), place a "DO NOT SCORE" label on top of the Pre-ID or generic label that was affixed to the answer document. If no Pre-ID or generic label was affixed to the answer document, place the "DO NOT SCORE" label in the box labeled "APPLY LABEL HERE" where the Pre-ID or generic label would have been applied. Do **not** affix the "DO NOT SCORE" label in Box "A" or anywhere else on the answer document other than the box labeled "APPLY LABEL HERE."

Follow the table of definitions of scorable and nonscorable answer documents on page 25 when separating answer documents.

Definition of Scorable and Nonscorable Answer Documents and Summary of Return Procedures

| | Answer Document Status | Return Instructions |
|---|---|---|
| SCORABLE ANSWER DOCUMENTS (See pages 20–22 for detailed return instructions.) | Answer documents containing student responses that should be scored. | Place scorable answer documents in a box that has a BLUE return box label. |
| | Answer documents containing student responses for some subjects that should be scored and some subjects that should be invalidated. | Place scorable answer documents in a box that has a BLUE return box label. (The entire answer document will be scored. See page 26 of this manual for instructions on invalidating test scores.) |
| NONSCORABLE ANSWER DOCUMENTS (See pages 22 and 23 for detailed instructions.) | Blank answer documents containing no Pre-ID or generic labels or student responses. | Place nonscorable answer documents and other nonscorable secure test materials in a box and affix a SALMON return box label. |
| | Answer documents containing affixed Pre-ID labels, generic labels or demographic information gridded, but no student responses. | Apply a “DO NOT SCORE” label on top of the Pre-ID or generic label that was affixed to the answer document. If no Pre-ID or generic label was used, place a “DO NOT SCORE” label in the box labeled “APPLY LABEL HERE” where a Pre-ID or generic label would have been applied. Do not affix the “DO NOT SCORE” label in Box “A” or anywhere else on the answer document other than the box labeled “APPLY LABEL HERE.” Place these types of answer documents in a “DO NOT SCORE” plastic bag and place the bag(s) and other nonscorable secure test materials in a box and affix a SALMON return box label. |
| | Soiled answer documents and answer documents containing student responses that have been transcribed or translated into another answer document that should be scored; the original answer document should not be scored. | |
| All other answer documents containing student responses that should not be scored. | | |

Invalidating Test Scores

BTCs should contact DTCs regarding procedures for invalidating a student's score prior to reporting. Invalidation of a score must be done by the DTC through TIDE at www.ohtide.org. Complete instructions for accessing and using the invalidation feature of TIDE are provided in the *TIDE User Guide*, which is available online at www.ohiodocs.org and also within TIDE. The following information is needed to invalidate a score:

- The student's name, grade and birth date
- The test area to be invalidated
- The lithocode from the student's answer document, which can be found on the bottom right front cover of the demographic page
- The student's Pre-ID or generic label bar code
- The reason the test is being invalidated

Possible reasons for invalidation include the following:

- The student cheated.
- The student did not complete the test.
- The student took the same test during the same administration.
- The student passed the same test during a previous administration.
- Test procedures were not followed.
- The student responded in the wrong section of the answer document.

When a student's test is invalidated, it will be reported as INV on the *Roster of Student Performance* report.

NOTE: Test results cannot be invalidated through TIDE after the scores have been reported by the vendor. Any corrections to reported scores must take place at the local level through EMIS.

Note Regarding Joint Vocational Schools (JVSS) and Career Technical Centers (CTCs)

To avoid delays in scoring and reporting, it is very important that you complete student answer documents correctly.

Pre-ID labels for students attending JVSS/CTCs should list the student's attending JVS/CTC school and the student's home district. The OGT Pre-ID file layout includes a field for the home district IRN. Home district information submitted by JVSS/CTCs during the Pre-ID window will be listed on Pre-ID

labels and will be used for reporting. If the information on the Pre-ID label is incorrect, do not use the Pre-ID label. Discard the label and follow the gridding instructions below and in the *Administration Manual* for students who do not have a Pre-ID label.

If a home district uploaded the Pre-ID information for a student attending a JVS/CTC and provided only the home district and home school, the home district information will be printed on the Pre-ID label. If you choose to use the label, the student's test results will be reported only to the home district and home school, not to the JVS or CTC.

For JVS/CTC students whose answer documents do not have a Pre-ID label affixed, the District IRN field (Box "P") on the student answer document must be coded with the students' home district IRN, and the School IRN field (Box "Q") on the student answer document must be coded with the attending JVS/CTC school IRN. The JVS district IRN should not be used. If the fields on the student answer document are completed correctly, both the JVS and the home district will receive a copy of the students' results.

Note Regarding Nonpublic and Correctional Schools

Nonpublic and correctional schools may receive Pre-ID and/or generic labels with the same school IRN and name listed for both the district and school. The known relationship between nonpublic and correctional schools and their parent entities (hierarchies) will be used to identify parent IRNs and to report students' scores to the parent entity.

Students from nonpublic and correctional schools who do not have Pre-ID labels or generic labels should grid their attending school IRN in the School IRN field (Box "Q"). The attending school IRN or the parent entity IRN may be gridded in the District IRN field; either is acceptable.

Procedures for Appeal (Rescore/Verification)

When a school or district has reason to believe that an error may have been made in scoring a student's answer document and/or reporting the student's results on one or more Ohio Graduation Tests, the school or district may request that the test(s) be rescored or verified. Requests for a rescore or verification must be made by the DTC using the TIDE online request system. The link for online requests for appeals is www.oh tide.org.

There are no request forms to be mailed or faxed to the ODE Office of Assessment; all requests must be submitted through the online system. Old request forms from previous administrations will not be processed if used and sent to ODE.

Rescore: A rescore is requested when a DTC wishes to have a student's test score or scores reassessed. A DTC may desire a rescore if a student responded in the incorrect section of the answer document or if a student's performance on a test (or tests) is significantly lower than would be expected, given his or her performance in the classroom or on other standardized assessments. These are just two examples of why a rescore may be requested, but there are many other reasons why a DTC may request a rescore.

Verification: A verification is requested when a DNA ("did not attempt") is reported for a test that the school or district believes the student attempted; when a student receives a score for a test the school or district believes he or she did not take; when the district believes two students' scores were interchanged; or when a student is not listed in the report at all.

There will be a \$25 fee for all rescore and verification requests. Before a rescore or verification is performed, all required information must be entered into the online system, including a purchase order number. The hardcopy purchase order (no checks or money orders) should be made out to DRC and mailed or faxed to:

Data Recognition Corporation
Attn: OGT
13490 Bass Lake Road
Maple Grove, MN 55311
1-866-377-1249 (Fax)

The results of the rescore or verification cannot be appealed. At the time of a subsequent test administration, any student who has a rescore/verification request pending and/or has had a rescore/verification denied should retake the test(s) in question. If a request for a "Proficient/Not Proficient" decision is reversed and/or the student passes the test at a subsequent test administration, the student will be given credit for passing on the earliest applicable test date.

Ohio Graduation Tests

Fall 2010

Secure Material Resolution Form*

| | | | | | |
|--|---|---|-----------|---------|--|
| 012345 OHIO CITY SD DISTRICT TEST COORDINATOR OHIO CITY SCHOOL DISTRICT 10 NORTH STREET CITY, OH 12345-1999 | <p>PHASE I (At Receipt of Materials) Note any discrepancies between the contents of the shipment and the packing list.</p> | <p>PHASE II (After Testing) Before materials are returned to DRC, note any duplicate or missing numbers found during or after testing.</p> <table border="1"> <tr> <td data-bbox="472 537 527 779">DUPLICATE</td> <td data-bbox="472 779 527 1010">MISSING</td> </tr> </table> | DUPLICATE | MISSING | <p>COMMENTS Check box if there are no discrepancies. Otherwise, note any additional comments/discrepancies.</p> |
| DUPLICATE | MISSING | | | | |
| <p style="font-size: 48pt; opacity: 0.5;">DRAFT</p> | | | | | |

*Secure test materials include test booklets (regular, large print, and Braille), Audio CDs, Language Translation Scripts, and all answer documents (scorable and non-scorable). You are responsible only for the secure test materials listed on the packing list.

Use the *District Security Checklist* to record all missing or duplicate serial numbers of secure test materials on this *Secure Material Resolution Form*. This should be done upon receipt of materials and prior to returning of materials to DRC. If there are no discrepancies, check box in the comments section.

**After testing, fax form to DRC at:
1-866-377-1249.
Do not return original form with test materials.**

As District Test Coordinator, I attest that the information given on this (these) form(s) is accurate and accounts for all secure test materials sent to my district.

District Test Coordinator's signature _____

Date: _____

District Test Coordinator's Phone Number _____

Appendix A – Summary of Test Security Provisions from the Ohio Administrative Code

Rule 3301-13-05 of the Ohio Administrative Code establishes test security provisions for the graduation tests. A summary of those provisions appears below.

- All test questions and all other materials are considered secure and subject to the provisions of Sections 3319.151 and 3319.99 of the Ohio Revised Code and Rule 3301-13-05 of the Ohio Administrative Code. **Revised Code prohibits the disclosure of test questions, paraphrases, facsimiles, or any other material that would assist a pupil taking the Ohio Graduation Tests.**
- By **October 1** of each year, written procedures and penalties shall be communicated to all district employees and students.
- Persons designated as District and Building Test Coordinators, as well as test administrators, are responsible for ensuring that test security provisions are met.
- Only authorized personnel are permitted access to secure test materials.
- The district must establish written procedures to protect the security of test materials and these procedures shall include the following:
 - Identify authorized persons to be present during testing and have access to secure material.
 - Specify handling and tracking procedures in both the district and building.
 - Specify procedures for investigating any alleged test security violations and penalties for confirmed violations.
 - Specify procedures for determining whether to invalidate a student's test score.
 - Specify that, within **10 days** of determining that a test security violation has occurred, after having first conducted an investigation, the district shall notify the Ohio Department of Education in writing of the finding of such a violation and of any action taken by the school district or participating school.
 - Specify how written procedures will be communicated annually to employees and students in the district.
- After determination that a test security violation has occurred, the District Board and/or State Board of Education may seek the maximum penalty pursuant to Section 3319.151 of the Ohio Revised Code.
- Each district shall cooperate with the State Board in any investigation of a test security violation.

- Prior to taking action for a test security violation, the State Board shall give notice of any action and provide an opportunity for an individual to respond and present a defense.
- Each Joint Vocational School administering the graduation tests shall comply with this rule.

Appendix B — Accommodations and Special Versions

Criteria for the Use of Accommodations

A student may require accommodations in test administration procedures. Accommodations must be consistent with what is regularly provided to the student for testing in the classroom. Accommodations are specified in the IEP or Section 504 Plan. If the person providing the accommodation is also administering the statewide test, then that person must be a licensed/certificated employee of the district.

Accommodations should be made to facilitate participation by students with disabilities or Limited English Proficiency. However, any accommodation that gives a student an advantage is not considered allowable because it does not permit valid assumptions to be made from the results.

Definition of a Student with Disabilities

A student with a documented disability is one who has been evaluated and found to meet the eligibility criteria for enrollment in special education as defined by the Individuals with Disabilities Act (*IDEA '04*) or one who has a disability covered under Section 504 of the Rehabilitation Act of 1973.

Definition of a Student with Limited English Proficiency

Please refer to the *Ohio Statewide Assessment Program Rules Book* for detailed information on the identification process for Limited English Proficient (LEP) students.

All students identified as LEP must take the OTELA in the spring in addition to the OGT.

All LEP students are allowed the use of a dictionary and may receive extended time to complete the tests.

Additionally, LEP students who have been enrolled in a U.S. school for fewer than three years and are at the beginning or intermediate level in reading and writing are eligible to receive one of the following accommodations based on availability:

- Read Aloud — a read-aloud administration of the tests in English.
- English Audio CD — English audio recordings of the tests are available for the Fall and Spring Administrations only.

- Foreign Language Audio CD — foreign language audio recordings of the tests are available for the Fall and Spring Administrations only (languages may vary by administration).
- Language Translation — a language interpreter reads the tests aloud in the student’s native language and translates responses into English. ODE will reimburse for language translations during the Spring Administration only and then only for languages that are **not** available on CD. ODE will not reimburse for any reason during the Summer and Fall Administrations; however, a translator may be used during any administration at the school’s or district’s expense.

Immediately after testing, answer documents for the students who use the three approved foreign language CDs and complete their written responses in their native language should be placed in a separate return plastic bag labeled “OGT FOREIGN LANGUAGE ANSWER DOCUMENT(S) ENCLOSED” (supplied by DRC) and sent to DRC for translation. Additional information can be found in the “Supplemental Instructions” (Appendix B) of the *Administration Manual*.

NOTE: In order to provide an accurate measure of students’ understanding of the subject matter being assessed, passages on the reading test may **not** be read aloud to the students, and students’ responses on the writing test may **not** be translated from another language into English.

Finally, LEP students who have been enrolled in U.S. schools for one year or less are exempted from taking the OGT reading and writing tests, but they must take an English language proficiency test (given locally) to measure how well they are learning English. All LEP students must continue taking the English language proficiency test until they demonstrate proficiency in English. This test may not be substituted for the OGT as a graduation requirement.

Sign Language

Districts that plan to administer the test in sign language should order and use the language translation materials.

Summary of Special Versions/Accommodations for the Fall 2010 OGT Administration

Students' responses to the multiple-choice and constructed-response questions must all appear in the same answer document to be scored.

NOTE: Some students are tested using a Special Form because their school was approved to test two or more weeks early or because a breach occurred and they must be retested. English and foreign language CDs are not available for Special Forms.

| Special Version/ Accommodation | For the student who | Materials needed | After testing |
|---|---|--|---|
| Large Print | is an eligible IEP/504 Plan student who has difficulty reading text in a standard-size font and/or needs to highlight text. NOTE: This accommodation is made in the student's everyday classroom instruction. | Large-print test booklets (ordered through TIDE) | The test administrator will transcribe the student's multiple-choice and constructed-response answers into a scorable answer document. The test administrator will return scorable (transcribed answer document) and nonscorable (test booklet) material to the BTC. The BTC must return the materials to the DTC; the DTC will return them to DRC. |
| Braille | is an eligible IEP/504 Plan student who reads classroom materials in Braille. NOTE: This accommodation is made in the student's everyday classroom instruction. | Braille test booklets (ordered through TIDE) | |
| English Audio CD | is an eligible IEP/504 Plan and/or LEP student who needs an administration of the test in English. NOTE: For IEP students the read-aloud accommodation is made in the student's everyday classroom instruction. | English audio CD(s) and test booklet(s) (ordered through TIDE); audio CD player (supplied by school) | The test administrator will verify that the student's multiple-choice and constructed-response answers are marked/written in a scorable answer document. The test administrator will return scorable (completed answer document) and nonscorable (test booklet and English language CD) material to the BTC. The BTC must return the materials to the DTC; the DTC will return them to DRC. |

| Special Version/ Accommodation | For the student who | Materials needed | After testing |
|-----------------------------------|--|---|--|
| Read Aloud | is an eligible IEP/504 Plan and/or LEP student who needs a read-aloud administration of the test in English. NOTE: This accommodation is made in the student's everyday classroom instruction. | Two test booklets, one for the student and one for the test administrator (ordered through TIDE) | The test administrator will collect test materials and return the scorable (completed answer document) and nonscorable (test booklet) materials to the BTC. The BTC must return the materials to the DTC; the DTC will return them to DRC. |
| Foreign Language Audio CD | is an eligible LEP student who needs an audio administration of the test in a foreign language; foreign languages offered on CD vary by administration. | Foreign language audio CD(s) and test booklet(s) (ordered through TIDE); audio CD player (supplied by school) | The test administrator should verify that the student's multiple-choice and constructed-response answers are marked/written in a scorable answer document. The student must respond in English for the writing test but is permitted to answer/respond in his or her native language for the reading, mathematics, science, and social studies tests. The test administrator will return scorable (completed answer document) and nonscorable (test booklet and foreign language audio CD) material to the BTC. NOTE: Immediately after testing, the student's completed answer document should be placed in a separate return plastic bag labeled "OGT FOREIGN LANGUAGE ANSWER DOCUMENT(S) ENCLOSED" (supplied by DRC) and sent to DRC for translation. The "SPECIAL VERSIONS/AUDIO CDs" box (Box "G") in the "SCHOOL USE ONLY" section of the student's answer document must be gridded. Arabic, Mandarin Chinese and Spanish responses that are not identified as requiring translation will not be translated. Students will receive no credit for these constructed responses. (Districts that suspect this occurred with one of their students will need to file an appeal to have the student's responses translated by DRC and rescored.) The BTC must return the materials to the DTC; the DTC will return them to DRC. |

| Special Version/ Accommodation | For the student who | Materials needed | After testing |
|---|---|---|--|
| Language Translation Scripts | is an eligible LEP student who needs a language administration of the test in a language not available on CD. ODE reimburses language translators for the Spring Administration only. | Language translation materials and test booklet(s) (ordered through TIDE); tape recorder (supplied by school) | The test administrator should verify that the translator has recorded in English the student's responses to reading, mathematics, science, and social studies tests in one scorable answer document that includes the student's multiple-choice and constructed-response answers. The writing test must be written in English by the student and may not be translated. The test administrator will return the scorable answer document to the BTC. NOTE: DRC will only score answer documents that have been translated into English. Responses that are returned for scoring in a language other than English will receive no credit for these constructed responses. (Districts that suspect this occurred with one of their students will need to file an appeal. If applicable, DRC will return the answer document to the district for translation and then will rescore the answer document.) Test booklets, language translation scripts and English audio CDs are all considered secure materials and must be returned to the BTC. A "DO NOT SCORE" label should be affixed to any answer documents that are used but are not to be scored, and the answer documents should be returned via the "DO NOT SCORE" plastic bag (see page 4 for detailed procedures). The BTC must return the materials to the DTC; the DTC will return them to DRC. |

District Name: _____

District IRN: _____

School Name: _____

School IRN: _____

| Testing Group Number* | Test Administrator Name(s) | Subject | Date and Time Test Administered | Comments |
|-----------------------|----------------------------|---------|---------------------------------|----------|
| 001 | John Smith | | | |
| 002 | Jeanne Hagen | | | |
| 003 | | | | |
| 004 | | | | |
| 005 | | | | |
| 006 | | | | |
| 007 | | | | |
| 008 | | | | |
| 009 | | | | |
| 010 | | | | |

*Test groups will not be used to compile score report data.

Districts should retain this list. Do not return it to DRC with your test materials.



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