

OHIO GRADUATION TESTS



Procedures for JVSDs to Access Student OGT Test Scores

Updated May 1, 2009

Introduction

On August 22, 2007, the Office of Career-Technical and Adult Education released a memorandum stating that: "The Ohio Department of Education (ODE) is aware that Joint Vocational School Districts (JVSDs) must obtain (OGT) score data on incoming students as early as possible... ODE's vendor for the OGT now has a provision to allow AIR to share student OGT scores directly with JVSDs for students enrolled in a JVSD *when permission is granted to share such data*... The process being developed requires written permission from the parent/guardian (or student if older than age 18)."

This document describes the process for obtaining Ohio Graduation Tests (OGT) score data for students enrolling in JVSDs. There are six basic steps to obtain the data:

1. JVSD obtains permission from parents/guardians or students (if 18 or older) for AIR (ODE's vendor for the OGT) to release students' OGT scores from Spring 2007-present.
2. JVSD sends a signed release form to AIR certifying that it has received permission to obtain student test scores.
3. JVSD creates a file with student information to upload to the Joint Vocational School District (JVSD) OGT Data Access Tool.
4. JVSD logs in to the JVSD OGT Data Access Tool and uploads a file with information on the students for whom test scores are being requested.
5. AIR processes the request. AIR will provide all available test scores for each student from the spring 2007 administration and later administrations through the Ohio Online Assessment Reporting System (OOARS). *Test scores prior to spring 2007 will **not** be available.*
6. JVSD follows procedures to access authorized students' OGT scores through the OOARS.

Step 1—JVSD obtains permission for AIR to release OGT scores.

Before accessing any student's OGT scores, you must get written permission from the parent/guardian (or student if 18 or older). A customizable standard permission form has been developed for your use; see Attachment A.

Keep these signed permission forms for your records.

Step 2—JVSD sends a letter to AIR certifying that it has received permission to obtain student OGT scores.

Send the signed Score Certification Release Form to AIR stating that permission has been granted by students (if age 18 or older) or parents/guardians of students for whom you are requesting OGT scores. The form certifies that you have obtained the appropriate permission for AIR to release OGT scores to your JVSD. See Attachment B for a sample of the Score Certification Release Form. Fax the signed form to the OGT Help Desk at 1-877-231-7813 or mail the form to the address below.

American Institutes for Research
Attention: OGT Help Desk, Room 5217
1000 Thomas Jefferson Street, NW
Washington DC 20007

For Telephone Assistance:
1-877-231-7809, press 2
OGTHelpDesk@air.org

After receiving the signed form, AIR will send you your username and password for accessing the JVSD OGT Data Access Tool.

Step 3—JVSD creates a file with student information to upload to the JVSD OGT Data Access Tool.

See Appendix C for a description of the data file you will need to create and upload.

AIR now supports two options for uploading student information to the JVSD OGT Data Access Tool: fixed-width and spreadsheet files.

Ohio Department of Education | Ohio Online Assessment Reporting System | Joint Vocational School District (JVSD) OGT Data Access Tool | Log Off

Step 1: Please Upload Your File

Select File:

Acceptable file formats include fixed-width (*.txt) and comma-separated (*.csv).
CSV documents can be opened and edited in a spreadsheet editing program such as Microsoft Excel.

To view the record layout requirements for your file, click [here](#).

[Sample .txt file](#) [Sample .csv \(spreadsheet\) file](#) [Excel CSV template](#)

Ohio Department of Education | OGTHelpDesk@air.org | 877-231-7809

New: Spreadsheet File (*.csv)

The JVSD OGT Data Access Tool now supports spreadsheet CSV files, which can be created and edited in Microsoft Excel or another spreadsheet program.

You may download a CSV template from the Data Access Tool and open it in either Excel or another spreadsheet program. (See Step 4 for instructions on how to log into the OGT Data Access Tool to download the CSV template.) Save the file to your computer, and then edit the fields with your students' information. When you are done, save the file in .csv format. (The Data Access Tool will not accept an .xls or .xlsx file, it must be a .csv file.)

Note: You may see a warning asking you to confirm that you want to save the file in .csv format. Click "Yes" to proceed.

Fixed-Width Format File (*.txt)

The file you create should be a text file (saved as .txt), similar to a Pre-ID file but with information in the positions indicated in the attached record layout. Every field in your file needs to start in the position indicated on the record layout that is attached to this email. For example, the JVSD district IRN should start in column 1 and continue through column 6, the JVSD school IRN should start in column 7 and continue through column 12, and so on.

Notepad is a common application for creating text files, but any text editor will work. If you are using Notepad, you can monitor the record number and/or field position by doing the following:

- Upon entering Notepad, from the main toolbar, select "View" then "Status Bar."
- If the "Status Bar" option is disabled, select "Format" from the main toolbar, then de-select "Word Wrap" and repeat the previous step.

Note that Ln = Record Number; Col = Field Position are indicated at the bottom right-hand side of the screen.

If one of your fields does not take up the entire space allotted to it (for example, 30 spaces are allotted to the JVSD name and the name of your JVSD is shorter than that), you must use the space bar and include blank spaces so that your next field begins in the correct position. Please do not use tabs, as the software cannot read data files with tabs.

Step 4—Log in to the JVSD OGT Data Access Tool and upload a file with the students for whom you are requesting test scores.

Follow these directions to upload the file:

- a. From your browser, go to <https://reports.success-ode-state-oh-us.info/JVSDDataUpload>.
- b. Type in your username and password and then click "Login."
- c. Read the statement certifying that you have sent a signed Score Release Certification Form to AIR stating that you have permission to receive student test scores. If you have sent that form, click "I ACCEPT." Otherwise, click "I DENY." If you click "I DENY," you must send a signed Score Release Certification Form to the OGT Help Desk before you upload a file and attempt to obtain student test scores.
- d. Upload your data file. Click the "Browse" button and locate the file. Click the name of the file and then click "Open." This will take you back to the file upload page. Click "Upload File" to proceed.
- e. Review the file preview page to make sure that your file uploaded correctly. If it uploads correctly, click "Next." If it does not upload correctly, click "Cancel." If you click "Cancel," you will need to revise the file, or select a different file, and then re-upload.
- f. After clicking "Next," you will be taken to a page that displays any error messages associated with the file. If the file does not have errors, click "Commit." If you need to revise the file, click "Cancel," fix the original file and repeat the upload process.

Step 5—AIR processes the request.

IMPORTANT:

AIR will process the request only if you have submitted the signed Score Certification Release Form stating that you obtained permission to receive student test scores.

Using the information from the student file, AIR will identify the students in the OGT database. Once the students are properly identified, AIR will make the student scores available in the Ohio Online Assessment Reporting System (OOARS).

WARNING:

If AIR cannot properly identify a student, we will not be able to provide test scores for that student. Some reasons that may cause this problem are:

- duplicate SSIDs in the student file;
- missing or inaccurate student information (e.g., inaccurate Date of Birth);
- student(s) are associated with a different home district or school in the OOARS database.

Please carefully check your file before uploading it to make sure that all the information in the file is accurate. Although we will do our best to identify all students, there may be student test scores that we are unable to locate because at the time the students were originally tested, the testing district provided an incorrect SSID or other incorrect information. If this happens, you will need to contact the student's home district to obtain his or her previous test scores.

Step 6—JVSD accesses OGT scores in the Ohio Online Assessment Reporting System.

If your file uploads correctly and AIR has received a Score Release Certification Form from you stating that you have permission to receive student test scores, the student test scores should be available to you immediately.

Follow these directions to access the scores:

- a) Go to www.success.ode.state.oh.us, and at the bottom-left corner of the page, choose "Educator's Workroom."
- b) Log in using the same username and password that you used to upload your student data file. Schools in your JVSD may also log in using the usernames and passwords they have been sent for the SUCCESS Web site. If you need assistance, please call the OGT Help Desk at 1-877-231-7809 (press 2) or e-mail OGTHelpDesk@air.org.
- c) After logging in, in the upper right-hand corner of the page, click "Ohio Graduation Tests" and then choose the administration for which you want to obtain test scores and the subject. After clicking a subject, to see individual student's test scores, click the name of the school the student is in and then click "View All Students' Scores" on the left-hand side of the screen. You should see results for all students in the file you uploaded whom AIR was able to match, plus results for all students who were already associated with your JVSD. *Note: Some students may not have results for all subjects.*

Attachment A

Ohio Graduation Tests (OGT)

Permission to Release Student OGT Scores to Joint Vocational School District

I give permission to release Ohio Graduation Tests (OGT) scores for the student named below to

_____ .
(Insert name of JVSD)

This district will use these scores to determine whether the student needs to retake any parts of the OGT in order to fulfill Ohio state graduation requirements and to place the student in the appropriate classes. The student information will only be disclosed to school officials and authorized representatives. This district will not re-disclose the information.

Student's name: _____

Student's birth date: _____

Date: _____

Signature (must be signed by parent/guardian if student is below age 18)

Printed name of person signing form

Attachment B

OHIO GRADUATION TESTS SCORES RELEASE CERTIFICATION

JOINT VOCATIONAL SCHOOL DISTRICT

I, the undersigned authorized representative of the Joint Vocational School District (JVSD) listed below, certify that I have received written authorization from each student (if age 18 or older), legal guardian, and/or parent of each student in any file that I or my representative uploads to American Institutes for Research (AIR) or Ohio Department of Education (ODE) software in order to obtain students' scores on the Ohio Graduation Tests (OGT). I will not attempt to obtain OGT scores for any student unless I have received written permission from the student (if age 18 or older), the student's legal guardian, and/or the student's parent.

Signed and certified by:

Superintendent Signature

Superintendent Name

Joint Vocational School District Name

Joint Vocational School District IRN

Date

Fax this form to the OGT Help Desk: 1-877-231-7813

Or mail the form to:

American Institutes for Research
ATTN: OGT Help Desk, Room 5217
1000 Thomas Jefferson St., NW
Washington, DC 20007

Attachment C

OHIO TESTS RECORD DESCRIPTION FOR JVSD OGT DATA ACCESS TOOL STUDENT DATA FILE				
Field Position				
Start	End	Field Length	Description	Comments/Acceptable values
1	6	6	JVSD IRN	Required field. Six-digit District IRN; contains only numeric values (0-9). Enter the IRN of the JVSD.
7	12	6	JV School IRN	Required field. Six-digit School IRN; contains only numeric values (0-9). Enter the IRN of the joint vocational school.
13	42	30	JVSD Name	Optional field. Alpha/numeric. Must correspond to JVSD IRN.
43	72	30	JV School Name	Optional field. Alpha/numeric. Must correspond to JV School IRN.
73	78	6	Home District IRN	Required field. Six-digit District IRN; contains only numeric values (0-9). Enter the IRN of the district where the student was last tested for the OGT.
79	84	6	Home School IRN	Required field. Six-digit School IRN; contains only numeric values (0-9). Enter the IRN of the school where the student was last tested for the OGT.
85	114	30	Home District Name	Optional field. Alpha/numeric. Must correspond to Home District IRN.
115	144	30	Home School Name	Optional field. Alpha/numeric. Must correspond to Home School IRN.
145	164	20	Student Last Name	Required field. Alpha
165	184	20	Student First Name	Required field. Alpha
185	185	1	Student Middle Initial	Required field. Alpha
186	187	2	Date of Birth Month (MM)	Required field. Two-digit numeric 0-9
188	189	2	Date of Birth Day (DD)	Required field. Two-digit numeric 0-9
190	193	4	Date of Birth Year (YYYY)	Required field. Four-digit numeric 0-9
194	194	1	Gender	Required field. Alpha. F=female, M=male.
195	203	9	Statewide Student Identifier (SSID) assigned by ODE	This is required for students who have an SSID. Combination of alpha and numeric; must start with two alphas followed by numeric 0-9.