Ohio | Department of Education

OHIO GRADUATION TESTS

OGT

District Test Coordinator's Manual
Spring 2015

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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 1-614-466-1317 1-614-995-5568 (fax) Ohio Department of Education Office of Curriculum and 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) OHhelpdesk@air.org
Data Recognition Corporation (DRC)	1-877-231-7809 (press 1) 1-866-377-1249 (fax) OHProjectTeam@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., Spring 2015) 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. All answer documents must be returned.

Note: It is **very** important to accurately record each student's form numbers in Box "C" of the demographic page on the answer document.

District Test Coordinator Responsibilities

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

- Prepare 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 and other secure materials from BTCs and return them promptly to DRC. All materials will be picked up for return to DRC at the same location where they were originally delivered.
- For public districts with **only one** testing school, as well as nonpublic, community, and Joint Vocational Schools (JVSs), ensure that all boxes of completed answer documents and other secure materials 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.
- 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, during and after test administration and during the return of test materials to you and to DRC.

Students Eligible for the Spring Administration

All students repeating grade 9 are required to participate in the Spring. All students in grade 10 are required to participate. Students in grades 11 and 12 who have not passed all required tests are **required** to participate. Adult Education students and students who require only portions of the OGT for graduation ("OGT only") should participate in testing. First-time students in grade 9 or below should **not** participate unless they are STEM school students.

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 titled "STEM Below Grade 10." This bubble should be gridded **only** for those students who are in grades 6–9 and are enrolled in state-approved STEM schools.

Test Schedule

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

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

Makeup tests are administered during the second week of testing. Students may also take makeup tests during the first week after the first day that a test was administered. (A student may not take more than one test on the same day.) Except for students taking a makeup test, all students testing in a particular subject should be tested on the same day. (**Note:** Testing may be scheduled on Saturdays and Sundays.)

In the event a school or district has a disruption of testing due to inclement weather or another emergency during regular testing, please phone the Office of Curriculum and Assessment at 614-466-1317 immediately for guidance on how to proceed. Testing should follow the established schedule. For example, if high school students are out of school on the first Tuesday of the testing window and miss the mathematics test, they will take the writing test as scheduled when they return on Wednesday and then they will take the mathematics test on the first day of the makeup period. The school or district may also have to reschedule the pickup of answer documents.

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 English Language Learner (ELL) accommodations. In situations where additional time is granted for students with IEP, 504 Plan or ELL accommodations, tests still need to be completed within the same day.

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 front cover of the answer document to the right of the bar code.** The bar code links the answer document to the district and school. Information on the district and school that received the answer 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 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 or between schools**.

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

Calculators

Test your OGT Texas Instruments 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."

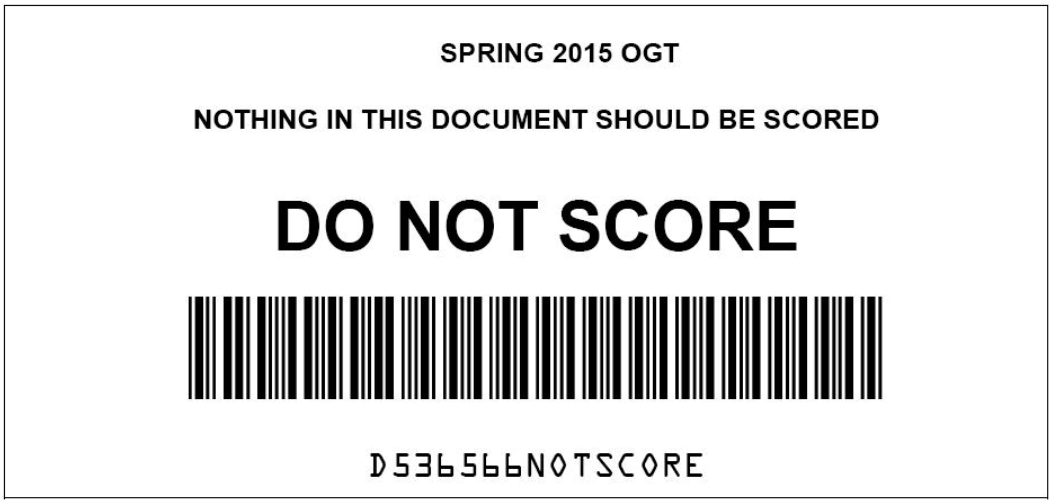
Note: The instruction sheet that accompanies the TI-30X IIS calculator **may not** be used during the administration of the OGT.

Mathematics Reference Sheets

English language *Mathematics Reference Sheets* are inside mathematics test booklets. The reference sheet, which is perforated for easy removal, appears in the front of the mathematics test booklet. Separate loose-leaf foreign language *Mathematics Reference Sheets* are 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 website at education.ohio.gov; keywords *OGT Mathematics Reference Sheet.* Additionally, the English language and foreign language versions of the reference sheet are available for download at education.ohio.gov.

Do Not Score Labels

In all situations for which an entire answer document should not be scored (e.g., an answer document with a Pre-ID or generic label applied but no student answers completed, 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, but other subject area tests should be scored, **do not** apply a "DO NOT SCORE" label; instead you must submit an invalidation request (see pages 25 and 26 for details). Return the answer document that should not be scored with your other nonscorable answer documents. **Do not invalidate an answer document if you applied a "DO NOT SCORE" label.**



Returning Foreign Language Answer Documents for Translation

Answer documents requiring translation must be returned according to these 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 Spring 2015) 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 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: CDs are not available for Special Forms, which students use when a breach has occurred (and they must be retested) or when their school has been approved to test two or more weeks early.

Use of a Translator

Students who use a translator for a foreign language that is not available on CD for Spring 2015 **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). Students' notes and any other documentation that needs to be returned should be placed in the "DO NOT SCORE" plastic bag. The "DO NOT SCORE" plastic bag can be found in the OGT Language Translation Ancillary Material Packet that accompanies the language translation scripts. The nonscorable answer document, the language translation script and the "DO NOT SCORE" plastic bag of nonscorable materials should be returned with other nonscorable materials.

Constructed responses in a language other than English that are returned for scoring will not be scored during test processing and will not be rescored if a request for a rescore is submitted.

Pre-ID Labels, Generic Labels and the TIDE Record Change System

If student data were submitted to TIDE, you will receive a combination of Pre-ID and generic labels with your testing materials. If no student data were submitted to TIDE, you will receive only generic labels with your testing materials.

Generic labels are not available for JVSs and CTCs. Because of the large number of home districts that can be associated with a JVS or a CTC, a student attending a JVS or CTC who does not have a Pre-ID label must grid his or her home district in the District IRN field and the attending JVS or CTC in the School IRN field (Boxes "P" and "Q"). The IRN fields are on the demographic page on the inside front cover of the student answer document. The home district is the district that will be granting the student's diploma. Refer to the "Note Regarding Joint Vocational Schools (JVSs) and Career Technical Centers (CTCs)" section on pages 26 and 27.

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.

Pre-ID labels can 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. Instructions for accessing and using the record change feature of TIDE are provided in the *TIDE User Guide*, which is available online at education.ohio.gov and also within TIDE. Use of the TIDE record change system is optional.

Completing Answer Document Demographic Pages and Applying Labels

OGT demographic information is collected on the front and inside front covers of the student answer documents. The front cover contains non-Pre-ID information, such as ELL/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).

Note: It is **very** important to accurately record each student's form numbers in Box "C" of the demographic page.

Important steps to follow:

1. 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."
2. 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."

3. If generic labels are used, DTCs have the option of either using the TIDE record change system to associate student demographic information with the generic labels or hand-gridding the demographic information. **You must inform your BTCs whether you will be using the TIDE record change system and which gridding instructions they should use.**

   A. If generic labels are used in conjunction with the TIDE record change system, students only need to grid the "STUDENT LAST NAME" and "STUDENT FIRST NAME" fields (Box "H") on the demographic page of their answer documents (page 2). No other fields on the demographic page need to be gridded. ALL demographic data must be entered in the TIDE record change system. It is imperative for schools to track which students are assigned to each generic label. DTCs can export the list of generic labels from the TIDE record change system to aid in this process.

   B. If generic labels are applied and the TIDE record change system is NOT used, the students must grid all required fields except the "DISTRICT IRN" and "SCHOOL IRN" fields (Boxes "P" and "Q").

4. 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.

5. 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.

Statewide Student Identifier

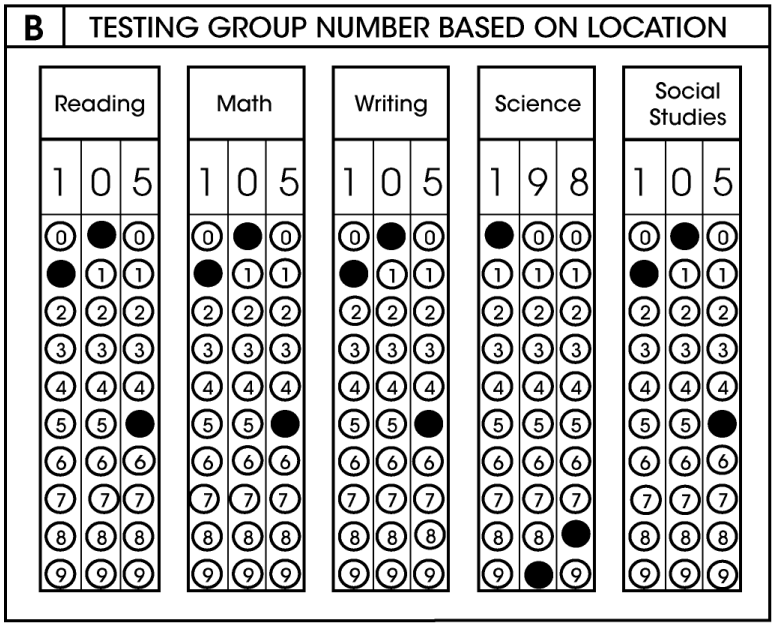
The Statewide Student Identifier (SSID) will be embedded in the bar code on the Pre-ID labels, but it is not visible to the eye. For schools that do not use Pre-ID labels or when Pre-ID labels are not available for students being tested, test administrators will need to be prepared to grid the SSID in 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 SSIDs are not assigned to your district/school. **If your district/school is in a category to which SSIDs are not assigned, 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 website 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 the set of cohorts being administered the OGT in the same location at the same time within a school's facilities and/or authority.

For convenience and clarity, the identification of the **testing group** can be accomplished by assigning the group a unique number (e.g., room 105) corresponding to the **location** where the group is being tested.



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 tell students 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 website at education.ohio.gov; keywords *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 Spring 2015 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. Follow your district's written procedures for protecting the security of test materials **at all times**. Secure test materials consist of test booklets (including Braille and large-print test booklets), 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).

Note: District personnel are prohibited from viewing the test booklet or completed answer document unless they are assisting with a special version administration.

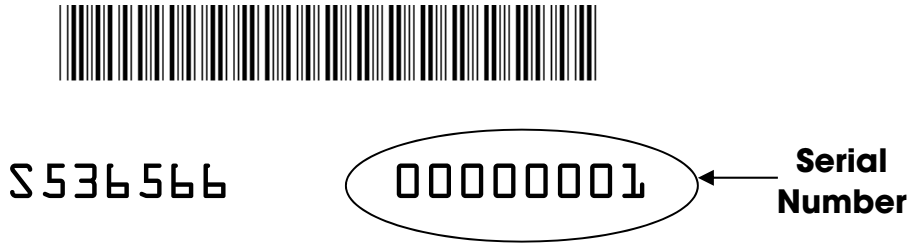
It is illegal and unethical to reproduce or disclose any secure material or to cause it to be reproduced or disclosed in any format. Each test contains questions and other material that will be used on future forms of the test. Therefore, security is vital for future administrations as well as the current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

Note that no one, including DTCs, 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 as soon as 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. 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 front cover 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.



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 secure school 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.* Retain the security checklists for your records; do not return them to DRC.

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. Form SV test booklets are shrink-wrapped in packs of five or one. Braille test booklets, large-print test booklets and language translation scripts are shrink-wrapped in packs of one. 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. **Note:** Shrink-wrapped packages of student test booklets 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 next 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 item 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

Spring 2015 Ohio Graduation Tests Administration Calendar

As DTC, you must adhere to and monitor the following schedule.

March 2	DRC delivers test materials to DTCs.
March 2–April 6	TIDE Pre-processing Record Change window open.
March 16–29	**Spring Test Administration**
March 16–April 16	TIDE Invalidation window open.
March 20	BTCs prepare **scorable** answer documents for return to the DTC or for shipment to DRC.
March 23	(8 a.m.–3 p.m.) Automatic pickup of **scorable** answer documents for nonpublic, community and Joint Vocational Schools and for public districts with only one testing school within the district. Ship all completed **scorable** answer documents at this time. The shipping vendor who delivered your materials will pick up the materials at the same location where they were delivered (e.g., district office, warehouse).
March 24	(8 a.m.–3 p.m.) Automatic pickup of **scorable** answer documents for public districts with more than one testing school within the district. Ship all completed **scorable** answer documents at this time. The shipping vendor who delivered your materials will pick up the materials at the same district location where they were delivered.
March 24–April 2	BTCs separate all remaining **scorable** answer documents (makeup tests) from the secure test materials and **nonscorable** answer documents and return them to the DTC.
March 30	In order to be included in the downloadable test results posted on May 18, answer documents must be shipped to DRC by March 30.
April 3	DTCs organize and return to DRC all remaining **scorable** answer documents (makeup tests), as well as secure test materials and **nonscorable** answer documents.
April 30–May 4	TIDE Pre-reporting Record Change window open.
May 18	Downloadable test results are available online for **ALL** students whose answer documents were shipped to DRC by March 30.
May 18–June 26	TIDE Rescore and Verification window open.
May 28	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 Curriculum and Assessment at 614-466-1317.
- 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."
- English Language Learners (ELLs) may use a dictionary and be permitted additional time (up to one full school day) to complete each test. Only students identified as ELL through a formal assessment (not OTELA) may have these 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

- ☐ Most districts will use UPS for receiving and returning materials. The remaining districts will use King Solutions 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 *Return Kit, 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*, which can be found in the white district box. 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 Ohio 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 or the 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:** 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 to allow for timely replacement of damaged or missing items during the additional materials order window. Remind them to save the boxes the test materials came in and to use them for returning test materials after the 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 materials sent with the original order 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*, **WHITE** UPS-RS labels, and **SALMON** *Nonscore* DRC return box labels. The *Scorable Answer Documents Transmittal Form*, *Nonscorable Answer Documents* and *Other Secure Materials Transmittal Form* are no longer required to be completed and, therefore, not included in the Return Kit. **Note:** Each school will receive a Return Kit containing **BLUE** or **GREEN** *Score* DRC return box labels for returning scorable answer documents. All boxes being returned to DRC via UPS will require a **WHITE** UPS-RS label.

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 procedures 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) Remind the BTC to verify the accuracy of the district/school IRN information coded on the overage answer documents when he or she is distributing these 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 cover 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 in "Use of District Overage Materials" above.
- ❑ 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.
- ❑ 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, please phone the Office of Curriculum and Assessment at 614-466-1317 immediately for guidance on how to proceed.

Students Who Become Sick/Soiled Documents

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 makeup 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 pages 25 and 26 for details). Responses in a "soiled" answer document should be transcribed verbatim 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. **Soiled documents will not be scored.**

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 Spring 2015 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 Spring 2015 (Arabic, Mandarin Chinese and Spanish) **must** have their responses translated into English for scoring. Answer documents that have been translated into English must 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. Students' notes and any other documentation that needs to be returned should be placed in the "DO NOT SCORE" plastic bag. The nonscorable answer document, test booklets (e.g., Braille, large-print), language translation scripts, and the "DO NOT SCORE" plastic bag of nonscorable materials should be returned with other nonscorable materials. **"DO NOT SCORE" bags are shipped with Braille and large-print test booklet orders. If a language translation script was ordered, a "DO NOT SCORE" bag will be included in the Language Translation Ancillary Material Packet.**
- ❑ 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 Braille and large-print test booklets, as well as English audio and foreign language CDs and language translation materials, are provided in the *Directions for Administration Manual.*
- ❑ Work with all BTCs to ensure that scorable answer documents are undamaged and returned promptly.
  - Public districts with **only one** testing school and nonpublic, community and Joint Vocational Schools will have an automatic pickup on Monday of the second testing week. There will be an automatic pickup of scorable answer documents for public districts with **more than one** testing school on Tuesday of the second testing week.

Districts should take advantage of the automatic pickup. All scorable materials do not need to be returned at the same time. Makeup scorable answer documents can be returned separately.

- BTCs who are returning materials directly to DRC should follow the instructions in this manual for preparing scorable answer documents for return.

- ❑ All **nonscorable** answer documents should be returned with other secure materials. They may **not** be used for future administrations.
- ❑ When packaging 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 scorable answer documents for **all** students who have finished testing by the pre-arranged pickup date. Makeup 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 March 30 will be available online on May 18.
2. Make sure that a **BLUE** or **GREEN** *Score* 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.) UPS districts must use the DRC return box label in addition to the **WHITE** UPS-RS label.

SAMPLE DRC Return Box Label

SPRING 2015
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

R536566012345 67

SCORE

Note: Follow the instructions below when shipping scorable documents to DRC via UPS or King Solutions. If you are unsure of your shipping vendor, please call the Ohio Help Desk at 1-877-231-7809 and press "1."

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 pickup of scorable answer documents. Please refer to the calendar on page 14 of this manual for return dates.
- ☐ If you miss your automatic pickup or have makeups, please call UPS at 1-866-857-1501. (Do NOT call the UPS general pickup number found on the UPS website.)
- ☐ Schedule a date and time for pickup, and inform UPS that you have UPS-RS labels. **Please schedule your pickup 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 pickup and return charges to DRC.

- ☐ If you have a daily scheduled UPS pickup, you may send your return shipment with the rest of your packages; however, please set apart the DRC shipment for the driver.

King Solutions Return Instructions (Scorable Answer Documents)

This information is applicable only to those districts that received test materials via King Solutions. If you did NOT receive your materials via King Solutions, please refer to the UPS instructions above.

- ☐ Your answer documents are scheduled to be picked up on March 24. King Solutions will contact you prior to this date to schedule a pickup time. If you do not hear from King Solutions regarding this pickup, please contact King Solutions at 1-866-750-5464 or drcohgroup@kingcompanies.com.
- ☐ King Solutions requires only a **BLUE** or **GREEN** *Score* DRC return box label. Do not affix a WHITE UPS-RS label to the box(es).
- ☐ Prior to pickup, King Solutions will email or fax you a bill of lading to present to the driver. Districts should keep all bill of lading records. These tracking numbers do not need to be provided to DRC unless requested.
- ☐ Your Return Kit contains an envelope with UPS-RS labels inside it. Use these labels **only** for scorable answer documents that come in after the scheduled King Solutions pickup on March 24. All makeup answer documents should be shipped via UPS no later than March 30 to be included in the downloadable test results available on May 18. Follow the UPS instructions above.

Returning Test Booklets, Special Versions and Nonscorable Answer Documents

All secure test materials, including test booklets, Braille and large-print test 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** or **GREEN** *Score* DRC return box label and a **WHITE** UPS-RS label, and call UPS for pickup.
- ☐ 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, three additional flat boxes are included in the initial shipment.
- ☐ Affix a **SALMON** *Nonscore* 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. UPS districts must use the DRC return box label in addition to the **WHITE** UPS-RS label.
- ☐ Districts may **NOT** return nonscorable answer documents and other secure materials in the same box with scorable answer documents. Please follow all instructions above.

Note: Follow the instructions below when shipping nonscorable answer documents and other secure test materials to DRC via UPS or King Solutions. If you are unsure of your shipping vendor, please call the Ohio Help Desk at 1-877-231-7809 and press "1."

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.
- ☐ As DTC, you are responsible for calling UPS to arrange for pickup of secure test materials as soon as they are ready but **no later than Friday, April 3**. UPS can be reached at 1-866-857-1501. (Do NOT call the UPS general pickup number found on the UPS website.)
- ☐ Schedule a date and time for pickup, and inform UPS that you have UPS-RS labels. **Please schedule your pickup 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 pickup and return charges to DRC.
- ☐ If you have a daily scheduled UPS pickup, you may send your return shipment with the rest of your packages; however, please set apart the DRC shipment for the driver.

King Solutions Return Instructions (Nonscorable Answer Documents and Other Secure Materials)

This information is applicable only to those districts that received test materials via King Solutions. If you did NOT receive your materials via King Solutions, please refer to the UPS instructions above.

- ☐ Nonscorable answer documents and other secure test materials should be picked up **no later than Friday, April 3**. King Solutions will contact you prior to this date to schedule a pickup time. If you do not hear from King Solutions regarding this pickup, please contact King Solutions at 1-866-750-5464 or drcohgroup@kingcompanies.com.
- ☐ King Solutions requires only a **SALMON** *Nonscore* DRC return box label. Do not affix a UPS-RS label to the box(es).
- ☐ Prior to pickup, King Solutions will email or fax you a bill of lading to present to the driver. Districts should keep all bill of lading records. These tracking numbers do not need to be provided to DRC unless requested.
- ☐ Your Return Kit contains an envelope with UPS-RS labels inside it. Use these labels **only** for nonscorable answer documents and other secure materials that come in after King Solutions picks up the materials. Follow the *UPS Return Instructions* above.

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*
  - *Directions for Administration Manuals*
  - Unused Pre-ID labels and unused generic labels

If you have any questions or encounter difficulties with these shipping procedures, please call the Ohio 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., an answer document with a Pre-ID or generic label applied but no student answers completed, 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 the next page 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** or **GREEN** *Score* DRC 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** or **GREEN** *Score* DRC return box label. (The entire answer document will be scored. See below for instructions on invalidating test scores.)
NONSCORABLE ANSWER DOCUMENTS (See pages 22-24 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** *Nonscore* DRC 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." For Braille, Large Print and Language Translation, place answer documents that are used but not to be scored in a box, and affix a **SALMON** *Nonscore* DRC return box label. Place soiled answer documents in any plastic bag, and put them in the box also.
	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

DTCs should be contacted by BTCs regarding procedures for invalidating a student's score prior to reporting. **If a student's answer document was returned with a "DO NOT SCORE" label applied, do not invalidate the student's test score(s).** The answer document will not be processed, and no scores will be reported. 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 education.ohio.gov (keyword search *TIDE User Guide*) and also within TIDE. The following information is needed to invalidate a score:

- The school where the test was administered
- The student's name, grade and date of birth
- The student's SSID and Local ID (if applicable)

- The test subject(s) 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.

The Pre-ID label for a student attending a JVS/CTC should list the student's JVS/CTC school and the student's home district. The home district is the district that will grant the student's diploma. 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 *Directions for Administration Manual* for students who do not have a Pre-ID label.

If the 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 that 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") must be coded with the attending JVS/CTC school IRN. The JVS or CTC district IRN should not be used. If the fields on the student answer document are completed correctly, both the JVS or CTC 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 the school. The known relationship between nonpublic and correctional schools and their parent entities (hierarchies) will be used 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.ohtide.org.

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

Rescore: A rescore is requested when a DTC wishes to have a student's test score or scores reassessed. A DTC may request a rescore because a student responded in the incorrect section of the answer document or because 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 charge for processing each rescore unless it results in a score change. There will be a $25 charge for each verification request. Before a rescore or verification is performed, all required information must be entered into the TIDE system, including a purchase order number. The hard-copy purchase order (no checks or money orders) should be made out to DRC and mailed or faxed to:

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

Rescore and verification results will not be posted in TIDE until DRC receives the hard-copy purchase order.

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 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

Spring 2015

Secure Material Resolution Form*

012345 Your District Test Coordinator Your Address Your City, OH 12345-9999	PHASE I **(At Receipt of Materials)** Note any discrepancies between the contents of the shipment and the packing list.	PHASE II **(After Testing)** Before materials are returned to DRC, note any duplicate or missing numbers found during or after testing.		COMMENTS Check box if there are no discrepancies. Otherwise, note any additional comments/discrepancies.
		DUPLICATE	MISSING	

*Secure test materials include test booklets (Regular, Large Print, and Braille), audio CDs, Language Translation Scripts, and all answer documents (scorable and nonscorable). **You are responsible only for the secure test materials listed on the packing list.**

Use the *District and/or School Security Checklists* 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 the box in the comments section above.

If there are discrepancies after testing, fax this 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 Faxed:_____

District Test Coordinator's Phone Number: (____)_____

OHSM

SAMPLE

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 English Language Learners (ELLs). 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 Education 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/English Language Learner

Please refer to the *Ohio Statewide Assessment Rules Book* for detailed information on the identification process for Limited English Proficient (LEP) students, also known as English Language Learners (ELLs).

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

Additionally, ELL/LEP students who have been enrolled in a U.S. school for less 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 for Spring 2015 Special Versions" (Appendix B) in the *Directions for 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 must be written in English.

Finally, ELL/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 ELL/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. This translation is not reimbursed by ODE.

Summary of Special Versions/Accommodations for the Spring 2015 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 a breach has occurred and they must be retested or their school has been approved to test two or more weeks early. English and foreign language CDs are not available for Special Forms.

Special Version/ Accommo-dation	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. Students' notes and any other documentation should be returned in a "DO NOT SCORE" plastic bag, and nonscorable answer documents with a "DO NOT SCORE" label affixed should be returned with the nonscorable materials. "DO NOT SCORE" plastic bags accompany all Large Print and Braille orders.
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 and Form SV test booklet(s) (ordered through TIDE)	
English Audio CD	is an eligible IEP/ 504 Plan and/or ELL student who needs an administration of the test in English. **Note:** This accommodation is made in the student's everyday classroom instruction.	English audio CD(s) and Form SV 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/ Accommo-dation	For the student who	Materials needed	After testing
Read Aloud	is an eligible IEP/ 504 Plan and/or ELL 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 Form SV 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 ELL 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 Form SV 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 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/ Accommo-dation	For the student who	Materials needed	After testing
Language Translation Scripts	is an eligible ELL 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 Form SV test booklet(s) (ordered through TIDE)	The test administrator will 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. **Constructed responses that are returned for scoring in a language other than English will not be scored during test processing and will not be rescored if a request for a rescore is submitted.** 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 they should be returned with the other nonscorable materials (see pages 22-24 for detailed procedures). The BTC must return the materials to the DTC; the DTC will return them to DRC.

Ohio | Department of Education

Testing Group Roster
OGT Spring 2015

DATA RECOGNITION DRC CORPORATION

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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