Ohio | Department of Education

Ohio Achievement Assessments and Ohio Graduation Tests

Alternate Assessment for Students with Significant Cognitive Disabilities

Test Coordinator's Manual

Spring 2013

(For District Test Coordinator and Building Test Coordinator Use)

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Note: This manual is available for download from the Ohio Department of Education Website at education.ohio.gov. Follow menu links to “Testing,” “Alternate Assessments,” Ohio’s Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD). The manual can also be found at www.ohiodocs.org.

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Table of Contents

Important Activities and Dates **1**
Important Contact Information **1**
New for this Administration **2**
Overview of AASCD 2
Shipping and Receiving Materials 2
General Overview **2**
Training **3**
Schedule for the Alternate Assessment **3**
Test Security **3**
Ethical Use of Tests **4**
Scenarios Related to the *Standards for the Ethical Use of Tests* 5
District Test Coordinator (DTC) Information **6**
Responsibilities 6
Receipt and Check-In of Alternate Assessment Materials 6
Ordering Additional Materials 7
Returning Materials 7
UPS Return Instructions 8
Returning the Secure Material Resolution Form 8
Second Rater Policy 8
Building Test Coordinator (BTC) Information **9**
Responsibilities 9
Receiving Materials 9
Additional Materials 9
Returning Materials 9
Statewide Student Identifier (SSID) **10**
Updating Demographic Information **10**
Identifying IRNs Associated with Each Student **10**
Invalidating the Assessment **10**
Appendix A: Summary of Test Security Provisions from the Ohio Administrative Code **11**
Appendix B: Secure Material Resolution Form Sample **12**

Important Activities and Dates

- District Test Coordinators (DTCs) receive and immediately account for the shipment of the Ohio Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) materials from Data Recognition Corporation (DRC) during the week of **February 11, 2013**.

- The DTCs deliver the Test Administrator (TA) Kits to Building Test Coordinators (BTCs) as soon as the kits have been received and checked in.

- The DTCs may order additional materials between **February 11, 2013** and **March 27, 2013.**

- The TAs may start administering Ohio's AASCD on **February 25, 2013**. All scores must be entered into the Data Entry Interface (DEI) by **March 29, 2013**.

- All AASCD test materials must be shipped to DRC no later than **April 5, 2013**.

Important Contact Information

For information regarding receiving and returning AASCD materials and ordering materials after **February 11, 2013,** please contact:

Ohio AASCD Help Desk
Email: ohhelpdesk@air.org
Phone: (877) 231-7809
Fax: (877) 231-7813

For general information regarding Ohio's AASCD, please contact:

Ohio Department of Education
Office of Curriculum and Assessment
Attn: Andrew Hinkle
25 South Front St., MS 507
Columbus, OH 43215-4183
(614) 466-0223

For information regarding the administration of the Ohio AASCD, contact your regional Ohio State Support Team (SST).

New for this Administration

Overview of AASCD

Ohio's new Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) will be administered for the first time in spring 2013. The AASCD marks a change in Ohio's alternate assessment, which previously consisted of a portfolio-based collection of evidence. To give the new AASCD, Test Administrators (TAs) will administer a series of tasks and items to the student following the script provided in the test booklet. The script will include response options with appropriate representations, such as picture systems and scaffolding to maximize the student's opportunities to successfully respond.

TAs will submit all AASCD responses online via the Data Entry Interface (DEI). Test Coordinators (TCs) are responsible for ensuring that TAs have access to the DEI. Scores will not be immediately available in spring 2013. Upon completion of the test window, the items statistics will be analyzed and the data will be used to set performance standards. Once the standards are set, scores will be reported for the spring 2013 AASCD.

For more information regarding the format of the test and submission of scores, please refer to the AASCD *Directions for Administration Manual*.

Shipping and Receiving Materials

The OAA-AASCD and OGT-AASCD materials will be shipped together. All materials will also be returned together. There is no need to ship the OAA-AASCD and OGT-AASCD materials separately. Instructions for receiving and returning materials are included later in this manual.

General Overview

These instructions outline the specific responsibilities of the Test Coordinators (TCs) regarding Ohio's Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD). This manual contains directions for receiving the test administration materials, distributing the materials and returning the materials to DRC after the assessment has been completed.

The Ohio AASCD is designed to maximize access to the general education curriculum for students with significant cognitive disabilities, ensure that all students with disabilities are included in Ohio's statewide assessment and accountability programs, and direct instruction in the classroom by providing important pedagogical expectations and data that guide classroom decisions.

Students who are eligible to participate in Alternate Assessments are assessed in ELA and mathematics in Grades 3, 4, 6, and 7; in ELA, mathematics, and science in Grades 5 and 8; and in ELA, mathematics, science, and social studies in Grade 10.

Form	Student Grade	Content Areas to be Administered to Each Student
3-5	3	ELA and Mathematics
	4	ELA and Mathematics
	5	ELA, Mathematics, and Science
6-8	6	ELA and Mathematics
	7	ELA and Mathematics
	8	ELA, Mathematics, and Science
OGT	10	ELA, Mathematics, Science and Social Studies

Each teacher who participates in administering an Alternate Assessment should have a copy of the AASCD *Directions for Administration Manual* to conduct the assessment. This administration manual is available online at education.ohio.gov (search keywords: *Alternate Assessment)* and on Ohio Documents – Assessment Resources: www.ohiodocs.org.

Training

Ohio State Support Teams (SSTs) provide training and technical assistance for the administration of the AASCD. In addition, some school districts have their own designated trainers for the AASCD.

All TAs must be an employee of a district, hold a license/certificate/permit issued by the ODE, and be trained in AASCD administration. Those selected to be second raters must also hold a license/certificate/permit issued by the ODE and be trained in AASCD administration.

Schedule for the Alternate Assessment

The spring 2013 testing window opens February 25, 2013 and closes March 29, 2013. The AASCD is not a timed test. The TA may stop the assessment at any time and resume at a later time within the administration window. All tasks on the 2013 form must be administered to students. It is estimated that the administration of tasks will take approximately one hour per content area per student. Not all administrations will require this much time, while others may require additional time.

Test Security

The AASCD is subject to the same considerations in terms of test security and ethical practices as Ohio's general assessments. 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 TC. Follow your district's written procedures for protecting the security of test materials **at all times**. Secure test materials consist of test booklets, reading passage booklets and printed manipulatives.

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, reading passage

booklets, and printed manipulatives but also of the content of those materials. Your responsibility for maintaining the security of test questions and materials does not end when materials are returned.

You should be aware that, under Ohio law (OAC 3301-13-05; ORC 3319.151; ORC 3319.99), 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 TC, you are responsible for the security of all testing materials while they are in your possession. You are also responsible for ensuring that the test administrators act in accordance with all security requirements while they are in possession of test materials. Additionally, DTCs are responsible for training all BTCs in proper testing 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.

DRC provides a *District Security Checklist* for district overage materials and *School Security Checklists* for school secure materials. Serial numbers for all additional materials orders should be added to the last page of the *District Security Checklist*. Use these checklists to document all pertinent information regarding discrepancies or missing secure testing materials on the *Secure Material Resolution Form.* Retain the *School 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.

The BTCs must immediately report possible impropriety/security breaches to the DTC. The DTC 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 staff members who are assigned assessment responsibilities and monitoring their educational practices, (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-service sessions 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**
Making a copy of the alternate assessments and/or preparing a student study guide based on the alternate assessments.		X
Preparing students for the alternate assessments by incorporating the extended standards in the appropriate subject curriculum.	X	
Changing a student's response.		X
Using the results of the alternate assessments 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
Providing teachers and counselors with information they need to interpret test results.	X	
Revealing the test scores of one student to another student.		X

District Test Coordinator (DTC) Information

Responsibilities

As the DTC, you have the following responsibilities related to receiving, distributing, collecting, and returning the materials for the Ohio AASCD:

- Become familiar with this *Test Coordinator's Manual, AASCD Directions for Administration Manual, the TIDE User Guide* and *the Data Entry Interface User Guide*.
- Serve as the contact person between the school district and the Ohio Department of Education (ODE).
- Coordinate with the district of service, EMIS coordinators and the ODE Office of Accountability to answer questions related to district and school IRNs, where the student's scores will be reported and where they are counted.
- Arrange to receive and secure the Alternate Assessment materials.
- Take inventory of the school boxes that your district receives.
- Store the materials until they are distributed to the BTCs.
- Distribute the school boxes, which contain the Test Administrator (TA) kits, to the BTCs.
- Confirm that the BTCs have distributed the TA kits to the teachers.
- Answer any questions that the BTCs have about the AASCD.
- Order and supply additional materials to schools, as needed.
- Package and ship the test materials to DRC no later than **April 5, 2013**.

Receipt and Check-In of Alternate Assessment Materials

On-time Ohio AASCD materials will be packed by school and shipped to the district by **February 11, 2013** for those schools with students and teachers who were identified in TIDE during the on-time window. Your district's shipment should contain the following materials:

- District Packing List
- School Box Range Sheet
- Copies of the School Packing List(s)
- AASCD DTC Kit containing:
    - *Test Coordinator Manual*
    - *AASCD Directions for Administration Manual*
    - Ivory DRC return box labels
    - White UPS Return Shipping (UPS-RS) labels

Please note the following steps to receive and document assessment materials:

- All AASCD materials will be delivered and returned via UPS.
- Test materials will arrive at the district in boxes labeled with the DTC's name and shipping address. Each box label references the school name and is sequentially numbered.
- When test materials arrive, open the white district box. It contains the *School Box Range Sheet, District Packing List*, copies of the *School Packing List(s),* and other administrative materials.
- Find the School Box Range Sheet. It shows the number of boxes packaged for each school, as well as the number of boxes packaged for the district. Use this sheet to sort the boxes by building and verify that you have received all of your boxes. If you have not received all of the boxes indicated, please call the Ohio AASCD Helpdesk 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 number of students you submitted in TIDE.
- Distribute materials to the BTCs as early as possible to allow for timely replacement of damaged or missing items. Remind them to save the boxes the test materials came in and to use them for returning test materials after the test administration.
- If your district 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.
- Remind the BTCs that all the test materials must be returned in the original TA kits they were assigned. Ask BTCs to return test materials to you in serial number order; their compliance will make the return process much less time-consuming for you.
- Find your AASCD 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 IVORY DRC return box labels.

Ordering Additional Materials

If schools need additional test materials, it is your responsibility to request them from AIR. Districts should log in to the TIDE website (http://oh.portal.airast.org) and order materials via the Additional Orders tab. Districts may check the status of an order on the website as well. Districts that require assistance with an additional materials order may contact the Ohio AASCD Help Desk at 1-877-231-7809 and press #2. The DTC will request additional materials. The BTCs may not contact AIR directly. All additional materials will be sent to the districts.

Returning Materials

The following contents of the TA kits must be returned after testing: test booklets, printed manipulatives, reading passage booklet, and optional scoring worksheets. Discard the following materials: *Test Coordinator's Manual* and *Directions for Administration Manuals.* Test Administrators may keep physical manipulatives.

- Work with all BTCs *immediately* after all testing is concluded; collect all the TA kits containing the secure testing materials (test booklets, printed manipulatives, and reading passage booklet[s]).
- Keep all the TA kits in a 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 TA kits in the boxes in which they were delivered. For your convenience, additional flat boxes are included in the initial shipment.
- Affix an **IVORY** DRC return box label to flap A on the top of each box containing the test materials. These labels can be found in the Return Kit. Districts must use the DRC return box label in addition to the **WHITE** UPS-RS label.
- Complete the Secure Materials Resolution Form by entering the number of TA kits that were returned. Fax this form to DRC at 1-866-377-1249 following the shipment of materials. This form does not need to be returned with your shipment.

UPS Return Instructions

- Affix a WHITE UPS-RS label to flap B on the top of each box, making sure that it is not applied across the box flap seam. Do NOT send any boxes via UPS without a UPS-RS label. Please keep records of your shipments to DRC by keeping the tracking number(s). The UPS-RS number is located directly above the bar code in the middle of the shipping label. It is recommended that you copy each UPS-RS label being used. These tracking numbers do not need to be provided to DRC unless requested.
- DTCs are responsible for calling UPS to arrange for pick-up of secure test materials as soon as they are ready but pick-up must occur **no later than Friday, April 5, 2013**. UPS can be reached at 1-866-857-1501. (Do NOT call the UPS general pick-up number found on the UPS website.)
- Schedule a date and time for pick-up and inform UPS that you have UPS-RS labels. Please schedule your pick-up at least one day in advance. Same-day service is not available in all areas.
- Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative will use these numbers to bill the pick-up and return charges to DRC.
- If you have a daily scheduled UPS pick-up, you may send your return shipment with the rest of your packages; however, please set apart the DRC shipment for the driver.

Returning the Secure Material Resolution Form

Complete the *Secure Material Resolution Form* if there are any discrepancies. This form can be found in the Return Kit. Fax this form to DRC at 1-866-377-1249. You do not need to complete this form or return it if there are no discrepancies.

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

Second Rater Policy

A select sample of Ohio AASCD test administrators will be required to have another trained test administrator observe the administration of one student and independently score the student’s responses. The second rater's scores will be compared with the test administrator's scores to obtain a diagnostic measure of scoring consistency. The student’s responses submitted by the test administrator will be the official scoring record for reporting student scores.

A sample of students will be identified for the second rater approach such that all districts implementing the AASCD will be required to have one or more second rater administrations. A random sampling procedure will be used to identify the students within the districts. DTCs can go into TIDE to run a report of the students who have been identified to require a second rater administration.

Building Test Coordinator (BTC) Information

Responsibilities

The BTC is responsible for coordinating the administration of the Ohio AASCD in the school. The BTC's primary responsibilities include the following:

- Become familiar with the contents of the *Test Coordinator Manual* and the AASCD *Directions for Administrational Manual.*
- Receive, check in and securely store the TA kits.
- Work with TAs to develop a testing schedule for the school within the test window.
- Verify that the TAs and second raters are trained on test administration procedures.
- Distribute test materials to TAs before the administration so they have time to become familiar with the assessment.
- Maintain the security of test materials after each test administration.
- Return the school's test materials (all used and unused materials) to the DTC.

Please note: The TA kits are intended for use with multiple students. There will be some instances where TAs will need to share the kits. Please factor this in when setting up the testing schedule with the TAs.

Receiving Materials

BTCs will receive their boxes of AASCD test administration materials from the DTC. The boxes will contain the following:

- School packing list
- BTC kit containing the following materials:
    - *Test Coordinator Manual*
    - *AASCD Directions for Administrational Manual*
- TA kits assigned to the school

Keep all materials in locked storage until it is time to distribute them to the TAs. Test materials must be returned to secure storage immediately after testing. TAs must keep testing materials in a secure location when the kits are in their possession.

Additional Materials

Contact the DTC if additional materials are needed for the administration.

Returning Materials

Keep all boxes in which the test materials are delivered. Use these boxes to return the materials to the DTC when testing is complete. If the boxes are damaged in the original shipment, use sturdy boxes or ask the DTC to call DRC for more boxes.

Statewide Student Identifier (SSID)

All students with IEPs in Ohio are required to have an SSID. Test administrators will need access to students' SSIDs in order to enter student scores in the online Data Entry Interface (DEI). Schools serving students outside of their district of residence must acquire the student's SSID from the district that reports the student in EMIS.

Updating Demographic Information

In preparation for testing, TCs will use the TIDE system to manage the students who will be participating in the AASCD and make demographic updates as needed. All students participating in the AASCD must be identified in TIDE prior to their scores being entered in the online Data Entry Interface (DEI). TCs can add and update student records until the close of the administration window. TCs should refer to the *TIDE User Guide* and the *Data Entry Interface User Guide* for guidance on working with the TIDE and DEI systems.

Identifying IRNs Associated with Each Student

Typically, the IRNs associated with a student are from their district of residence. Sometimes students are placed and receive services outside the district of residence. In these situations, the administration of the AASCD should be a shared effort between the district of service and the district of residence. In most cases, the district of residence is responsible for administrative functions. These include providing the student's SSID number, ordering assessment materials, and identifying the district and building IRN numbers within the district of residence where the student will count. The district of service administers and submits the responses online. However, in some unique situations (e.g., students placed by the Department of Youth Services, students placed in a Juvenile Detention Center), the student's scores may not count for the district of residence for accountability purposes. Districts of residence and service, with the assistance of their EMIS coordinators, must collaborate to determine how the student's scores will be submitted in EMIS in accordance with state law and accountability requirements. Additional information about IRNs may be found in Chapter 2 of the EMIS manual.

Invalidating the Assessment

Possible reasons for invalidation include the following:

- Violations of test security
- Administration of the wrong test form
- Errors in administration procedures and scoring

If a BTC suspects that invalidation is needed, the BTC should notify the DTC. The DTC should go into TIDE and invalidate the assessment if the DTC concurs with the decision. For information on invalidating the assessment, please refer to the *TIDE User Guide*.

Note: DTCs can invalidate assessments from the start of the window to a week after the window closes. The last day to invalidate the assessment in TIDE is April 4, 2013. Scores not invalidated through TIDE must be submitted as invalid directly in EMIS.

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 Statewide Assessments.**
- 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.

Secure Material Resolution Form Sample

Ohio AASCD

Spring 2013
Secure Material Resolution Form

012345 OHIO CITY SD DISTRICT TEST COORDINATOR 10 NORTH STREET CITY, OH 12345-1999	**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** Note any additional comments/discrepancies.
		DUPLICATE	MISSING	

Secure test materials include test booklets, printed manipulatives, and reading passage booklets. **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 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: (____)_____

OHASM

SAMPLE

M536311120110001

3600/311/AASCD/TCm/Sp13