

# Ohio Graduation Tests

## OGT

# Administration

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Presented by the Ohio Department of Education

Paula Mahaley

Office of Curriculum and Assessment



Department  
of Education

# Purpose of this Webinar

Review Ohio Graduation Tests (OGT) functions and related areas:

1. Test Dates for OGT 2012 Spring Administration
2. OGT Testing Population
3. OGT Administration Roles
4. Administration of OGT
5. OGT Special Versions and Accommodations
6. Foreign-exchange Student and OGT
7. Adult Non-Student and OGT
8. Alternative Pathway to Graduation

# OGT Administration Dates

- Receive test materials – week of Feb. 27
- Test Dates – March 12 – 16
  - Reading – Monday
  - Mathematics – Tuesday
  - Writing – Wednesday
  - Science – Thursday
  - Social Studies – Friday
- Make up Testing – March 17 – 25
- Return tests – March 19 or 20
- Test results via data file – May 14

# Testing Population

# Testing Population Spring Administration

- First time grade 10 OGT test takers – cannot take OGT **first time** in summer or fall
- Students in grades 11-12 have not passed all tests
- Adult Non-student
- Foreign-exchange students
- Students attaining grade 6+ status and attend STEM schools

# Questions on the OGT Dates and Testing Population

# OGT Administration Roles

# District Test Coordinator (DTC)

Acts as a liaison & conduit between & among:

- The district
- Ohio Department of Education
- Scoring contractors
- All testing facilities



# District Test Coordinator (DTC)

- Train Building Test Coordinator (BTC) on proper security procedures.
- Receive and inventory test materials, special versions and overage from vendor and distribute to BTC using the packing lists.
- Test materials are packaged by school.
- Since test booklets are secure, do not open the shrink wrapped packages that contain **test booklets** prior to testing. The shrink wrapped packages containing the answer documents may be opened.

# District Test Coordinator (DTC)

- 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.
- Ensure the return of **all** test booklets, special versions and unused answer documents.
- Complete Secure Material Resolution Form. *Retain documentation for returning materials after testing.*
- Notify vendor of any discrepancy.

# District Test Coordinator (DTC)

- Receive electronic test results (requires password) and distribute test results.
- Receive and distribute printed test reports
- Act as district liaison during various situations
  - Invalidations
  - Breach Forms
  - Plagiarism
  - Rescore and Verification Requests

# Building Test Coordinator (BTC)

- Train Test Administrators (TA) on proper security procedures.
- Receive and inventory test materials and special versions from the DTC and distribute to the Test Administrator using the packing lists.
- If not done by DTC, open the school boxes.
- Since test booklets are secure, do not open shrink wrapped packages that contain **test booklets** prior to testing. The shrink wrapped packages containing the answer documents may be opened.

# Building Test Coordinator (BTC)

- Notify vendor of any discrepancy by completing the Secure Material Resolution Form.
- Report discrepancies to the DTC that same day.
- Maintain test security by using the serial numbers to account for **all** secure test materials before, during and after test administration.
- Process
  - non-receipt of any materials listed on packing list
  - damaged or defective test booklets or answer documents
  - missing or duplicate sequence numbers on booklets or answer documents.

# Building Test Coordinator (BTC)

- Keep materials in locked storage until day of testing.
- Keep all boxes in which test materials were delivered to return scorable materials to the DTC after testing.
- Collect all test booklets or answer documents from TAs, confirming receipt of all materials distributed.
- Compare student name on front of answer document to name on Pre-ID label (or as gridded on demographic page) to avoid incorrect reporting.
- Separate scorable and nonscorable materials after testing completed.

# Test Administrator (TA)

- Criteria must be met by TA:
  - Employed by the school district
  - Holds any current license/certificate/permit issued by ODE
- Cannot be a student teacher
- Cannot be related to a student
- Test administrator must remain in testing room **at all times** (also monitor or proctor if student number over 30)

# Test Administrator (TA)

- Account for all secure test booklets, answer documents & special versions
- Ensure all electronic devices are secured
- Assure no coaching or test alterations take place
- Provide no accommodations unless checked student record

# Resources for DTC, BTC and TA

- District Test Coordinators' monthly newsletter – main communication to supply details on OGT administration; DTC is required to share information with all staff involved with OGT administration
- ODE Website: [education.ohio.gov](http://education.ohio.gov)
- Ohio Help Desk for OGT: 877-231-7809
- Ohio Help Desk E-mail for OGT: [OGTHelpDesk@air.org](mailto:OGTHelpDesk@air.org)
- E-mail Blasts from OGT contractor

# Resources for DTC, BTC and TA

- Ohio Statewide Assessment Rules Book
- District Test Coordinator's Manual
- Building Test Coordinator's Manual
- Directions for Administration Manual
- Ohio Documents – Assessment Resources:  
[www.ohiodocs.org](http://www.ohiodocs.org)
- ODE Office of Curriculum and Assessment:  
877-644-6338 / 614-466-0223

# Questions on the OGT Administration Roles

# OGT Administration

# OGT Administration

- Allow up to 2.5 hours to complete
- OGT spring administration has multiple forms due to field-test questions.
- Make room secure.
- Have policy to address all electronic devices.
- Ratio one test administrator to 30 students; monitor/proctor must be used when student number over 30, an additional TA is not required.
- Observe all security precautions
  - Before, during, after administration.

# OGT Administration

## SSID

- Statewide Student IDs (SSIDs) must be used for public school students which includes community school students.
- The SSID is secure data; districts/ schools need to have a policy in place to access the SSID and associated data.
- District/School EMIS coordinators should refer to the EMIS Manual for instructions to obtain SSIDs.

# OGT Administration

## OGT Two-sided Demographic Page

- Front cover to be completed by all.
- Testing Group Number based on location.
- Test Booklet Form Code.

## Pre-ID Label

- Suggest affixing Pre-ID labels after the test administration; labels must be aligned carefully for machine scoring.
- Do not place Pre-ID labels over the security number preprinted on the front of the document.

# OGT Administration

## Pre-ID Label

- If Pre-ID label used, no need to fill out **inside** front cover.
  - The inside front cover contains information that would be contained on a Pre-ID label.
  - If a Pre-ID label is not available for the student and a **Generic** label is being used, the inside front cover must be filled out completely.
- Testing time should not be used to apply the Pre-ID labels or to complete demographic information.

# OGT Administration

## Generic Label

- Can be used when a Pre-ID label was not created
- Contains district and school names and IRNs but does not contain student data
- Still requires bubbling of all other information on the inside front cover of the demographic page

# OGT Administration

## Pre-processing Record Changes

- Allows updates to records prior to test documents being processed
- Allows Do Not Score (DNS) and Invalidation (INV) codes to be entered

# OGT Administration

## Returning **Scorable** Materials

- Scorable materials are the answer documents that have student responses.
- Ensure secured test materials are returned in accordance with timelines.
- Return all scorable materials to the DTC (these materials will not be collected at the school buildings).
- All special versions are secure and must be returned – Braille, Large Print, English Audio CD, Foreign-Language CD, Language Translation Script.
- All OGT answer documents (used and unused) should be returned.

# OGT Administration

## Returning **Nonscorable** Materials

- All OGT test booklets (used and unused) must be returned as a nonscorable material.
- All special versions are secure and must be returned as nonscorable – Braille, Large Print, English Audio CD, Foreign-Language CD, Language Translation Script.
- All OGT unused answer documents must be returned as nonscorable materials.

# OGT Administration

## Rescores and Verifications

- Verify score data as soon as possible after receipt of test results
- Rescore and Verification results will be reported via on-line memos (including e-mail notification when results are posted for district review)

# OGT Administration

- Rescore
  - Request if student score is thought to have an error; student score not expected based on classroom performance
  - \$25 charge for rescore – if score changes, no charge; PO must be submitted

# OGT Administration

## Verifications

- \$25 charge for verification
- Categories for submission of verifications
  - Incorrect score assignment: Student score exchanged with another student's score
  - Invalid test score assignment: Student received a DNA on a test that he/she took or student received a score on a test that he/she did not take
  - Missing student: Student tested but test results were not received

# Questions on the OGT Administration

# OGT Special Versions and Accommodations

# Accommodations for the Student with Disabilities (SWD)

OAC 3301-13- 03(H)(1-4) specifies these **four criteria for *allowable*** accommodations:

1. The accommodation must be specified in a student with disabilities' IEP and be provided to the student in the classroom for classroom- and district-wide tests. In addition, the accommodation must be documented in writing on the testing page of the IEP or 504 Plan ***BEFORE*** the student takes a test.

# Accommodations for the Student with Disabilities (SWD)

2. The accommodation cannot change the content or structure of the test.
3. The accommodation cannot change what type of knowledge or skill that a test is intended to measure.
4. The accommodation cannot change or enhance the student's response as to what type of knowledge or skill is intended to be assessed.

# Accommodations for the English Language Learner (ELL)

## Identification Process:

- Must be identified as an ELL using the two-step process:
  1. Home Language Survey
  2. Formal Assessment

Information on the identification and assessment process may be found at this link:

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=499&ContentID=16099&Content=111488>

# Accommodations for the English Language Learner (ELL)

Criteria for *additional* accommodations:

- Must be enrolled in a U.S. school for less than three years
- Must have received a beginning or intermediate level on a formal assessment

# OGT Accommodations

- Accommodations that may be assigned if the criteria is met are:
  - Extended time (limited to one school day) – both SWD and ELL may be assigned
  - Use of a dictionary – **ELL only**
- Comprehensive list of accommodations for the SWD
  - [www.education.ohio.gov](http://www.education.ohio.gov)
  - Key word search: “Testing Accommodations”

# OGT Special Versions and Accommodations

- One of the most frequently assigned accommodations is the read-aloud accommodation.
- The read-aloud accommodation may be provide by a human reader or through the use of an English Audio CD.
- Both the SWD and ELL may be assigned the read-aloud accommodation if criteria is met.
- Under no circumstances should the reading passages be read to students. To do so would change what the test is measuring and will result in an invalidation.
- Human reader and student must use Form SV.

# OGT Special Versions

## Students with Disabilities

Students with disabilities (SWD) who meet the criteria may be assigned these special versions:

- Large-Print Booklet
- Braille Booklet
- English Audio CD
  
- Student must use Form SV.
- Each special version has specific test administration guidelines/instructions that must be followed.
- These instructions are included in the BTC Manual.

# OGT Special Versions

## English Language Learner

English language learners (ELL) who meet the criteria may be assigned these special versions:

- English Audio CD
- Language Translation
- Foreign Language CD
  - Mandarin Chinese
  - Spanish
  - Arabic
- Student must use Form SV.
- Each special version has specific test administration guidelines/instructions that must be followed.
- These instructions are included in the BTC Manual.

# OGT Special Versions and Accommodations

The ELL who is enrolled in a U.S. school for less than one year may be exempt from the reading and writing tests – this is a district decision.

The ELL must take the mathematics, science and social studies tests.

While the ELL may be exempt from the reading and writing tests during the first year, the ELL must eventually take the reading and writing tests to receive an Ohio diploma.

# Questions on the OGT Special Versions and Accommodations

# OGT and the Foreign-exchange Student

# Foreign-exchange Students and OGT

All foreign-exchange students classified as grade 10 or above must take the OGT.

Ohio Revised Code 3301.0711 requires districts to administer the OGT to all tenth grade students and to all eleventh and twelfth grade students who have not yet passed all five parts of the OGT.

# Foreign-exchange Students and OGT

The foreign-exchange student is required to take the OGT no matter the length of stay in the U. S. or whether the student is planning to receive an Ohio diploma.

No Child Left Behind requires that all students are tested.

Exception: a foreign-exchange student may be exempted from having to **pass** the social studies test if

- the person is not a U.S. citizen;
- the person is not a permanent U.S. resident;
- and the person indicates no intention to reside in the United States after the completion of high school.

# Foreign-exchange Students and OGT

Foreign-exchange students may have accommodations on the OGT if identified as an English language learner (ELL) or a student with disabilities (SWD) and noted on the IEP or 504 Plan.

Foreign-exchange students who are general education students are allowed no accommodations.

# Foreign-exchange Students and OGT

If a district chooses **NOT** to assess or serve a foreign-exchange student as an ELL, the foreign-exchange student **CANNOT** have any accommodation on the OAA or OGT (dictionary, extended time, use of a foreign-language CD or English audio CD, or a translator using a translation language script or a test administrator reading the test aloud).

# Questions on the OGT and the Foreign- exchange Student

# Adult Non-Student and OGT

# Adult Non-Student and OGT

## Definition of the Adult Non-Student

- Adults who are not enrolled in any school in Ohio
- Have successfully completed high school curriculum requirements
- Need to pass one or more of the OGT's to receive a diploma

Ohio Revised Code 3301.0711 (B)(8)(b) requires districts to administer the OGT to any person who has successfully completed the curriculum but has not received a diploma.

# Adult Non-Student and OGT

The Adult Non-Student must contact the district prior to the administration date to make arrangements for testing.

Must present a photo ID on first day of testing

Sign a statement that all high school requirements have been completed

# Adult Non-Student and OGT

Grid the “OGT Only” bubble in Box L of the student’s answer document to keep the adult non-student test scores out of the school score reports.

Use the district and school IRN to ensure score reports are delivered to the testing district.

Scores should be given directly to the adult non-student or the diploma granting district.

Please contact the Office of Educational Reform at 614-644-2636 for additional information.



# Alternative Pathway to Graduation

# Alternative Pathway to Graduation

- There are 7 criteria a student must meet to be granted a diploma under the Alternative Pathway to Graduation.
- Many of these criteria encompass a student's entire high school career and therefore can be accessed through records maintained in the high school office.
- A student must be made aware that some of the decisions they make as a 9<sup>th</sup> grader, such as attendance, may adversely affect their meeting all 7 of the required criteria for graduation.
- For additional information log onto the ODE Website at [education.ohio.gov](http://education.ohio.gov) and search key words *Alternative Pathway to Graduation*.

# Alternative Pathway to Graduation

1. On the one OGT...for which the person failed to attain the designated score, the person missed that score by 10 points or less;
2. Has a 97 percent school attendance rate in each of the last four school years, excluding any excused absences;
3. Has not been expelled from school...in any of the last four school years.

# Alternative Pathway to Graduation

4. Has a grade point average of at least 2.5 out of 4.0 in the subject area of the failed OGT, or its equivalent as designated in rules adopted by the state board of education.
5. Has completed all high school curriculum requirements...in the subject area of the failed test;

# Alternative Pathway to Graduation

6. Has taken advantage of all intervention programs provided by the school district or school in the subject area [of the failed OGT]...and has a 97 percent attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal school day, school week or school year or has received comparable intervention services from a source other than the school district or school.

# Alternative Pathway to Graduation

7. Holds a letter recommending graduation from each of the person's high school teachers in the subject area [of the failed OGT]...and from the person's high school principal.

# Questions on the Adult Non-Student and the Alternative Pathway to Graduation

**Thank you for your time and  
attention.**

**Final questions?**

# Contact Information for the Ohio Graduation Tests

Denny Wagoner

[dennis.wagoner@education.ohio.gov](mailto:dennis.wagoner@education.ohio.gov)

Paula Mahaley

[paula.mahaley@education.ohio.gov](mailto:paula.mahaley@education.ohio.gov)

Ohio Dept. of Education

Office of Curriculum and Assessment

614 466-0223



Department  
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