Ohio | Department of Education

# OHIO GRADUATION TESTS

# Building Test Coordinator's Manual
# Fall 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).**

**Check with your District Test Coordinator first if you have any questions.**

**For assistance:**

| | |
|---|---|
| **Ohio Department of Education (ODE)** | 1-877-OHIOEDU (1-877-644-6338) or<br>1-614-466-1317<br>1-614-995-5568 (fax)<br>Ohio Department of Education<br>Office of Curriculum and Assessment<br>25 S. Front Street, Mail Stop 507<br>Columbus, OH 43215 |
| **American Institutes for Research (AIR)** | 1-877-231-7809<br>1-877-231-7813 (fax)<br>OHHelpDesk@air.org |
| **Data Recognition Corporation (DRC)** | 1-877-231-7809<br>1-866-377-1249 (fax)<br>OHProjectTeam@datarecognitioncorp.com<br>Data Recognition Corporation<br>Attn: OGT<br>7303 Boone Avenue<br>Brooklyn Park, MN 55428 |

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## General Information

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

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

Use the OGT answer documents provided to you by Data Recognition Corporation (DRC) for each administration. Answer documents are administration-specific, so be sure to use the appropriate answer document (i.e., Fall 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.

### Building Test Coordinator Responsibilities

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

- Train all test administrators and monitors in proper test administration procedures before testing.
- Receive test materials from your District Test Coordinator (DTC); provide for locked, secure storage when test materials are not in use; and distribute test materials each day.
- Provide testing group numbers to test administrators for completing answer documents.
- Collect and account for test materials immediately following test administration each day.
- Distribute and store OGT calculators.
- Promptly package and return scorable answer documents to the DTC or directly 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 nonscorable answer documents to your DTC.
- Ensure that state and district test security procedures are followed in the building.
- Ensure that the test administrators act in accordance with all security requirements while they are in possession of test materials.

**Students Eligible for the Fall Administration**

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

Students in grade 10 or below who were first enrolled in 9th grade before July 1, 2014, and who are repeating as a 9th or 10th grader **may** participate.

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

**Test Schedule**

During the Fall Administration, the following sequence will apply during the first week of testing:

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

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.)

**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 also be used to determine the student's district and school IRNs**. Because answer documents are being tracked to the IRNs that receive them, please do not share answer documents with other districts or between schools.**

For instructions concerning Joint Vocational Schools (JVSs) and Career Technical Centers (CTCs), please refer to pages 24 and 25.

### 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.

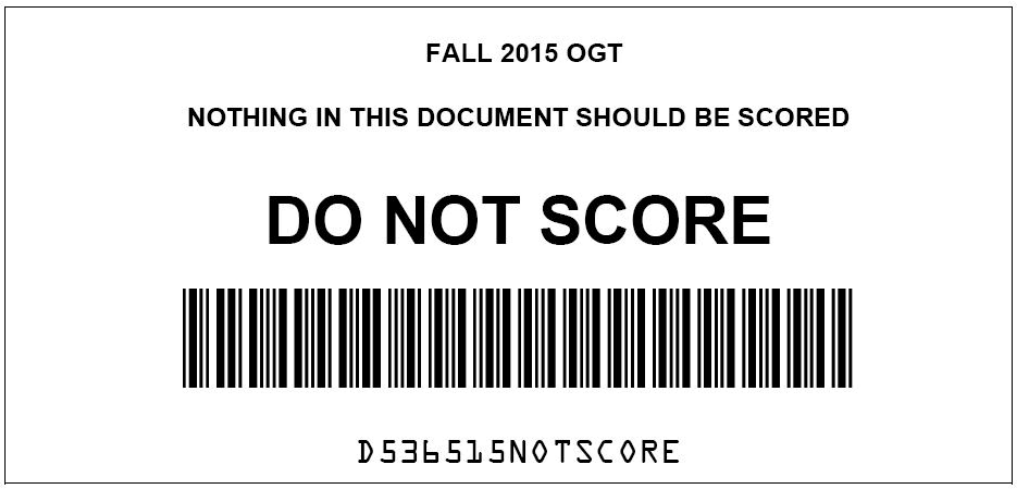
### *Mathematics Reference Sheets*

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 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 page 24 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 procedures.** Answer documents for students who use foreign language CDs in Arabic, Mandarin Chinese or Spanish (i.e., one of the three languages for which CDs are available for Fall 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 in order to identify answer documents that DRC should translate.

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

**Note:** 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 Fall 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. In most cases, this is only applicable to students at JVSs and CTCs. Refer to the "Note Regarding Joint Vocational Schools (JVSs) and Career Technical Centers (CTCs)" section on pages 24 and 25.

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 25 for more information.

DTCs can edit Pre-ID labels through the TIDE record change system (www.ohtide.org). DTCs can also use the TIDE record change system to associate students and their demographic information to the generic labels that will be affixed to student answer documents at the time of testing. Use of the TIDE record change system is at the discretion of your DTC.

## Completing Answer Document Demographic Pages and Applying Labels

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

**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. **Your DTC will inform you whether the TIDE record change system will be used and which gridding instructions to use.**
   A. If generic labels are used in conjunction with the TIDE record change system, students must be instructed 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

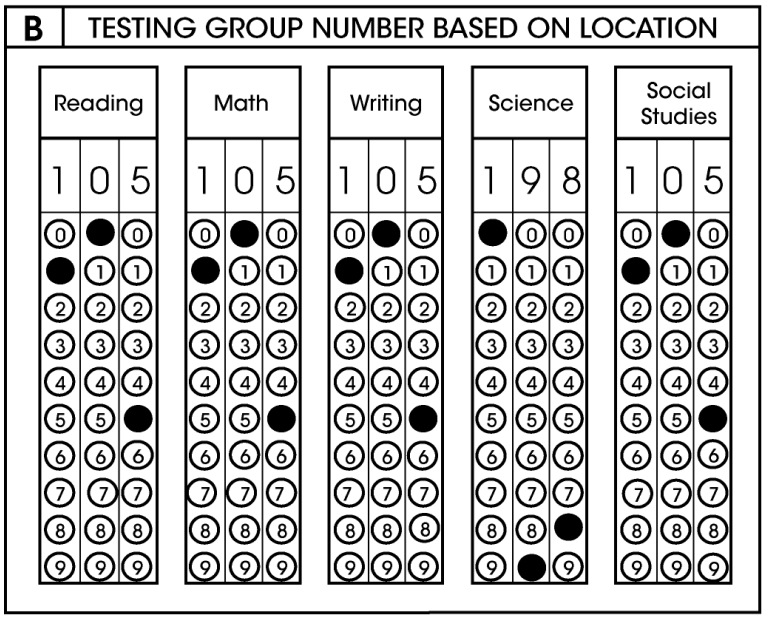
The Statewide Student Identifier (SSID) is embedded in the bar code on the Pre-ID labels, but it is not visible to the eye. For schools that do not use Pre-ID labels or when Pre-ID labels are not available for students being tested, test administrators will need to be prepared to grid the SSID in Box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

Because of the confidentiality of the SSID, districts should have a policy and/or procedure in place for schools to obtain the SSID if needed to complete Box "I" without jeopardizing secure student information. Comprehensive information about the SSID may be found online by accessing the ODE 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 instruct 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 DTC the best place to keep this documentation. You may be asked to make this information available after the test administration.

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

## Test Security Information

All test security procedures previously established for the OGT will apply to the Fall 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 BTC. 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 booklets. Your responsibility for maintaining the security of test questions and materials does not end when materials are returned.

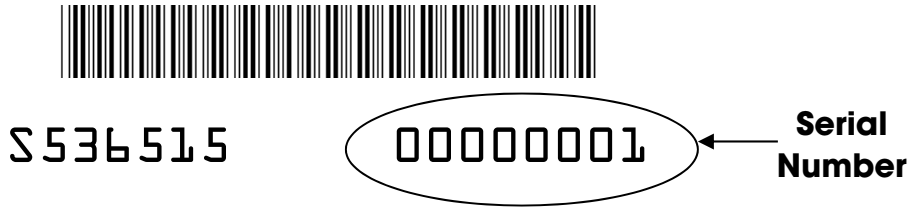
Note that no one, including DTCs, BTCs, test administrators, or students, is permitted to copy audio CD files (English audio and foreign language CDs) to computers. Reproduction or duplication of the CDs in any form is prohibited.

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 BTC, you are responsible for the security of all testing materials while they are in your possession. You are also responsible for ensuring that your test administrators act in accordance with all security requirements while they are in possession of test materials. Additionally, you are responsible for training all test administrators and monitors 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.**

**You must provide secure storage for all test materials when not in use. Collect and account for all test materials immediately following each test administration.**

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 your DTC.

DRC provides *School Security Checklists* for school secure material. 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 *School Security Checklist*. Use this checklist to provide all pertinent information to your DTC regarding discrepancies or missing test booklets. 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 school. 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 your district and to ODE. If any secure test material that was shipped to your school is determined to be missing, you will be required to account for it.

Test booklets are shrink-wrapped in packs of 10. Braille and 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, as BTC, you will verify that all test booklet serial numbers listed on the pack range sheet have been included in the pack. **Note:** Shrink-wrapped packages must not be opened prior to the first day of testing.

Any of the following occurrences must be reported immediately to your DTC:

- Disruption of testing
- Destruction of secure test material during testing (supply the unique eight-digit serial number of the destroyed test material to the DTC)
- Loss or theft of secure test materials (supply the eight-digit serial number of the test material to the DTC)
- Discovery of damaged or defective secure test material (supply the eight-digit serial number of the test material to the DTC)
- Discovery of missing or duplicate eight-digit serial numbers on any secure test materials

If you are aware that an impropriety has occurred or a student responded to a test in the wrong section of the answer document, contact your DTC immediately. Do **not** write notes on or attach notes to the answer document.

All secure test materials (including materials with duplicate numbers, damaged or defective materials, etc.) must be returned to your DTC.

## 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 *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 |

## Fall 2015 Ohio Graduation Tests Administration Calendar

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

| | |
|---|---|
| October 9 | DRC delivers test materials and Pre-ID labels to DTCs. |
| October 9 – November 16 | TIDE Pre-processing Record Change window open. |
| **October 26 – November 8** | **Fall Test Administration** |
| October 26 – November 18 | TIDE Invalidation window open. (Window closes at 5 p.m. on November 18.) |
| October 30 | BTCs prepare **scorable** answer documents for return to the DTC or for shipment to DRC. |
| November 2 | (8 a.m.–3 p.m.) Automatic pickup of **scorable** answer documents by UPS at nonpublic, community and Joint Vocational Schools and at public districts with only one testing school within the district. Ship all completed **scorable** answer documents at this time. |
| November 3 | (8 a.m.–3 p.m.) Automatic pickup of **scorable** answer documents by UPS at the district location where materials were delivered for public districts with more than one testing school within the district. Ship all completed **scorable** answer documents at this time. |
| November 3 – 13 | BTCs separate all remaining **scorable** answer documents (makeup tests) from the secure test materials and **nonscorable** answer documents and return them to the DTC. |
| November 13 | In order to be included in the downloadable test results posted on December 14, answer documents must be shipped to DRC by November 13. |
| November 13 | DTCs organize and return all remaining **scorable** answer documents (makeup tests), as well as secure test materials and **nonscorable** answer documents to DRC. |
| December 2 | TIDE Pre-reporting Record Change window open. (Window closes at 5 p.m. on December 3.) |
| December 14 | Downloadable test results are available online for **ALL** students whose answer documents were shipped to DRC by November 13. |
| December 14 – February 8 | TIDE Rescores and Verification window open. |
| January 7, 2016 | American Institutes for Research (AIR) delivers printed score reports to districts. |
| January 11, 2016 | Interactive data available online. |

## 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. Schools 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 your DTC.
- If a 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 ELLs through a formal assessment (not OTELA) may have accommodations on the OGT.

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

### Before Testing

- ❑ Establish a schedule for each day of test administration, including provisions for students who need time in addition to the amount scheduled.
- ❑ Ensure that the appropriate number of test administrators and monitors (if needed) will be available for assignment to examination rooms on each day a test is administered, so that the required 1 to 30 ratio is met as defined in Rule 3301-13-02 of the Ohio Administrative Code.
- ❑ Provide appropriate training for test administrators and monitors on test administration procedures.

- ❑ Provide appropriate training for test administrators and monitors on the state and district test security procedures. These procedures are to be followed in the building at all times. Rule 3301-13-05 of the Ohio Administrative Code establishes test security provisions. Contact your DTC for local security procedures. A summary of this rule is provided in Appendix A of this manual.
- ❑ Provide testing group numbers to test administrators for each testing session.
- ❑ Reserve a locked, secure area for receipt and storage of test materials.

**Receipt of Test Materials**

- ☐ Receive test materials from your DTC. Each box label references your school name and is sequentially numbered.
- ☐ When test materials arrive, open the white school box, which contains the following:
  - School Packing List
  - School Security Checklist
  - Pre-ID labels (if data successfully submitted by the deadline)
  - Generic labels
  - DO NOT SCORE labels
  - Return Kit
  - Roll of bags for returning scorable materials
  - Test Coordinator's Manual
- ☐ The white school box may also contain secure test materials. Please refer to your *School Packing List*.
- ☐ Find your *School Security Checklist* (the *School Security Checklist* will be with your administrative materials). Use the *School Security Checklist* to verify your school order. The serial numbers of all secure material sent with the original order are recorded on the security checklist. **Do NOT open any shrink-wrapped packages of test booklets at this time.**
- ☐ Compare types and quantities of materials received with your testing needs. Report **any** discrepancies to your DTC **immediately**. Regular test booklets and answer documents are shrink-wrapped in packs of 10. All other secure materials are shrink-wrapped in packs of one.
- ☐ Find your Return Kit. It is in a white Tyvek envelope that can be found with your administrative materials. The kit contains **BLUE** *Score* DRC return box labels for returning scorable answer documents. If the answer documents are returned to DRC directly from the BTC, please

obtain the UPS-RS labels from the DTC. These labels are found only in the District Return Kit.

- ☐ Place test materials in locked, secure storage.
- ☐ Save the box(es) your test materials were delivered in for returning materials to your DTC when testing is completed. If you need additional boxes, contact your DTC.
- ☐ Conduct test orientation activities. Provide a copy of the *Directions for Administration Manual* and a Fall 2015 answer document to test administrators for review prior to the test administration. Except for copies of the Fall 2015 answer document, do not distribute copies of secure test materials at this time.
- ☐ Instruct test administrators on the procedures for collecting and accounting for test materials. Communicate provisions for locked, secure overnight storage of all test materials. Monitor this process throughout testing.

**During Testing**

- ❑ Distribute test materials to test administrators at the beginning of each test day.
- ❑ Follow security guidelines documented in your district test security procedures.
- ❑ Report any testing irregularities before, during or after test administration to your DTC. Always provide as much information as possible in the case of testing irregularities.
- ❑ Monitor daily test administration with impromptu visits to rooms where tests are being administered.
- ❑ Organize test materials received from your test administrator(s).
- ❑ **Note:** Students **must** use a No. 2 pencil to complete all sections of the answer document. Students may **NOT** use mechanical pencils or pens.

**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 page 24 for details). Responses in a "soiled" answer document should be transcribed into a new answer document. Return the scorable answer document to the DTC 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 this 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 the DTC to be returned with the nonscorable materials. **Soiled documents will not be scored.**

**After Testing**

- ❑ After testing, it will be your responsibility to collect, pack and return scorable answer documents to either your DTC according to his or her direction or to DRC by following the instructions in the "After Testing" section of the *District Test Coordinator's Manual*. Test booklets, nonscorable answer documents and other secure test materials should be returned to your DTC according to the instructions in this manual, in addition to any supplemental instructions that may be provided by your DTC.
- ❑ In order for their tests to be scored, students who take the test with procedural accommodations or use a Braille or large-print test booklet must have their responses transcribed **verbatim** into a scorable OGT Fall 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 Fall 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.*

- ❑ To aid processing, if a student uses a foreign language audio CD but completes **all** of his or her written responses in English, you do not need to put the answer document in a plastic bag or separate it in any way. If the student responded in English to all content areas, the answer document can be processed like any other answer document; simply put it in with the other scorable answer documents.
- ❑ All **nonscorable** answer documents should be returned with other secure materials. They may **not** be used for any future administrations.
- ❑ When packaging 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.

**Preparing and Returning Scorable Answer Documents**

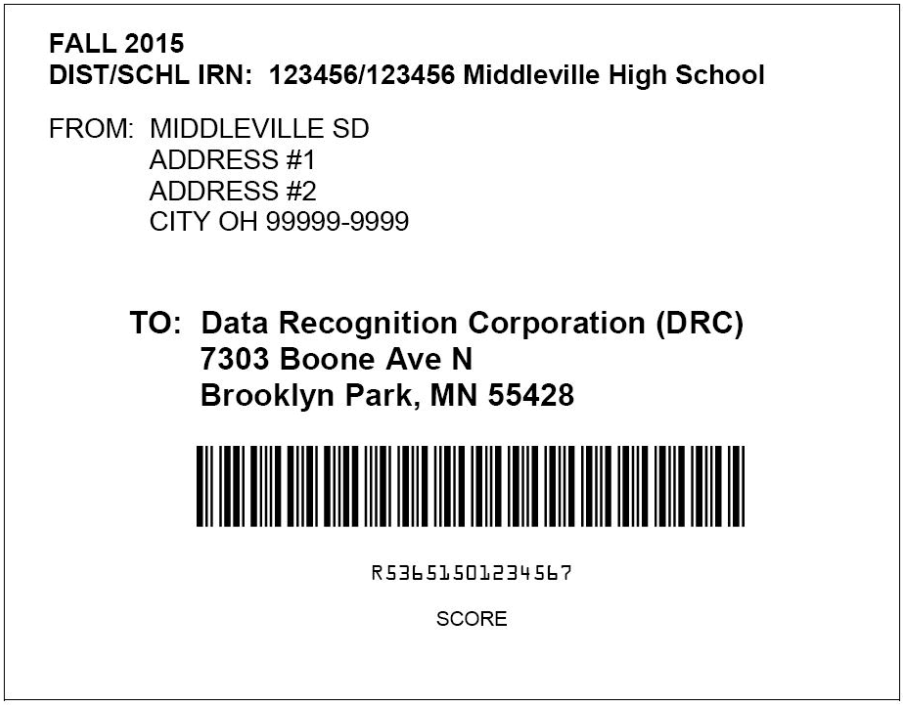
All student responses, including written responses, need to be recorded in the scorable OGT Fall 2015 answer document provided by DRC. **Responses not recorded in the appropriate answer document will not be scored.** Use the following checklists to prepare answer documents for scoring:

- ❑ Collect all test materials from test administrators.
- ❑ Separate answer documents for students who will need to continue testing during the testing period. Place these in a secure location.
- ❑ Separate scorable answer documents from other materials (such as nonscorable answer documents, test booklets, teachers' directions, etc.).
- ❑ Find the roll of bags provided by DRC for returning scorable documents. The bags are intended to protect the documents during shipping. Place the scorable documents inside the return bag and close the bag using

the tie provided. Place the bag inside the box in which the materials arrived. Do not overfill boxes. If needed, include filler material, such as newspaper, in the box to prevent contents from shifting during shipping.

- ❑ Apply a **BLUE** *Score* DRC return box label to flap A on the top of each box containing scorable answer documents. These labels can be found in the **School Return Kit**. This is essential to indicate to DRC that each school has returned its scorable materials. (See sample below.)

**Sample DRC Return Box Label**


**FALL 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**

R5365150123456 7

SCORE

- ❑ If you are from a public district with more than one testing school in your district, all scorable answer documents must be promptly packaged and returned undamaged to your DTC no later than Monday of the second testing week.
- ❑ If you are from a nonpublic school, community school, Joint Vocational School, or public school that is the only school that tested within your district, return scorable answer documents directly to DRC according to the DTC's instructions. On Monday of the second testing week, there will be an automatic pickup of completed answer documents from the same location where the materials were delivered. BTCs who are returning scorable answer documents directly to DRC should follow the instructions in the "After Testing" section of the *District Test Coordinator's Manual*, which may be accessed online at education.ohio.gov; keyword search *District Test Coordinator's Manual*.

Remember to keep records of your shipment. If you have any questions about these procedures, please call the Ohio Help Desk toll-free at 1-877-231-7809.

## Preparing and 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.

- ❑ All **nonscorable** answer documents should be returned with the test booklets and other secure test materials to your DTC. Nonscorable answer documents may **not** be used for any future administrations.
- ❑ Arrange test booklets and special versions by subject (color code). It may also help to place them in order by serial number, including any that your DTC may have provided to you to make up for shortages.
- ❑ Follow other guidelines for returning secure test materials that your DTC may have provided to you.
- ❑ Return all secure test booklets and special versions to the location designated by your DTC.
- ❑ Contact your DTC regarding the disposal of non-secure test materials. Do **not** save these materials. New materials will be provided for future test administrations. **Note:** After testing is complete, **keep** the unused (unmarked by students) *Mathematics Reference Sheets* to use for instructional purposes since they are not secure material. ***Mathematics Reference Sheets* that have student-written calculations on them are secure and must be returned with the other secure materials.**

## 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 and 21 for detailed return instructions.) | Answer documents containing student responses that should be scored. | Place scorable answer documents in a plastic scorable documents return bag provided by DRC. Close the bag with the provided tie and place the bag in a box that has a **BLUE** *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 plastic scorable documents return bag provided by DRC. Close the bag with the provided tie and place the bag in a box that has a **BLUE** *Score* DRC return box label. (The entire answer document will be scored. See the next page for instructions on invalidating test scores.) |
| **NONSCORABLE ANSWER DOCUMENTS** (See page 22 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. | |

**Note:** UPS return shipping labels are located in the DTC Return Kit.

### Invalidating Test Scores

Contact your DTC regarding procedures for invalidating a student's score prior to reporting. Invalidation of a score must be done by the DTC through TIDE. **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.

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 on the next page and in the *Directions for Administration Manual* for students who do not have a Pre-ID label.

If a home district uploaded the Pre-ID information for a student attending a JVS/CTC and provided only the home district and home school, the home district information will be printed on the Pre-ID label. If you choose to use 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.

## 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 Program Rules Book* for detailed information on the identification process for Limited English Proficiency (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. DRC will reimburse for language translations during the Spring Administration only and then only for languages that are **not** available on CD. DRC 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 Fall 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 may **not** be translated from another language into 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 Fall 2015 OGT Administration**

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

| 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 booklet(s) (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 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 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. |
| 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 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. |

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

| Special Version/ Accommo-dation | For the student who | Materials needed | After testing |
|---|---|---|---|
| Language Translation Script | is an eligible ELL student who needs a language administration of the test in a language not available on CD. DRC reimburses language translators for the Spring Administration only. | Language translation materials and test booklet(s) (ordered through TIDE) | The test administrator should verify that the translator has recorded in English the student's responses to reading, mathematics, science, and social studies tests in one scorable answer document that includes the student's multiple-choice and constructed-response answers. The writing test must be written in English by the student and may not be translated. The test administrator will return the scorable answer document to the BTC. **Note:** DRC will only score answer documents that have been translated into English. **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 4 and 5 for detailed procedures). The BTC must return the materials to the DTC; the DTC will return them to DRC. |

# Appendix C: Sample Testing Group Roster

Ohio | Department of Education

## Testing Group Roster
## OGT Fall 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.**

M3365151205000T