Ohio | Department of Education

OHIO GRADUATION TESTS

Building Test Coordinator's Manual
Summer 2013

Copyright © 2013 by the Ohio Department of Education. All Rights Reserved.

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 1-614-466-0223 1-614-995-5568 (Fax) Ohio Department of Education Office of Curriculum and Assessment 25 S. Front Street, Mail Stop 507 Columbus, OH 43215
American Institutes for Research (AIR)	1-877-231-7809 (press 2) 1-877-231-7813 (Fax) ogthelpdesk@air.org
Data Recognition Corporation (DRC)	1-877-231-7809 (press 1) 1-866-377-1249 (Fax) OGTProjectTeam@datarecognitioncorp.com Data Recognition Corporation Attn: OGT 7303 Boone Avenue Brooklyn Park, MN 55428

The Ohio Department of Education does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

Table of Contents

General Information 1
- Building Test Coordinator Responsibilities 1
- Students Eligible for the Summer Administration 2
- Test Schedule 2
- Test Administration 2

Administration Reminders 3
- Tracking Answer Documents 3
- Calculators 3
- *Mathematics Reference Sheets* 3
- Do Not Score Labels 4
- Returning Foreign Language Answer Documents 4
- Ohio Graduation Tests (OGT) Administration and Special Versions Comment Forms 5
- Pre-ID Labels, Generic Labels and the TIDE Record Change System 5
- Completing Answer Document Demographic Pages and Applying Labels 7
- Statewide Student Identifier 8
- Testing Group Numbers 8

Test Security Information 9

Ethical Use of Tests 13
- Scenarios Related to the *Standards for the Ethical Use of Tests* 14

Summer 2013 Ohio Graduation Tests Administration Calendar 15

Guidelines for Test Administration Activities 16
- Before Testing 16
- During Testing 18
- After Testing 19

Table of Contents
(Continued)

Preparing and Returning Scorable Answer Documents 20

Preparing and Returning Test Booklets, Special Versions and Nonscorable Answer Documents 22

Summary of Scorable and Nonscorable Answer Document Return Procedures 22

Definition of Scorable and Nonscorable Answer Documents and Summary of Return Procedures 23

Invalidating Test Scores 24

Note Regarding Joint Vocational Schools (JVSs) and Career Technical Centers (CTCs) 24

Note Regarding Nonpublic and Correctional Schools 25

Procedures for Appeal (Rescore/Verification) 25

Appendix A: Summary of Test Security Provisions from the Ohio Administrative Code 26

Appendix B: Accommodations and Special Versions 28

Criteria for the Use of Accommodations 28

Definition of a Student with Disabilities 28

Definition of a Student with Limited English Proficiency/English Language Learner 28

Sign Language 29

Summary of Special Versions/Accommodations for the Summer OGT Administration 30

Appendix C: Sample Testing Group Roster 32

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., Summer 2013) 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 taken 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 (for schools in public districts with more than one test site) or directly to DRC for scoring (for nonpublic, community and Joint Vocational Schools and for public districts with only one test site). 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 Summer Administration

Summer testing is **optional**. Students, schools and districts may elect to participate or not participate. Participating schools and districts do not have to offer all five tests.

Students who have completed grade 10 or above, who are in an adult high school program, or who have completed curriculum requirements for graduation may participate if they have not passed all required tests. Students who are not classified as grade 10 or above by June 30 of the preceding school year may not participate unless they are enrolled in a state-approved STEM school. Students who are enrolled in school are required to complete 10 hours of intervention for each subject area to be tested. Students who have completed curriculum requirements for graduation may test without the required 10 hours of intervention.

Test Schedule

Districts should complete all testing within the 14-day testing window (see Administration Calendar on page 15). Districts that plan to test more than one subject should follow the sequence used during the Spring Administration: The reading test should be given first, followed by mathematics, writing, science, and social studies. Testing may begin on any day, and makeup tests may be given any time after the first day the test was administered. Additional makeup days will not be granted to districts that have not completed testing within the 14-day testing window. 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 ELL, IEP or 504 Plan 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 back page of the answer document below 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.

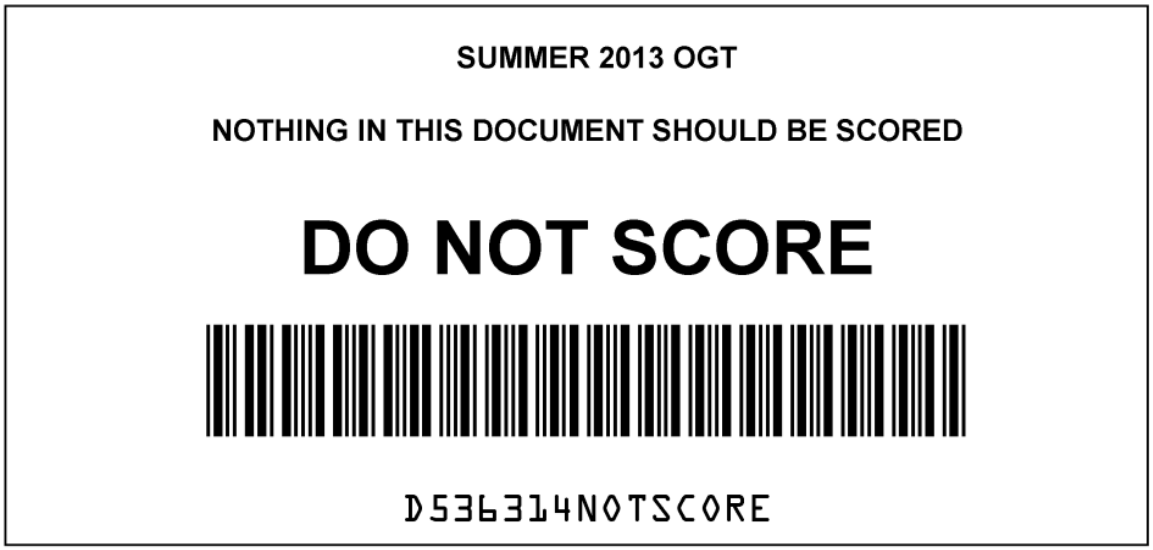
Mathematics Reference Sheets

English language *Mathematics Reference Sheets* are inside mathematics test booklets. The reference sheet, which is perforated for easy removal and use, appears in the front of the mathematics test booklet. Because the reference sheets are not secure test material unless students write on them, the district

may retain any unused reference sheets. The *Mathematics Reference Sheet* is available for download from the ODE website at education.ohio.gov; keywords *OGT Mathematics Reference Sheet. T*he reference sheet is also available for download at www.ohiodocs.org.

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 have your DTC 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

Use of a translator. Students who use a translator **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). Audiocassettes, 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 receive credit. Districts that suspect this occurred with one of their students will need to file an appeal for a rescore. If necessary, DRC will return the answer document to the district for translation and then will rescore the answer document.

Ohio Graduation Tests (OGT) Administration and Special Versions Comment Forms

Building Test Coordinators and test administrators are encouraged to submit comments and suggestions regarding the administration of the OGT by completing the OGT Comment Form, available online at www.ohiodocs.org. BTCs should remind test administrators to complete the online form. An OGT Special Versions Comment Form is also available on the same website.

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 the student answer document. 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.**
   A. If generic labels are used in conjunction with the TIDE record change system, students only need to grid the "STUDENT LAST NAME" and "STUDENT FIRST NAME" fields (Box "H") on the demographic page of their answer documents (page 2). No other fields on the demographic page need to be gridded. ALL demographic data must be entered in the TIDE record change system. It is imperative for schools to track which students are assigned to each generic label. DTCs can export the list of generic labels from the TIDE record change system to aid in this process.
   B. If generic labels are applied and the TIDE record change system is NOT used, the students must grid all required fields except the "DISTRICT IRN" and "SCHOOL IRN" fields (Boxes "P" and "Q").
4. If a Pre-ID label or a generic label is not available, all required fields on the demographic page including Boxes "P" and "Q" (page 2) must be completed.
5. If your district has agreed to administer the OGT to home-schooled students, your district IRN should be gridded in Box "P" (District IRN). Box "Q" (School IRN) should be gridded 999999. This will ensure that the scores will be kept out of your district data but will be available for you to provide to the home-schooled students. Generic labels may not be used for home-schooled students.

Statewide Student Identifier

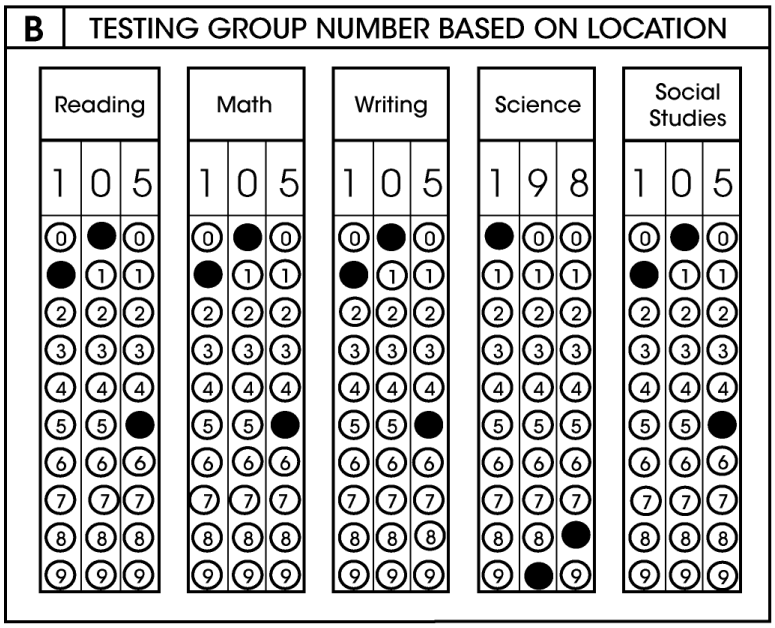
The Statewide Student Identifier (SSID) is embedded in the bar code on the Pre-ID labels, but it is not visible to the eye. For schools that do not use Pre-ID labels or when Pre-ID labels are not available for students being tested, test administrators will need to be prepared to grid in the SSID in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

Because of the confidentiality of the SSID, districts should have a policy and/or procedure in place for schools to obtain the SSID if needed to complete Box "I" without jeopardizing secure student information. Comprehensive information about the SSID may be found online by accessing the ODE website at education.ohio.gov, keywords *SSID* and *Statewide Student Identifier*.

Testing Group Numbers

Test administrators are required to instruct students to grid Box "B" "TESTING GROUP NUMBER BASED ON LOCATION" (see illustration below) on the front cover of students' answer documents. The **testing group** is defined as the set of cohorts being administered the OGT in the same location at the same time within a school's facilities and/or authority.

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



The district must designate a person or persons to assign testing group numbers to all testing locations within each school. Test administrators must be told their testing group number for a given test location in order to tell students how to complete Box "B" of their answer documents.

The sample *Testing Group Roster* in Appendix C may be used to assign or record testing group numbers. This roster is also available for download from the ODE website at education.ohio.gov, keywords *Testing Group Roster.*

Use of testing group numbers is required, but use of the *Testing Group Roster* is not. For example, schools may develop their own spreadsheet or use a local database to organize the testing group information. Regardless of the method used to assign testing group numbers, any documentation should be kept at either the school(s) or the district for one year after the test administration. You should discuss with your 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 Summer 2013 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 the test booklets (including Large Print and Braille), language translation scripts, 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

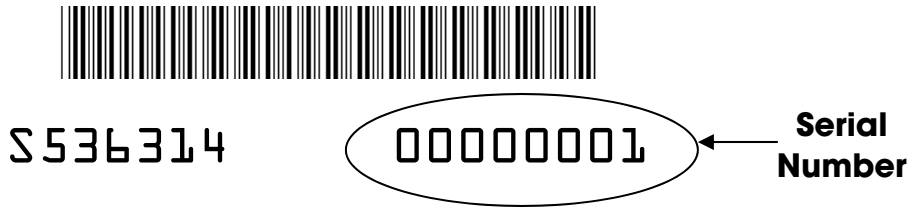
responsibility for maintaining the security of test questions and materials does not end when materials are returned.

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 back 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 the *Standards for the Ethical Use of Tests*

Is this activity or behavior an ethical practice?	**Yes**	**No**
Using the state-provided practice tests as the sole method of preparing students for the tests without teaching the benchmarks measured by the tests.		X
Using the state-provided practice tests as an activity after students have received instruction on the benchmarks and item formats.	X	
Making a copy of the graduation tests and/or preparing a student study guide based on the tests.		X
Preparing students for the graduation tests by incorporating the graduation benchmarks in the appropriate subject curriculum.	X	
Copying the vocabulary words from a secure published test that will be administered and incorporating them into language arts instruction.		X
Changing answers that students have written or gridded in.		X
Using the results of the graduation tests as one of the sources of information on which to evaluate the effectiveness of curriculum.	X	
Hinting to a student to reconsider any answers given on a test.		X
Encouraging students who are not reading at grade level to stay home during the reading portion of a standardized achievement test and/or coding these lower-performing students out of the district summaries so as to exclude their scores from being reported to the public.		X
Correcting student responses so as to ensure a student a place in a gifted program.		X
Setting a testing schedule that limits students from receiving the maximum time allowed for the test.		X
Providing teachers and counselors with information they need to interpret test results.	X	
Revealing the test scores of one student to another student.		X

Summer 2013 Ohio Graduation Tests Administration Calendar

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

June 10	DRC delivers test materials and Pre-ID labels to DTCs.
June 17 – July 9	TIDE Pre-processing Record Change window open.
June 17 – June 30	**Summer Test Administration**
June 17 – July 9	TIDE Invalidation window open.
June 18 – July 1	BTCs prepare **scorable** answer documents for return to the DTC or for shipment to DRC.
June 18 – July 2	Districts return all **scorable** answer documents (including makeup tests) via UPS. There is **no** automatic pickup of materials for the summer administration. Districts will need to arrange for pickup. Refer to the section "Preparing and Returning Scorable Answer Documents" on pages 20 and 21.
June 19 – July 9	DTCs organize and return all secure test materials and **nonscorable** answer documents to DRC.
July 2	In order to be included in the downloadable test results posted on August 5, answer documents must be shipped to DRC by July 2.
July 3 – July 9	DTCs organize and return any remaining **scorable** answer documents for Late Batch processing.
August 5	Downloadable test results are available online for **ALL** students whose answer documents were shipped to DRC by July 2.
August 5 – September 26	TIDE Rescore and Verification window open.
August 27	American Institutes for Research (AIR) delivers printed score reports to districts. 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 school district chooses to test a home-schooled student, the district's IRN should be gridded in Box "P" of the answer document, and the number 999999 should be gridded in Box "Q."
- English Language Learners (ELLs) may use a dictionary and be permitted additional time (up to one full school day) to complete each test. Only students identified as ELL through a formal assessment (not OTELA) may have 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 additional time.
- ❑ 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. It contains the *School Packing List*, the *School Security Checklist* and other administrative material. This box may also contain secure test materials. Please refer to your 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 are shrink-wrapped in packs of 10 for each subject. Braille and large-print test booklets and language translation scripts are shrink-wrapped in packs of one.
- ☐ Find your Return Kit. It is in a white Tyvek envelope that can be found in the white school box. The kit contains **BLUE** *Score* DRC return box labels for returning scorable answer documents. If the answer documents are returned to DRC from a nonpublic, community or Joint Vocational School, please obtain the return shipping labels from the DTC. These labels are found 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 Summer 2013 answer document to test administrators for review prior to the test administration. Except for

copies of the Summer 2013 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.
- ❑ You may make comments on any aspect of the testing process using the online OGT Comment Form at www.ohiodocs.org.
- ❑ 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

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 DRC with other scorable answer documents. Place a "DO NOT SCORE" label over the Pre-ID or generic label that was affixed to the soiled answer document, and put the answer document in a separate plastic bag. If no Pre-ID or generic label was used, place the "DO NOT SCORE" label in the space where a Pre-ID or generic label would have been affixed, and put the answer document in a separate plastic bag. Return the plastic bag to the DTC to be returned with the nonscorable materials.

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 Summer 2013 answer document provided by DRC. Students who use a language translator to respond in a language other than English **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. Audiocassettes, 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 large-print and Braille 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.**
- ❑ All **nonscorable** answer documents should be returned with other secure materials. They may **not** be used for future administrations.
- ❑ When packaging any materials for shipment, please observe the following guidelines:
  - Use filler (e.g., crumpled paper or bubble wrap) to make sure that 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 Summer 2013 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, manuals, etc.).
- ❑ 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

SUMMER 2013
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

R5363140123456 7

SCORE

- ❑ All scorable answer documents must be promptly packaged and returned undamaged to your DTC no later than the last day of the test administration if you are from a public district with more than one testing school.
- ❑ Return scorable answer documents directly to DRC no later than the last day of the test administration 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. 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 www.ohiodocs.org.

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

Preparing and Returning Test Booklets, Special Versions and Nonscorable Answer Documents

All secure test materials, including test booklets, Braille and large-print test booklets and language translation scripts, 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 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, you may **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 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 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." Place the "DO NOT SCORE" answer documents and other nonscorable secure test materials in a box, and affix a **SALMON** *Nonscore* DRC return box label.
	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 and the student's home district. (The home district is the district that will grant the student's diploma.) The OGT Pre-ID file layout includes a field for the home district IRN. Home district information submitted by JVSs/CTCs during the Pre-ID window will be listed on Pre-ID labels and will be used for reporting. If the information on the Pre-ID label is incorrect, do not use the Pre-ID label. Discard the label and follow the gridding instructions below and in the *Directions for Administration Manual* for students who do not have a Pre-ID label.

If 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 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 Proficient (LEP) students, also known as English Language Learners (ELLs).

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

Additionally, ELL/LEP students who have been enrolled in a U.S. school for less than 3 years and are at the beginning or intermediate level in reading and writing are eligible to receive one of the following accommodations based on availability:

- Read Aloud — A read-aloud administration of the tests in English.
- English Audio CD — English audio recordings of the tests are available for the Fall and Spring Administrations only.

- Foreign Language Audio CD — Foreign language audio recordings of the tests are available for the Fall and Spring Administrations only (languages may vary by administration).
- Language Translation — A language interpreter reads the tests aloud in the student's native language and translates responses into English. ODE will reimburse for language translations during the Spring Administration only and then only for languages that are **not** available on CD. ODE will not reimburse for any reason during the Summer and Fall Administrations; however, a translator may be used during any administration at the school's or district's expense.

Note: In order to provide an accurate measure of students' understanding of the subject matter being assessed, passages on the reading test may **not** be read aloud to the students, and students' responses on the writing test **must** be written in English.

Finally, ELL/LEP students who have been enrolled in U.S. schools for one year or less are exempted from taking the OGT reading and writing tests, but they must take an English language proficiency test (given locally) to measure how well they are learning English. All ELL/LEP students must continue taking the English language proficiency test until they demonstrate proficiency in English. This test may not be substituted for the OGT as a graduation requirement.

Sign Language

Districts that plan to administer the test in sign language should order and use the language translation materials. This translation is not reimbursed by ODE.

Summary of Special Versions/Accommodations for the Summer 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 booklets (ordered through TIDE)	The test administrator will transcribe the student's multiple-choice and constructed-response answers into a scorable answer document. The test administrator will return scorable (transcribed answer document) and nonscorable (test booklet) material to the BTC. The BTC must return the materials to the DTC; the DTC will return them to DRC. Students' notes and any other documentation should be returned in a "DO NOT SCORE" plastic bag, and nonscorable answer documents with a "DO NOT SCORE" label affixed should be returned with the nonscorable materials. "DO NOT SCORE" plastic bags accompany all large-print and Braille orders.
Braille	is an eligible IEP/504 Plan student who reads classroom materials in Braille. **Note:** This accommodation is made in the student's everyday classroom instruction.	Braille test booklets (ordered through TIDE)	
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) material to the BTC. The BTC must return the materials to the DTC; the DTC will return them to DRC.

Special Version/ Accommo-dation	For the student who	Materials needed	After testing
Language Translation Script	is an eligible ELL student who needs a foreign language administration of the test. ODE reimburses language translators for the Spring Administration only.	Language Translation Materials (ordered through TIDE); tape recorder (supplied by school)	The test administrator will verify that the translator has recorded in English the student's responses to reading, mathematics, science, and social studies tests in one scorable answer document that includes the student's multiple-choice and constructed-response answers. The writing test must be written in English by the student and may not be translated. The test administrator will return the scorable answer document to the BTC. **Note:** DRC will only score answer documents that have been translated into English. **Constructed responses that are returned for scoring in a language other than English will receive no credit.** (Districts that suspect this occurred with one of their students will need to file an appeal. If necessary, DRC will return the answer document to the district for translation and then will rescore the answer document.) Test booklets and language translation scripts 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 nonscorable materials (see page 22 for detailed procedures). The BTC must return the materials to the DTC; the DTC will return them to DRC.

Ohio | Department of Education

Testing Group Roster
OGT Summer 2013

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.

M53E3L4T2050001