Ohio | Department of Education

OHIO GRADUATION TESTS

Directions for Administration Manual

Summer 2013

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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 Building Test Coordinator first if you have any questions.

For Assistance:

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IMPORTANT

The information presented in this manual is essential for a successful administration of the Ohio Graduation Tests (OGT). Please read this manual carefully prior to administration.

Introduction

This manual will provide you with the information necessary to administer the Ohio Graduation Tests (OGT) in reading, mathematics, writing, science, and social studies.

Pages 1–15 of this manual contain the information you will need to administer the tests. Pages 16–47 contain oral directions for completing the answer document and administering the tests. The oral directions are presented as a script and contain portions to be read aloud, as well as instructions for the test administrator and monitor. Pages 48–59 contain the information needed to administer the special versions. It is important that you read through this entire manual **before** you administer the tests.

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**.

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 Joint Vocational Schools (JVSs) and Career Technical Centers (CTCs). Because of the large number of home

districts that can be associated with a JVS or a CTC, students attending JVSs or CTCs who do not have Pre-ID labels must grid their home district in the District IRN field and their attending JVS or CTC in the School IRN field (Boxes "P" and "Q") on the demographic page. The IRN fields are located on the demographic page of the student answer document. The home district is the district that will be granting the student's diploma.

Nonpublic and correctional schools may receive generic labels with the school IRN and name identified in both the District IRN and Name fields.

District Test Coordinators (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. Box "A" must be completed for all students.
3. 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."
4. 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 or Building Test Coordinator (BTC) 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 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 by the DTC. 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").

5. 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.

6. 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.

Returning Scorable and Nonscorable Answer Documents

- Administrators should return <u>all</u> answer documents, scorable and nonscorable, to the BTC.
- Scorable answer documents are
  - answer documents containing any portion of student responses that should be scored.
- Nonscorable answer documents are
  - blank answer documents containing no affixed Pre-ID or generic labels and no student responses;
  - answer documents containing affixed Pre-ID, affixed generic labels or demographic information gridded, but no student responses (a "DO NOT SCORE" label should be affixed to these nonscorable answer documents); and
  - answer documents containing student responses that should not be scored, including soiled answer documents and answer documents containing student responses that have been transcribed or translated into another answer document (a "DO NOT SCORE" label should be affixed to these nonscorable answer documents).

Testing Group Numbers

The BTC will provide test administrators with the testing group number(s) that students will need to grid Box "B," "TESTING GROUP NUMBER BASED ON LOCATION," on the front cover of their answer documents. The purpose of assigning a testing group number to a testing location (e.g., room 105) is to aid in identifying a cohort of students quickly and easily should an anomaly occur

during testing, such as defective materials being discovered after the test is administered. At the beginning of each test, the test administrator will ask students to grid the assigned testing group number on their answer documents.

Calculators

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 gently 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.

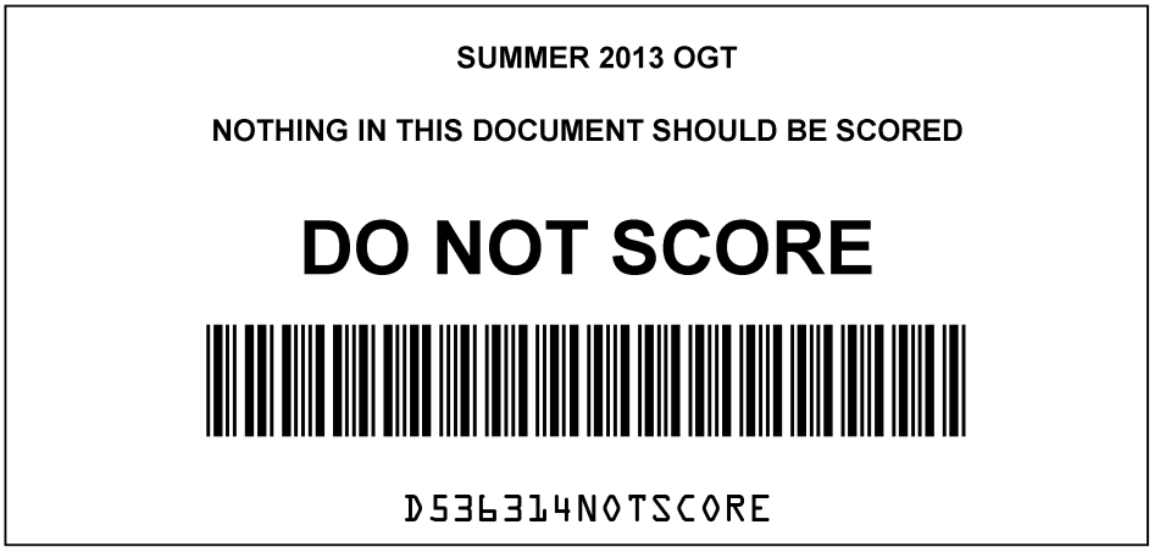
Mathematics Reference Sheets

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. Instructions for locating and removing the *Mathematics Reference Sheet* appear on page 30 of this manual. Because the reference sheets are not secure test material unless students write on them, the district may retain any unused reference sheets.

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 on the next page) 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.



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

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. An OGT Special Versions Comment Form is also available on the same website.

Test Administrator's Information

Security Concerns and Procedures

Maintaining test security is one of your most important responsibilities as test administrator. Follow your district's written procedures for protecting the security of test materials **at all times**. Secure test materials consist of 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).

District personnel are prohibited from viewing the test booklet or completed answer documents unless they are assisting with a special versions 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 questions 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 licenses to teach, and/or prosecution. Violations of test security provisions contained in your district's written procedures may be punishable by penalties specified by the district. If you have questions or concerns about your responsibility for test security, consult your BTC.

Some examples of **security violations** are listed below (this is not an exhaustive list).

Prior to or during an administration:

- Reviewing the test before the administration and creating a study guide or in some way releasing the test questions to the students
- Releasing test questions by describing the test questions in a letter, discussing the test questions, photocopying the test questions, or taking a photograph of the test questions using any electronic device
- Standing by the student's desk and indicating in some manner that the student's answer is incorrect, blank or deficient in some way

- Reviewing the test booklets and discussing the questions

After the administration:

- Discussing test questions with colleagues or students after the test has been administered (this may affect students who were absent or allow students to change answers on a test in the same booklet)
- Releasing test questions by describing the test questions in a letter, discussing the test questions or photocopying the test questions
- Erasing incorrect student answers and changing them to correct answers

Do NOT permit students to bring electronic devices into the testing area including cell phones; personal digital assistants (PDAs); cameras; MP3, iPod® or CD music players; and non-OGT calculators.

Test booklets and secure materials are provided to schools in shrink-wrapped packages. None of the packages should be opened until the day of each scheduled test administration. Prior to and following the testing session, the test materials should be kept in a secure location designated by your BTC. Unless directed otherwise by your BTC, you are responsible for returning secure test materials to the storage area **immediately** after the test administration. 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 the testing session is completed. During each test administration, a test administrator must be in the room at all times.**

If more than 30 students will be taking a test in your testing room, you, as the test administrator, will need to have at least one adult test monitor present in the room to assist you throughout the entire test administration session (see "Use of Monitors" on pages 8 and 9). If students are allowed to leave the room while testing is in progress, these students should first turn in their test materials. It is preferable that only one student at a time be allowed out of the testing room. Account for all materials before students are dismissed at the end of the testing session. Once test materials have been turned in and that test session is completed, students may not have access to test materials until the next test session begins. **Test security must be maintained at all times.** After each administration of the test is completed and the materials have all been accounted for, you must return **all** materials to your BTC **immediately**.

If at any time you believe that a test security violation has occurred, follow the procedures established by your school district to handle the alleged test security violation.

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

The Summer Administration of the OGT begins on June 17 and ends on June 30. Districts should complete all testing within the 14-day window, which cannot begin before June 17 or extend past June 30. 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 make-up tests may be given any time after the first day that the test was administered. Additional make-up days will not be granted to districts that have not completed testing by June 30. Except for students taking a make-up test, all students testing in a particular subject should be tested on the same day. (**Note:** Tests 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 an Individualized Education Program (IEP), Section 504 Plan or English Language Learner (ELL) accommodation. 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.

Use of Monitors

If more than 30 students will be taking a test in your testing room, you will need to have at least one adult test monitor present in the room to assist you throughout the entire test administration session. You should arrange to have a sufficient number of monitors to assist you so that the ratio of students to adult monitors or test administrators does not exceed 30 to 1. Although test administrators must

be licensed/certificated employees of the district, monitors may be adult volunteers, substitute teachers, etc. Students may not serve as monitors.

Description of Test Materials

Answer documents and test booklets are packaged separately in packs of 10. Braille test booklets, large-print test booklets and language translation scripts are shrink-wrapped in packs of one.

The OGT answer document includes space to complete all five subjects, and each student should complete all tests in the same answer document. Please be sure that you are using the Summer 2013 answer documents that were sent with your other testing materials. "SUMMER 2013" is indicated on the front cover in the upper right corner. It is important that the students record the test booklet ID number (which is located on the front cover of each test booklet) in the answer document on pages 3, 13, 23, 37, and 47.

On the first day of test administration, students will complete demographic sections on the front and inside front covers of the answer document, with the exception of the "SCHOOL USE ONLY" section on the front cover and the "MIGRANT STATUS" section on the inside front cover, which the test administrator is responsible for completing. It is very important that the information on the front and inside front covers of the answer document is completed correctly. See pages 16–20 of this manual for directions. Answer documents will be collected after each test is completed and distributed again for the next test.

No "scratch" paper will be allowed in the testing room. Students should be instructed to use the blank spaces in their test booklets to work out problems during the tests.

Statewide Student Identifier (SSID)

The Statewide Student Identifier (SSID) will be embedded in the bar code on the Pre-ID labels, but it will not be 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 SSID identifiers are not assigned to their 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. Check with your BTC and/or DTC prior to test administration for more information on the SSID and specific instructions based on your district's or school's policy.

Materials Needed for Testing

Each time a test is administered, you must have the following items:

- Test booklets, one per student
- Summer 2013 answer documents, one per student
- A supply of extra test booklets and answer documents
- A supply of sharpened No. 2 pencils **(pens and mechanical pencils may NOT be used)**
- A supply of "DO NOT SCORE" labels
- A supply of OGT TI-30X IIS calculators (mathematics and science tests only)
- This *Directions for Administration Manual*
- A watch or clock

NOTE: You will need to know your district and building (school) IRN numbers. Students may need to grid these in Boxes "P" and "Q" of their answer document. See pages 2 and 3 for more information.

Room Preparation for Testing

Arrive at the testing room early to make sure that it is ready for the testing session. Be sure that there is an area in the room where test materials not in use can be stored away from students. Students should be separated from each other as much as is practical.

Use common sense in removing from view any materials likely to assist students in answering test questions (e.g., maps, posters, charts and graphs, and historical documents).

Use of the Oral Directions Script

In an effort to ensure standardized administration conditions throughout Ohio, this manual contains oral directions that you will read to the students. These directions contain all of the information that students need to know about the test. **Do NOT deviate from the oral directions.**

Read the appropriate script to your students, paying careful attention to the instructions directed to the test administrator, which are inserted among the oral directions. **All information to be read aloud to students is indented and printed in bold letters.** Instructions to the test administrator have standard margins and are not bolded.

Time Allotment for Testing

Students are allowed up to 2-1/2 hours to complete each test. Your instructions to students about the time for each test will depend on your building's testing schedule arrangements. For example, a building may

schedule a portion of the 2-1/2 hours of testing time in classrooms and then move students who are not finished to another location within the school on the same day of the test. **The total testing time must not exceed 2-1/2 hours.**

If students will be moved to another location within the school to complete the test using the remaining time of the 2-1/2 hours, materials must be collected from students, moved by the test administrator, and redistributed to students at the new location. During the move, students must not have access to information or materials that would help them on the test. Students should not talk during the transition. Test security must be maintained throughout the transition period.

You will need to be familiar with your building's specific arrangements **before** administering a test and be prepared to inform students about these arrangements. The example below illustrates directions you will be giving to students regarding time allotments and room arrangements.

> **Example:** Students will be given 120 minutes in their classroom to complete the test. After 120 minutes, students who have not completed the test will be moved to the auditorium and be allowed the remaining time, not exceeding the 2-1/2 hours. Say:
>
> > **You will have no more than 2-1/2 hours to complete the test. You will have 120 minutes to work in this room. After 120 minutes, if you have not finished, you will have 30 minutes to work on the test in the school auditorium. I will make an announcement five minutes before the end of the first 120 minutes. You may begin.**
>
> Note the starting time. After 115 minutes, say:
>
> > **There are five minutes remaining.**
>
> After 120 minutes, say:
>
> > **Please stop working and put down your pencils. Students who are not finished with the test will be going to the auditorium to finish, using the remaining time of the 2-1/2 hours. If you have not finished the test, raise your hand. Your test materials will be collected now.**
>
> Collect test materials from all students, keeping the materials belonging to students who have not completed the test separate from those of students who have completed the test.

Breaks

Although it is permissible for students to be given a brief break, test security must be maintained throughout the break. Students should not talk during a break.

Students who wish to go to the restroom during the test must turn in all their testing materials to the test administrator prior to leaving the room. It is preferable that only one student at a time be allowed out of the testing room. Test security must be maintained at all times.

Incomplete or Defective Test Materials

It is possible that a student might receive an incomplete or a defective answer document or test booklet. Students will be asked to raise their hands if they discover they have defective materials. If material is incomplete or defective, follow the procedures below:

Incomplete or defective answer documents: Students will check the pages of their answer document before they complete the demographic information on the front and inside front covers. At that time, if a document is incomplete or defective, the student should be given another blank answer document that has been checked to verify that it is not defective. The defective copy should be collected. A "DO NOT SCORE" label should be placed on top of the Pre-ID or generic label that was affixed to the defective answer document. If no Pre-ID or generic label was affixed to the defective 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." Return the defective answer document with other **nonscorable** materials.

If a student discovers an incomplete or a defective answer document while taking the test, he or she should be given a blank answer document that has been checked to verify that it is not defective. The student should continue with the new copy and later transfer all responses from the defective answer document to the one to be scored. A "DO NOT SCORE" label should be placed on top of the Pre-ID or generic label that was affixed to the first, defective, answer document. If no Pre-ID or generic label was affixed to the defective 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." Return the defective answer document with other **nonscorable** materials.

Incomplete or defective test booklets: If a student discovers an incomplete or defective test booklet, follow the steps below**:**

- Give the student a new booklet that you have verified as accurate.
- Direct the student to write her or his name on the booklet.
- So everyone is clear about what has happened, tell the student that you will be making some changes on her or his materials because the materials were defective.

As the test administrator, complete the steps below to cross-reference all the materials used by a student:

- Collect the defective test booklet and write "Defective" on the cover in large letters. Make sure the defective test booklet is not distributed again but is put aside for later return with other nonscorable materials.
- Locate the "Test Booklet ID Number" in the answer document on the following pages: page 3 for reading, page 13 for mathematics, page 23 for writing, page 37 for science, and page 47 for social studies. Cross out the test booklet ID number of the defective booklet in the grid and write the new test booklet ID number below it, so that both the defective test booklet ID number and the replacement test booklet ID number appear on the answer document.

Procedures During Test Administration

Do not let a student use any answer document that has another student's Pre-ID label on it. If a Pre-ID label has already been affixed on an answer document and that student is not taking the test, place a "DO NOT SCORE" label on top of the Pre-ID label. A new answer document should be assigned to the student who is taking the test. If a Pre-ID label is not available for the student who is taking the test, use a generic label and instruct the student to complete Box "A," Box "B," Box "C," and Box "D" on the front cover of his or her answer document and all demographic information on the inside front cover of his or her answer document except for Box "P" ("DISTRICT IRN") and Box "Q" ("SCHOOL IRN"). The "DISTRICT IRN" (Box "P") and "SCHOOL IRN" (Box "Q") fields do not need to be gridded when a generic label is used. If a generic label is not available, all demographic information on the inside front cover of the answer document **must** be filled out. A Pre-ID label that has the student's name crossed through must **never** be used. Do not try to remove a Pre-ID label, as it will tear the answer document.

Once the test has begun, the test administrator and monitors should circulate throughout the room at regular intervals. **The test administrator or monitors should check to be sure that students are marking their answers in the appropriate section of the answer document. Answer documents with**

answers in the incorrect section will require a rescore at cost to the district. Monitors should not interfere with student concentration in order to check answer documents.

Students should not be allowed to talk during the administration. Students who finish a test before the allotted testing time is complete should **immediately** turn in all test materials to the test administrator. Then, those students should be directed according to the procedures established for your building. **Once test materials have been turned in and that test session is completed, students may not access test materials until the next test session begins. Test security must be maintained at all times.**

Students may use highlighters in the test booklet only. Remind students to use only No. 2 pencils in the answer document. Pens and mechanical pencils **may not** be used in the answer document and could cause delays in scoring or could result in a non-score.

Procedures for Students with Accommodations

When a student with disabilities takes a state graduation test, the test should be administered entirely under all normal testing conditions with the exception of those accommodations **specifically** documented in the student's IEP or Section 504 Plan. Any accommodation for an individual **must** be specified **before** the student takes the test. Students identified as English Language Learners (ELLs) may use a dictionary and have additional time to complete the test.

Accommodations must always be related to the student's specific disability. Accommodations that change the content of the test are **not** allowed. For example, it is **not allowable** to read the passages on the reading test or to define words used in the reading passages, charts, graphs, other stimulus materials, or the test questions.

Accommodations in format (e.g., Large Print, Braille and language translation) **are allowed** and can be ordered by your DTC. Special versions materials should have been ordered before the test administration; please check with your BTC or DTC if you cannot locate them. Braille and large-print test booklets are numbered in the same way as regular test booklets, and the serial number must be entered in the test booklet ID number grid located on the first page of each test in the answer document.

Accommodations in test administration procedures **are allowed** as long as they are in the student's IEP or 504 Plan, are related to the student's specific disability, do **not** change the content of the test, and do **not** provide the student with hints or clues that may enhance his or her response. Students'

responses should be a reflection of their true ability and should not be influenced by accommodations that are not allowable.

A student's allowable accommodation will **not** invalidate a passing score on the test, nor will that accommodation be indicated when student performance is recorded on a transcript.

Procedures for Completing "SCHOOL USE ONLY" and "MIGRANT STATUS" Sections

On the front cover of the answer document, in the shaded area labeled "SCHOOL USE ONLY," test administrators will complete Boxes "E," "F" and "G" for students who are eligible. Test administrators will also complete Box "O" on the inside front cover.

In Box "E. ELL/IEP STATUS," darken the appropriate circle(s) to indicate whether students are ELL identified, have an IEP or 504 Plan, and require an accommodation for any one of the five subject-area tests.

In Box "F. ACCOMMODATIONS," darken the circle(s) corresponding to any test(s) taken by students who used accommodations during testing. These accommodations include read aloud, extended time, dictionary (ELL only), scribe/transcription, special calculator (not the standard OGT TI-30X IIS calculator), and other. Mark all subjects that apply for each accommodation used during each test.

In Box "G. SPECIAL VERSIONS," darken the circle(s) corresponding to the special version of the test the student used. The special versions available for the Summer 2013 Administration are Braille, Large Print and language translation.

In Box "O. MIGRANT STATUS" on the inside front cover, darken the circle for students who meet the eligibility requirements for a migrant student and do not have a Pre-ID label.

Procedures Following Test Administration

When the allotted time for a test is complete, ask students to stop working. Do not allow students to leave the room until you have collected and accounted for all testing materials. Ask students to keep their test booklets separate from their answer documents. Collect an answer document and a test booklet from each student individually. Do not allow students to "pass around" test materials.

All test booklets and answer documents should be carefully counted before any student leaves the testing room.

Directions for Completing the Answer Document

As soon as all students are present, determine how many students are in the room. Count the number of test booklets and answer documents that are needed. You will need to have an answer document and a test booklet to use when giving instructions. Put any extra materials in a secure location.

When it is time to begin the test and all students are seated, say:

> **Testing is now in progress. You may have nothing on your desk except a pencil and perhaps an eraser.**

If students have any books or personal items, direct them to place such items in a specific area away from any students. **NOTE:** Students are **not** permitted to bring electronic devices into the testing area. Then say:

> **You will be taking the Ohio Graduation Tests. There are five tests: reading, mathematics, writing, science, and social studies. You may take only one test per day.**
>
> **In a moment, the answer documents will be distributed. Do not write anything on your answer document until I have instructed you to do so. You must use only a No. 2 pencil. <u>Do NOT use a pen or mechanical pencil.</u> If you need a pencil, raise your hand and you will be given one.**

Distribute pencils as needed. Distribute an answer document to each student individually. Do not "pass around" answer documents. When every student has received an answer document, hold up an answer document and say:

> **Before you complete the front cover, check your answer document to be sure that it says "SUMMER 2013" in the upper right corner and that the document is complete and not defective in any way. If your copy is different, raise your hand and you will be given another answer document.**

Replace any answer documents that do not have "SUMMER 2013" on the front cover or any answer documents that are defective. Continue holding up an answer document and say:

> **You should see many boxes with circles on the front cover and inside front cover of the answer document. The front cover and inside front cover should look like this.**

Box "A" must be completed for all students.

> **In Box "A" on the front cover of your answer document, on the line labeled "STUDENT NAME," print your first and last name. On the line labeled "DISTRICT NAME," print** _____ (tell students the name of their district)**. On the line labeled "SCHOOL NAME," print** _____ (tell students the name of their school)**. On the line labeled "COUNTY NAME," print** _____ (tell students the name of their county)**.**

*If **any** student does not have a Pre-ID label or a generic label, continue reading the directions for completing page 2 of the answer document (Boxes "H–Q").*

*For students using a generic label, complete Boxes "H–N" on page 2 of the answer document. **Note:** If your DTC or BTC has informed you that he or she will be using the record change system to enter student demographic information, then you only need to have students complete Box "H."*

*If **all** students have Pre-ID labels, go to the directions for administration of the tests on pages 21–47.*

> **Turn to page 2 of your answer document. Look for Box "H" and find the row of boxes below the words "STUDENT LAST NAME." You will print your last name in the boxes provided, beginning with the first box on the left edge. Print one letter in each box. If you have more letters in your last name than there are boxes for your last name, print as many letters as will fit.**
>
> **Next, print your first name in the boxes provided. Print one letter in each box, beginning with the first box under the words "STUDENT FIRST NAME." If you have more letters in your first name than there are boxes, print as many letters as will fit.**
>
> **In the box labeled "MI," print the first letter of your middle name if you have a middle name.**

Hold up an answer document and point to Box "H," student name grid, on page 2 of the answer document and then say:

> **In Box "H," below each letter that you printed, darken the circle that contains that letter. Stay in the correct column as you look for the letter to darken. Darken the correct circles completely. If you make a mistake, erase your mistake completely.**
>
> **If there are any empty boxes where you printed your first or last name, darken the empty circle directly under each empty box.**

NOTE: For Box "I" labeled "SSID (State-assigned)" and Box "J" labeled "LOCAL STUDENT ID/DSID" on the inside front cover, please see the directions below. For Box "I," the SSID is **required** for all students in public and community schools and for students on EdChoice scholarships attending private schools. Box "J" is optional for all districts/schools. Be sure to follow your district policy/procedures in completing Box "J."

Locate the SSID box (Box "I"), which is to the right of the name grid. If your school policy allows students to put their SSID numbers on their answer documents, instruct students to do so at this time. If you or someone else will be completing the SSID section, skip to Box "J" instructions.

Hold up an answer document, and point to Box "I." Then say:

> **In the row of boxes in section "I," labeled "SSID (State-assigned)," enter your unique SSID by printing one letter or number in each of the nine boxes. The first two boxes of the SSID are letters, and the last seven boxes are numbers.**
>
> **Now, below each letter or number that you printed, darken the circle that contains that letter or number. Stay in the correct column as you look for the letter or number to darken. Darken the correct circles completely. If you make a mistake, erase your mistake completely.**

Pause until students appear to be finished. Box "J" labeled "LOCAL STUDENT ID/DSID" is to the right of the SSID grid. If your school issues student identification cards with numbers and your school would like students to put their identification numbers on their answer documents, instruct students to do so at this time. Students should **not** enter their Social Security Number. Otherwise, instruct students to ignore this box and skip to Box "K" instructions.

> **In the row of boxes in section "J," labeled "LOCAL STUDENT ID/DSID," enter your local student number by printing one letter or number in each of the nine boxes. Do not enter your Social Security Number.**
>
> **Now, below each letter or number that you printed, darken the circle that contains that letter or number. Stay in the correct column as you look for the letter or number to darken. Darken the correct circles completely. If you make a mistake, erase your mistake completely.**

Pause until students appear to be finished, hold up an answer document, and point to Box "K" on the inside front cover. Then say:

> **Locate Box "K" labeled "DATE OF BIRTH."**
>
> **There are three headings in this box: "Month," "Day" and "Year." First, locate the column labeled "Month." In the column below, darken the circle next to the month you were born. For example, if you were born in April, you would darken the circle next to the letters "Apr."**
>
> **Next, locate the column labeled "Day." In the boxes provided, write the day or date of the month you were born. If you were born on one of the first nine days of a month, write a zero in the first column. For example, if you were born on the fifth day of the month, write a zero in the left column and a five in the right column. Now darken the appropriate circles under each number you have written.**
>
> **Under the column labeled "Year," write all four digits of the year you were born. Now darken the appropriate circle under each number you have written.**

Pause until students appear to be finished, hold up an answer document, and point to Box "L" on the inside front cover. Then say:

> **Locate Box "L" labeled "GRADE." Darken the appropriate circle.**

"Adult Ed." students are enrolled in an adult education program; "OGT Only" students have completed all curriculum requirements for graduation and must pass at least one required test before receiving a diploma; "STEM Below Grade 10" are students who are in grades 6 – 9 and who are enrolled in state-approved STEM schools.

Pause until students appear to be finished, hold up an answer document, and point to Box "M" on the inside front cover. Then say:

> **Locate Box "M" labeled "GENDER." Darken the appropriate circle.**

Pause until students appear to be finished, hold up an answer document, and point to Box "N" on the inside front cover. Then say:

> **Locate Box "N" labeled "ETHNICITY." Darken the circle next to the best description of your ethnic background.**

Pause until students appear to be finished, hold up an answer document, and point to Box "P" on the inside front cover. Then say:

Locate Box "P" labeled "DISTRICT IRN." Write _____ (tell students the six-digit district IRN code for their home district)**. Darken the appropriate circle below each number.** The home district is the entity that will be granting the student's diploma.

Pause until students appear to be finished, hold up an answer document, and point to Box "Q" on the inside front cover. Then say:

Locate Box "Q" labeled "SCHOOL IRN." Write _____ (tell students the six-digit school IRN code for their attending school)**. Darken the appropriate circle below each number.**

Directions for Administering the Reading Test

Please note:

(1) Oral reading of the reading passages is not an allowable accommodation for any student.

(2) Responses to the constructed-response questions must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the administration. If students have books or personal items, direct them to place such items in a specific area away from any students. **NOTE:** Students are **not** permitted to bring electronic devices into the testing area. You will need an answer document and a test booklet when giving directions.

Before the test begins, students should have completed the identifying information on the front cover and inside front cover of the answer document. If answer documents have not been distributed, distribute them to students. Say:

> **On your answer document, make sure that your name is included in Box "A" on the front cover.**

If students do not have Pre-ID labels, also say:

> **Also, make sure that your name is completed in Box "H" on the inside front cover.**

If students who have not completed the identifying information are present, return to page 16 of this manual and read the instructions for completing the answer document. After all students have completed the identifying information, the test booklets should be distributed. Say:

> **Today you will be taking the reading test. Test booklets will now be distributed. Do NOT open either booklet until you are told to do so. You may have nothing else on your desk except a pencil and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one. <u>Pens and mechanical pencils may NOT be used.</u>**

Distribute one reading test booklet to each student. Distribute pencils as needed.

Prior to the administration of the reading test, your BTC will provide you with a three-digit testing group number. You will now have the students enter that number on their answer document. Hold up an answer document and point to Box "B" labeled "TESTING GROUP NUMBER BASED ON LOCATION" on the front cover. Say:

On your answer document, locate Box "B" labeled "TESTING GROUP NUMBER BASED ON LOCATION" on the front cover. Write _____ (tell students the group number) **in the three boxes below "Reading." Darken the appropriate circle below each number.**

Pause until students appear to be finished. Hold up an answer document and point to Box "C" labeled "TEST BOOKLET FORM CODE" on the front cover. Say:

Locate the form code under the words "Reading Student Test Booklet" on the front cover of your test booklet. Then locate Box "C" labeled "TEST BOOKLET FORM CODE" on the front cover of your answer document. Record the form code of your test booklet in the two boxes under "READING" in Box "C." Darken the appropriate circle below each number or letter.

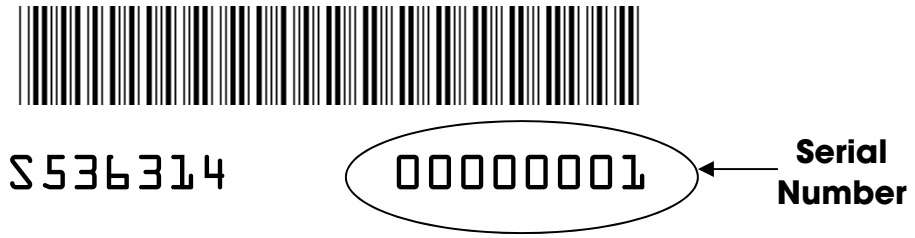
Pause until students appear to be finished. Hold up an answer document and point to Box "D" labeled "TEST(S) TAKEN" on the front cover. Say:

On your answer document, locate Box "D" labeled "TEST(S) TAKEN" on the front cover. Darken the circle next to the word "Reading."

Pause until students appear to be finished. Hold up a reading test booklet and point to "Student Name" at the top of the front cover. Say:

Print your first and last names in the space provided, labeled "Student Name," at the top of the front cover of the reading test booklet.

Pause until students appear to be finished; then point to the test booklet identification (ID) number located in the lower left corner below the bar code on the front cover of the test booklet. The serial number consists of the last eight digits of the identification number. These eight digits are 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.



Say:

> **Find the test booklet serial number under the bar code on the front cover of the reading test booklet. You will record this number in your answer document.**

Hold up an answer document opened to page 3 and point to the "Test Booklet ID Number" in the upper right corner of the page. Say:

> **Turn to page 3 of the answer document. Locate the words "Test Booklet ID Number" in the upper right corner of the page. Write this eight-digit serial number in the eight boxes next to the letter "R" on page 3 of your answer document.**
>
> **Are there any questions about completing this information on the answer document?**

Answer questions as needed. After determining that each student has correctly written the test booklet ID number on page 3 of the answer document, say:

> **In a few minutes, you will be taking the reading test. Please do not open your test booklet while I read these directions to you. You may not use any reference materials on this test. There are 38 questions on this test. Most of the questions are multiple choice. There are some short-answer and extended-response questions that will require you to write a response.**

Hold up an answer document opened to page 3. Say:

> **You will mark your answers in the section of the answer document that begins on page 3. The word "Reading" appears at the top of each page. You may underline words or write in the margins or blank areas of your test booklet if you wish.**
>
> **Remember, you must mark all your answers in the reading section of the answer document. Answers written in the test booklet will not be scored. For each multiple-choice question, mark your answer in the space that corresponds to the question number on the answer document. Darken the circles completely on the answer document. If you change an answer, make sure that you erase your old answer completely. Complete the short-answer and extended-response questions in the spaces provided on your answer document.**

The questions on the reading test are based on reading passages. You will read a passage first and then answer questions about it. You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

If you discover that your test booklet is incomplete or defective, raise your hand and you will be given another test booklet.

Make announcements about time allotments and room arrangements (see pages 10 and 11). Then say:

If you finish the test early, you may check the work you did today. Look only at the reading section of your answer document located on pages 3–10. When you finish, raise your hand and your test materials will be collected.

You may now open your test booklet. The words "READING TEST" are across the top of the page. Read the directions at the top of the page and begin.

It is important for students to fill in their answers in the correct space on the answer document. If students are noticed marking in the incorrect test section (e.g., answering the reading questions in the mathematics section), they should be directed to erase their marks in that section and record their answers in the correct section. The BTC should then be notified of the names of these students.

Make a note of the starting time. If students are getting a brief break, make an announcement at that time. Students should not talk during a break. It is preferable that only one student at a time be allowed out of the testing room. Remember that test security must be maintained at all times.

If there will be a transition period during which students will move to another area to complete the test using the remaining time of the 2-1/2 hours, make an announcement five minutes before the end of the initial time allotment (see pages 10 and 11). Ask students to stop working at the end of the initial time allotment.

If students are to complete the test at another location, collect test materials individually from these students. Test materials should be collected in the order in which they were distributed and then redistributed at the new location. Students should not talk during the transition. Test security must be maintained throughout the transition period.

After the transition, students who have not completed the test should receive their original test materials. The transition or passing time is **not** included in the 2-1/2 hour maximum amount of time allotted for each student. Announce how much time students have remaining, and ask students to begin. Make a note of the starting time.

Make an announcement five minutes before the end of the testing period. Alert students to erase any stray marks, as the marks may affect scoring.

At the end of the testing time, any student still working on the test should be told to stop working. Say:

> **Stop. Put your pencil down. Close your test booklet and answer document.**

Collect all test materials from the students. All test booklets and answer documents should be counted. **Immediately** return **all** test materials to the BTC. Under **no** circumstances should students have access to test materials prior to testing or after a testing session is completed.

ACCOUNT FOR ALL TEST MATERIALS

Directions for Administering the Mathematics Test

Please note: Responses to the constructed-response questions must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the administration. If students have books or personal items, direct them to place such items in a specific area away from any students. **NOTE:** Students are **not** permitted to bring electronic devices into the testing area. You will need an answer document and a test booklet when giving directions.

*** IMPORTANT PROCEDURE PRIOR TO CALCULATOR DISTRIBUTION ***

Prior to distributing the OGT calculators to students, please clear the calculator memory. There are two ways to clear the memory: (1) Press the ON button and the CLEAR button simultaneously; or (2) Press the black "RESET" button on the back of the calculator with a pen or paper clip. Do not use a pencil tip, which could break and jam the "RESET" button. You will know the memory has been reset by the message *"MEM CLEARED"* that will appear on the display.

Be certain *"MEM CLEARED"* is displayed on each calculator as they are distributed to students.

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

Before the test begins, students should have completed the identifying information on the front cover and inside front cover of the answer document. If answer documents have not been distributed, distribute them to students. Say:

> **On your answer document, make sure that your name is included in Box "A" on the front cover.**

If students do not have Pre-ID labels, also say:

> **Also, make sure that your name is completed in Box "H" on the inside front cover.**

If students who have not completed the identifying information are present, return to page 16 of this manual and read the instructions for completing the answer document. After all students have completed the identifying information, the calculators and test booklets should be distributed. Say:

I will now distribute the OGT calculators. You may use this calculator on any part of the mathematics test. <u>You may not use any other calculator.</u>

Distribute the OGT TI-30X IIS calculators, one per student. If the calculators are in boxes, say:

You may remove the OGT calculator from its box. The boxes will be collected.

Say:

Today you will be taking the mathematics test. Test booklets will now be distributed. Do NOT open either booklet until you are told to do so. You may have nothing else on your desk except a pencil, the OGT calculator, the *Mathematics Reference Sheet,* which is located inside your test booklet, and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one. <u>Pens and mechanical pencils may NOT be used.</u>

Distribute one mathematics test booklet to each student. Distribute pencils as needed.

Prior to the administration of the mathematics test, your BTC will provide you with a three-digit testing group number. You will now have the students enter that number on their answer document. Hold up an answer document and point to Box "B" labeled "TESTING GROUP NUMBER BASED ON LOCATION" on the front cover. Say:

On your answer document, locate Box "B" labeled "TESTING GROUP NUMBER BASED ON LOCATION" on the front cover. Write _____ (tell students the group number) **in the three boxes below "Math." Darken the appropriate circle below each number.**

Pause until students appear to be finished. Hold up an answer document and point to Box "C" labeled "TEST BOOKLET FORM CODE" on the front cover. Say:

Locate the form code under the words "Mathematics Student Test Booklet" on the front cover of your test booklet. Then locate Box "C" labeled "TEST BOOKLET FORM CODE" on the front cover of your answer document. Record the form code of your test booklet in the two boxes under "MATH" in Box "C." Darken the appropriate circle below each number or letter.

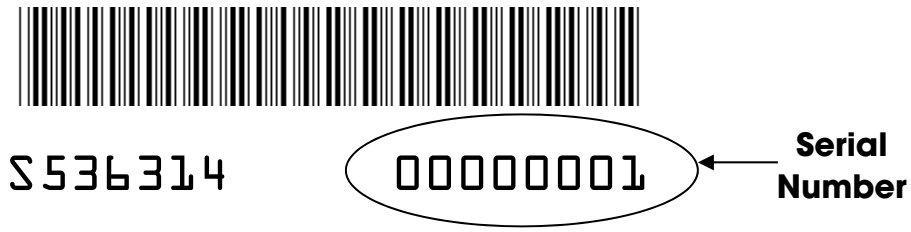
Pause until students appear to be finished. Hold up an answer document and point to Box "D" labeled "TEST(S) TAKEN" on the front cover. Say:

On your answer document, locate Box "D" labeled "TEST(S) TAKEN" on the front cover. Darken the circle next to the word "Mathematics."

Pause until students appear to be finished. Hold up a mathematics test booklet and point to "Student Name" at the top of the front cover. Say:

Print your first and last names in the space provided, labeled "Student Name," at the top of the front cover of the mathematics test booklet.

Pause until students appear to be finished; then point to the test booklet identification (ID) number located in the lower left corner below the bar code on the front cover of the test booklet. The serial number consists of the last eight digits of the identification number. These eight digits are 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.



Say:

Find the test booklet serial number under the bar code on the front cover of the mathematics test booklet. You will record this number in your answer document.

Hold up an answer document opened to page 13 and point to the "Test Booklet ID Number" in the upper right corner of the page. Say:

Turn to page 13 of the answer document. Locate the words "Test Booklet ID Number" in the upper right corner of the page. Write this eight-digit serial number in the eight boxes next to the letter "M" on page 13 of your answer document.

Are there any questions about completing this information on the answer document?

Answer questions as needed. After determining that each student has correctly written the test booklet ID number on page 13 of the answer document, say:

In a few minutes, you will be taking the mathematics test. Please do not open your test booklet while I read these directions to you. There are 38 questions on this test. Most of the questions are multiple choice. There are some short-answer and extended-response questions that will require you to write a response and show your work.

Hold up an answer document opened to page 13. Say:

You will mark your answers in the section of the answer document that begins on page 13. The word "Mathematics" appears at the top of each page. You may use the blank areas in your test booklet to help you solve problems if you wish. If there is not enough space on a page, you may use the blank pages at the end of your test booklet. Extra grid paper is provided on page 12 of the answer document, opposite the first page of the mathematics section. Use of this grid is optional. Nothing on the grid will be scored.

Remember, you must mark all your answers in the mathematics section of the answer document. Answers written in the test booklet will not be scored. For each multiple-choice question, mark your answer in the space that corresponds to the question number on the answer document. Darken the circles completely on the answer document. If you change an answer, make sure that you erase your old answer completely. Complete the short-answer and extended-response questions in the spaces provided on your answer document.

You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

If you discover that your test booklet is incomplete or defective, raise your hand and you will be given another test booklet.

Make announcements about time allotments and room arrangements (see pages 10 and 11). Then say:

If you finish the test early, you may check the work you did today. Look only at the mathematics section of your answer document located on pages 13–19. When you finish, raise your hand and your test materials will be collected.

Instruct students to remove their *Mathematics Reference Sheet* from the front of their mathematics test booklets. Say:

> **You may now open your test booklet. There is a *Mathematics Reference Sheet* in the front of your mathematics test booklet. It is called the "*Ohio Graduation Tests Mathematics Reference Sheet*." The reference sheet is perforated for easy removal from your test booklet. Please remove your *Mathematics Reference Sheet* from your test booklet. You may use the edge of the reference sheet as a straight edge, if needed, during the test.**

Pause until all students have removed their reference sheet from their test booklet. Then, begin the mathematics test. Say:

> **After you have removed your *Mathematics Reference Sheet*, you should see the words "MATHEMATICS TEST" across the top of the page. Read the directions at the top of the page and begin.**

It is important for students to fill in their answers in the correct space on the answer document. If students are noticed marking in the incorrect test section (e.g., answering the mathematics questions in the reading section), they should be directed to erase their marks in that section and record their answers in the correct section. The BTC should then be notified of the names of these students.

Make a note of the starting time. If students are getting a brief break, make an announcement at that time. Students should not talk during a break. It is preferable that only one student at a time be allowed out of the testing room. Remember that test security must be maintained at all times.

If there will be a transition period during which students will move to another area to complete the test using the remaining time of the 2-1/2 hours, make an announcement five minutes before the end of the initial time allotment (see pages 10 and 11). Ask students to stop working at the end of the initial time allotment.

If students are to complete the test at another location, collect test materials individually from these students. Test materials should be collected in the order in which they were distributed and then redistributed at the new location. Students should not talk during the transition. Test security must be maintained throughout the transition period.

After the transition, students who have not completed the test should receive their original test materials. The transition or passing time is **not** included in the 2-1/2 hour maximum amount of time allotted for each student. Announce

how much time students have remaining, and ask students to begin. Make a note of the starting time.

Make an announcement five minutes before the end of the testing period. Alert students to erase any stray marks, as the marks may affect scoring.

At the end of the testing time, any student still working on the test should be told to stop working. Say:

> **Stop. Put your pencil down. Close your test booklet and answer document.**

Collect all test materials from the students (including the OGT calculators). All test booklets, answer documents, *Mathematics Reference Sheet*s, and calculators should be counted. **Immediately** return **all** test materials to the BTC. Under **no** circumstances should students have access to test materials prior to testing or after a testing session is completed.

ACCOUNT FOR ALL TEST MATERIALS

Directions for Administering the Writing Test

Please note: Responses to the short-answer question and the writing prompts must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the administration. If students have books or personal items, direct them to place such items in a specific area away from any students. **NOTE:** Students are **not** permitted to bring electronic devices into the testing area. You will need an answer document and a test booklet when giving directions.

Before the test begins, students should have completed the identifying information on the front cover and inside front cover of the answer document. If answer documents have not been distributed, distribute them to students. Say:

> **On your answer document, make sure that your name is included in Box "A" on the front cover.**

If students do not have Pre-ID labels, also say:

> **Also, make sure that your name is completed in Box "H" on the inside front cover.**

If students who have not completed the identifying information are present, return to page 16 of this manual and read the instructions for completing the answer document. After all students have completed the identifying information, the test booklets should be distributed. Say:

> **Today you will be taking the writing test. Test booklets will now be distributed. Do NOT open either booklet until you are told to do so. You may have nothing else on your desk except a pencil and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one. <u>Pens and mechanical pencils may NOT be used.</u>**

Distribute one writing test booklet to each student. Distribute pencils as needed.

Prior to the administration of the writing test, your BTC will provide you with a three-digit testing group number. You will now have the students enter that number on their answer document. Hold up an answer document and point to Box "B" labeled "TESTING GROUP NUMBER BASED ON LOCATION" on the front cover. Say:

On your answer document, locate Box "B" labeled "TESTING GROUP NUMBER BASED ON LOCATION" on the front cover. Write _____ (tell students the group number) **in the three boxes below "Writing." Darken the appropriate circle below each number.**

Pause until students appear to be finished. Hold up an answer document and point to Box "C" labeled "TEST BOOKLET FORM CODE" on the front cover. Say:

Locate the form code under the words "Writing Student Test Booklet" on the front cover of your test booklet. Then locate Box "C" labeled "TEST BOOKLET FORM CODE" on the front cover of your answer document. Record the form code of your test booklet in the two boxes under "WRITING" in Box "C." Darken the appropriate circle below each number or letter.

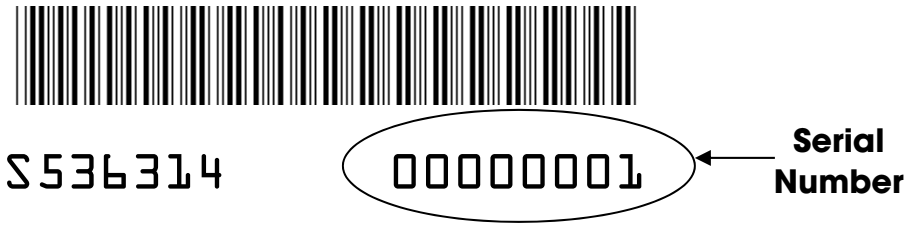
Pause until students appear to be finished. Hold up an answer document and point to Box "D" labeled "TEST(S) TAKEN" on the front cover. Say:

On your answer document, locate Box "D" labeled "TEST(S) TAKEN" on the front cover. Darken the circle next to the word "Writing."

Pause until students appear to be finished. Hold up a writing test booklet and point to "Student Name" at the top of the front cover. Say:

Print your first and last names in the space provided, labeled "Student Name," at the top of the front cover of the writing test booklet.

Pause until students appear to be finished; then point to the test booklet identification (ID) number located in the lower left corner below the bar code on the front cover of the test booklet. The serial number consists of the last eight digits of the identification number. These eight digits are 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.



Say:

> **Find the test booklet serial number under the bar code on the front cover of the writing test booklet. You will record this number in your answer document.**

Hold up an answer document opened to page 23 and point to the "Test Booklet ID Number" in the upper right corner of the page. Say:

> **Turn to page 23 of the answer document. Locate the words "Test Booklet ID Number" in the upper right corner of the page. Write this eight-digit serial number in the eight boxes next to the letter "W" on page 23 of your answer document.**
>
> **Are there any questions about completing this information on the answer document?**

Answer questions as needed. After determining that each student has correctly written the test booklet ID number on page 23 of the answer document, say:

> **In a few minutes, you will be taking the writing test. Please do not open your test booklet while I read these directions to you. The test includes 10 multiple-choice questions, one short-answer question and two writing prompts.**

Hold up an answer document opened to page 23. Say:

> **You will mark your answers in the section of the answer document that begins on page 23. The word "Writing" appears at the top of each page. You must use a pencil for the writing test. You may not use a dictionary, thesaurus or other reference material.**
>
> **For the writing prompts, you will compose writing samples on two different topics. There are only four pages for each writing prompt, so be sure to leave enough space to finish your essays. You must write on the lined pages of the answer document. You may erase, cross out, and make other editing changes on your compositions. You may use printing or cursive writing, but your compositions must be legible. There is no requirement on how much you should write; however, you should cover the topic thoroughly. You may make an outline or write notes in your test booklet before writing. Credit will not be given for outlines, notes, or anything else written in your test booklet. Extra "pre-writing" paper is provided on pages 22 and**

30 of the answer document, opposite the first page allotted to each writing prompt. Use of this pre-writing paper is optional. Nothing on the pre-writing paper will be scored.

You may respond to the writing prompts in either order; however, your composition for the first prompt (question 1) must begin on page 23, and your composition for the second prompt (question 13) must begin on page 31. Be sure to budget your time so that you can completely respond to both writing prompts. Are there any questions?

Answer questions as needed. Say:

Remember, you must mark all your answers in the writing section of the answer document. Answers written in the test booklet will not be scored. For each multiple-choice question, mark your answer in the space that corresponds to the question number on the answer document. Darken the circles completely on the answer document. If you change an answer, make sure that you erase your old answer completely. For the short-answer question (question 5), your response must be on page 27.

You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

If you discover that your test booklet is incomplete or defective, raise your hand and you will be given another test booklet.

Make announcements about time allotments and room arrangements (see pages 10 and 11). Then say:

If you finish the test early, you may check the work you did today. Look only at the writing section of your answer document located on pages 23–34. When you finish, raise your hand and your test materials will be collected.

You may now open your test booklet. The words "WRITING TEST" are across the top of the page. Read the directions at the top of the page and begin.

It is important for students to fill in their answers in the correct space on the answer document. If students are noticed marking in the incorrect test section (e.g., answering the writing questions in the reading section), students should be directed to erase their marks in that section and record their answers in the correct section. The BTC should then be notified of the names of these students.

Also, please check that all students are responding to the two writing prompts on the correct pages of the answer document (i.e., question 1, prompt 1, on page 23 and question 13, prompt 2, on page 31). If any students are writing on the wrong page, they should be directed to place their responses in the correct location.

Make a note of the starting time. If students are getting a brief break, make an announcement at that time. Students should not talk during a break. It is preferable that only one student at a time be allowed out of the testing room. Remember that test security must be maintained at all times.

If there will be a transition period during which students will move to another area to complete the test using the remaining time of the 2-1/2 hours, make an announcement five minutes before the end of the initial time allotment (see pages 10 and 11). Ask students to stop working at the end of the initial time allotment.

If students are to complete the test at another location, collect test materials individually from these students. Test materials should be collected in the order in which they were distributed and then redistributed at the new location. Students should not talk during the transition. Test security must be maintained throughout the transition period.

After the transition, students who have not completed the test should receive their original test materials. The transition or passing time is **not** included in the 2-1/2 hour maximum amount of time allotted for each student. Announce how much time students have remaining, and ask students to begin. Make a note of the starting time.

Make an announcement five minutes before the end of the testing period. Alert students to erase any stray marks, as the marks may affect scoring.

At the end of the testing time, any student still working on the test should be told to stop working. Say:

> **Stop. Put your pencil down. Close your test booklet and answer document.**

Collect all test materials from the students. All test booklets and answer documents should be counted. **Immediately** return **all** test materials to the BTC. Under **no** circumstances should students have access to test materials prior to testing or after a testing session is completed.

ACCOUNT FOR ALL TEST MATERIALS

Directions for Administering the Science Test

Please note: Responses to the constructed-response questions must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the administration. If students have books or personal items, direct them to place such items in a specific area away from any students. **NOTE:** Students are **not** permitted to bring electronic devices into the testing area. You will need an answer document and a test booklet when giving directions.

*** IMPORTANT PROCEDURE PRIOR TO CALCULATOR DISTRIBUTION ***

Prior to distributing the OGT calculators to students, please clear the calculator memory. There are two ways to clear the memory: (1) Press the ON button and the CLEAR button simultaneously; or (2) Press the black "RESET" button on the back of the calculator with a pen or paper clip. Do not use a pencil tip, which could break and jam the "RESET" button. You will know the memory has been reset by the message *"MEM CLEARED"* that will appear on the display.

Be certain *"MEM CLEARED"* is displayed on each calculator as they are distributed to students.

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

Before the test begins, students should have completed the identifying information on the front cover and inside front cover of the answer document. If answer documents have not been distributed, distribute them to students. Say:

> **On your answer document, make sure that your name is included in Box "A" on the front cover.**

If students do not have Pre-ID labels, also say:

> **Also, make sure that your name is completed in Box "H" on the inside front cover.**

If students who have not completed the identifying information are present, return to page 16 of this manual and read the instructions for completing the answer document. After all students have completed the identifying information, the OGT calculators may be distributed. OGT TI-30X IIS calculators should be available to students during the science test. You may either

distribute them to all students or provide them to students upon request. If you distribute OGT TI-30X IIS calculators to each student, say:

> **I will now distribute the OGT calculators. You may use this calculator on any part of the science test. <u>You may not use any other calculator.</u>**

Distribute the OGT TI-30X IIS calculators. If the calculators are in boxes, say:

> **You may remove the OGT calculator from its box. The boxes will be collected.**

Say:

> **Today you will be taking the science test. Test booklets will now be distributed. Do NOT open either booklet until you are told to do so. You may have nothing else on your desk except a pencil, the OGT calculator and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one. <u>Pens and mechanical pencils may NOT be used.</u>**

Distribute one science test booklet to each student. Distribute pencils as needed.

Prior to the administration of the science test, your BTC will provide you with a three-digit testing group number. You will now have the students enter that number on their answer document. Hold up an answer document and point to Box "B" labeled "TESTING GROUP NUMBER BASED ON LOCATION" on the front cover. Say:

> **On your answer document, locate Box "B" labeled "TESTING GROUP NUMBER BASED ON LOCATION" on the front cover. Write** _____ (tell students the group number) **in the three boxes below "Science." Darken the appropriate circle below each number.**

Pause until students appear to be finished. Hold up an answer document and point to Box "C" labeled "TEST BOOKLET FORM CODE" on the front cover. Say:

> **Locate the form code under the words "Science Student Test Booklet" on the front cover of your test booklet. Then locate Box "C" labeled "TEST BOOKLET FORM CODE" on the front cover of your answer document. Record the form code of your test booklet in the two boxes under "SCIENCE" in Box "C." Darken the appropriate circle below each number or letter.**

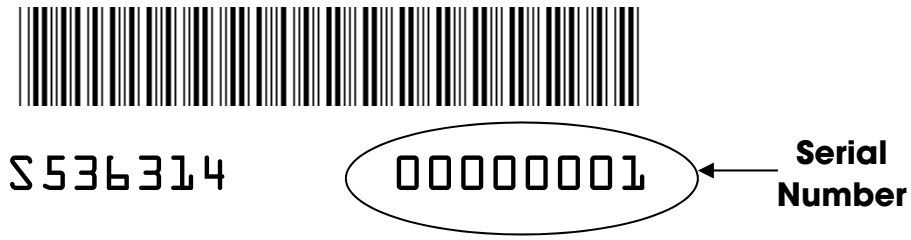
Pause until students appear to be finished. Hold up an answer document and point to Box "D" labeled "TEST(S) TAKEN" on the front cover. Say:

On your answer document, locate Box "D" labeled "TEST(S) TAKEN" on the front cover. Darken the circle next to the word "Science."

Pause until students appear to be finished. Hold up a science test booklet and point to "Student Name" at the top of the front cover. Say:

Print your first and last names in the space provided, labeled "Student Name," at the top of the front cover of the science test booklet.

Pause until students appear to be finished; then point to the test booklet identification (ID) number located in the lower left corner below the bar code on the front cover of the test booklet. The serial number consists of the last eight digits of the identification number. These eight digits are 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.



Say:

Find the test booklet serial number under the bar code on the front cover of the science test booklet. You will record this number in your answer document.

Hold up an answer document opened to page 37 and point to the "Test Booklet ID Number" in the upper right corner of the page. Say:

Turn to page 37 of the answer document. Locate the words "Test Booklet ID Number" in the upper right corner of the page. Write the eight-digit serial number in the eight boxes next to the letter "S" on page 37 of your answer document.

Are there any questions about completing this information on the answer document?

Answer questions as needed. After determining that each student has correctly written the test booklet ID number on page 37 of the answer document, say:

In a few minutes, you will be taking the science test. Please do not open your test booklet while I read these directions to you. You may not use any reference materials on this test. There are 38 questions on this test. Most of the questions are multiple choice. There are some short-answer and extended-response questions that will require you to write a response and show your work.

Hold up an answer document opened to page 37. Say:

You will mark your answers in the section of the answer document that begins on page 37. The word "Science" appears at the top of each page. You may use the blank areas in your test booklet to help you solve problems if you wish. If there is not enough space on a page, you may use the blank pages at the end of your test booklet.

Remember, you must mark all your answers in the science section of the answer document. Answers written in the test booklet will not be scored. For each multiple-choice question, mark your answer in the space that corresponds to the question number on the answer document. Darken the circles completely on the answer document. If you change an answer, make sure that you erase your old answer completely. Complete the short-answer and extended-response questions in the spaces provided on your answer document.

You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

If you discover that your test booklet is incomplete or defective, raise your hand and you will be given another test booklet.

Make announcements about time allotments and room arrangements (see pages 10 and 11). Then say:

If you finish the test early, you may check the work you did today. Look only at the science section of your answer document located on pages 37–43. When you finish, raise your hand and your test materials will be collected.

You may now open your test booklet. The words "SCIENCE TEST" are across the top of the page. Read the directions at the top of the page and begin.

It is important for students to fill in their answers in the correct space on the answer document. If students are noticed marking in the incorrect test section (e.g., answering the science questions in the reading section), they should be directed to erase their marks in that section and record their answers in the correct section. The BTC should then be notified of the names of these students.

Make a note of the starting time. If students are getting a brief break, make an announcement at that time. Students should not talk during a break. It is preferable that only one student at a time be allowed out of the testing room. Remember that test security must be maintained at all times.

If there will be a transition period during which students will move to another area to complete the test using the remaining time of the 2-1/2 hours, make an announcement five minutes before the end of the initial time allotment (see pages 10 and 11). Ask students to stop working at the end of the initial time allotment.

If students are to complete the test at another location, collect test materials individually from these students. Test materials should be collected in the order in which they were distributed and then redistributed at the new location. Students should not talk during the transition. Test security must be maintained throughout the transition period.

After the transition, students who have not completed the test should receive their original test materials. The transition or passing time is **not** included in the 2-1/2 hour maximum amount of time allotted for each student. Announce how much time students have remaining, and ask students to begin. Make a note of the starting time.

Make an announcement five minutes before the end of the testing period. Alert students to erase any stray marks, as the marks may affect scoring.

At the end of the testing time, any student still working on the test should be told to stop working. Say:

> **Stop. Put your pencil down. Close your test booklet and answer document.**

Collect all test materials from the students (including the OGT calculators). All test booklets, answer documents and OGT calculators should be counted. **Immediately** return **all** test materials to the BTC. Under **no** circumstances should students have access to test materials prior to testing or after a testing session is completed.

ACCOUNT FOR ALL TEST MATERIALS

Directions for Administering the Social Studies Test

Please note: Responses to the constructed-response questions must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the administration. If students have books or personal items, direct them to place such items in a specific area away from any students. **NOTE:** Students are **not** permitted to bring electronic devices into the testing area. You will need an answer document and a test booklet when giving directions.

Before the test begins, students should have completed the identifying information on the front cover and inside front cover of the answer document. If answer documents have not been distributed, distribute them to students. Say:

> **On your answer document, make sure that your name is included in Box "A" on the front cover.**

If students do not have Pre-ID labels, also say:

> **Also, make sure that your name is completed in Box "H" on the inside front cover.**

If students who have not completed the identifying information are present, return to page 16 of this manual and read the instructions for completing the answer document. After all students have completed the identifying information, the test booklets should be distributed. Say:

> **Today you will be taking the social studies test. Test booklets will now be distributed. Do NOT open either booklet until you are told to do so. You may have nothing else on your desk except a pencil and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one. <u>Pens and mechanical pencils may NOT be used.</u>**

Distribute one social studies test booklet to each student. Distribute pencils as needed.

Prior to the administration of the social studies test, your BTC will provide you with a three-digit testing group number. You will now have the students enter that number on their answer document. Hold up an answer document and point to Box "B" labeled "TESTING GROUP NUMBER BASED ON LOCATION" on the front cover. Say:

On your answer document, locate Box "B" labeled "TESTING GROUP NUMBER BASED ON LOCATION" on the front cover. Write _____ (tell students the group number) **in the three boxes below "Social Studies." Darken the appropriate circle below each number.**

Pause until students appear to be finished. Hold up an answer document and point to Box "C" labeled "TEST BOOKLET FORM CODE" on the front cover. Say:

Locate the form code under the words "Social Studies Student Test Booklet" on the front cover of your test booklet. Then locate Box "C" labeled "TEST BOOKLET FORM CODE" on the front cover of your answer document. Record the form code of your test booklet in the two boxes under "SOCIAL STUDIES" in Box "C." Darken the appropriate circle below each number or letter.

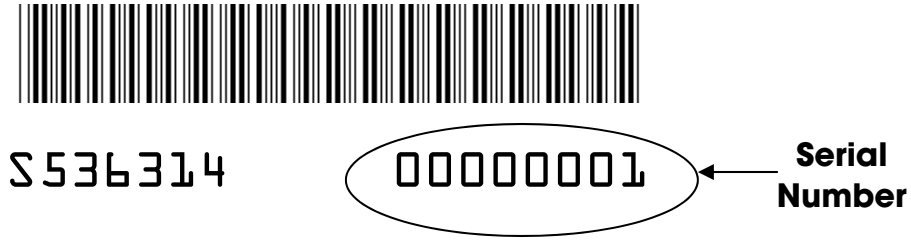
Pause until students appear to be finished. Hold up an answer document and point to Box "D" labeled "TEST(S) TAKEN" on the front cover. Say:

On your answer document, locate Box "D" labeled "TEST(S) TAKEN" on the front cover. Darken the circle next to the words "Social Studies."

Pause until students appear to be finished. Hold up a social studies test booklet and point to "Student Name" at the top of the front cover. Say:

Print your first and last names in the space provided, labeled "Student Name," at the top of the front cover of the social studies test booklet.

Pause until students appear to be finished; then point to the test booklet identification (ID) number located in the lower left corner below the bar code on the front cover of the test booklet. The serial number consists of the last eight digits of the identification number. These eight digits are 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.



Say:

> **Find the test booklet serial number under the bar code on the front cover of the social studies test booklet. You will record this number in your answer document.**

Hold up an answer document opened to page 47 and point to the "Test Booklet ID Number" in the upper right corner of the page. Say:

> **Turn to page 47 of the answer document. Locate the words "Test Booklet ID Number" in the upper right corner of the page. Write this eight-digit number in the eight boxes next to the letters "SS" on page 47 of your answer document.**
>
> **Are there any questions about completing this information on the answer document?**

Answer questions as needed. After determining that each student has correctly written in the test booklet ID number on page 47 of the answer document, say:

> **In a few minutes, you will be taking the social studies test. Please do not open your test booklet while I read these directions to you. You may not use any reference materials on this test. There are 38 questions on this test. Most of the questions are multiple choice. There are some short-answer and extended-response questions that will require you to write a response and show your work.**

Hold up an answer document opened to page 47. Say:

> **You will mark your answers in the section of the answer document that begins on page 47. The words "Social Studies" appear at the top of each page. You may underline words or write in the margins or blank areas of your test booklet if you wish.**
>
> **Remember, you must mark all your answers in the social studies section of the answer document. Answers written in the test booklet will not be scored. For each multiple-choice question, mark your answer in the space that corresponds to the question number on the answer document. Darken the circles completely on the answer document. If you change an answer, make sure that you erase your old answer completely. Complete the short-answer and extended-response questions in the spaces provided on your answer document.**

You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

If you discover that your test booklet is incomplete or defective, raise your hand and you will be given another test booklet.

Make announcements about time allotments and room arrangements (see pages 10 and 11). Then say:

If you finish the test early, you may check the work you did today. Look only at the social studies section of your answer document located on pages 47–53. When you finish, raise your hand and your test materials will be collected.

You may now open your test booklet. The words "SOCIAL STUDIES TEST" are across the top of the page. Read the directions at the top of the page and begin.

It is important for students to fill in their answers in the correct space on the answer document. If students are noticed marking in the incorrect test section (e.g., answering the social studies questions in the reading section), they should be directed to erase their marks in that section and record their answers in the correct section. The BTC should then be notified of the names of these students.

Make a note of the starting time. If students are getting a brief break, make an announcement at that time. Students should not talk during a break. It is preferable that only one student at a time be allowed out of the testing room. Remember that test security must be maintained at all times.

If there will be a transition period during which students will move to another area to complete the test using the remaining time of the 2-1/2 hours, make an announcement five minutes before the end of the initial time allotment (see pages 10 and 11). Ask students to stop working at the end of the initial time allotment.

If students are to complete the test at another location, collect test materials individually from these students. Test materials should be collected in the order in which they were distributed and then redistributed at the new location. Students should not talk during the transition. Test security must be maintained throughout the transition period.

After the transition, students who have not completed the test should receive their original test materials. The transition or passing time is **not** included in the 2-1/2 hour maximum amount of time allotted for each student. Announce

how much time students have remaining, and ask students to begin. Make a note of the starting time.

Make an announcement five minutes before the end of the testing period. Alert students to erase any stray marks, as the marks may affect scoring.

At the end of the testing time, any student still working on the test should be told to stop working. Say:

> **Stop. Put your pencil down. Close your test booklet and answer document.**

Collect all test materials from students. All test booklets and answer documents should be counted. **Immediately** return **all** test materials to the BTC. Under **no** circumstances should students have access to test materials prior to testing or after a testing session is completed.

ACCOUNT FOR ALL TEST MATERIALS

Appendix A: 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 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 Learners

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 three years and are at the beginning or intermediate level in reading and writing are eligible to receive one of the following accommodations based on availability:

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

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

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 2013 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)	
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
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 other nonscorable materials. The BTC must return the materials to the DTC; the DTC will return them to DRC.

Appendix B: Supplemental Instructions for Summer 2013 Special Versions

Supplemental Instructions for Braille Test Booklets

The Braille versions of the Ohio Graduation Tests are intended for students whose IEP or 504 Plan specifies the use of Braille materials. The Braille test booklet consists of comb-bound, 11½-x-11-inch double-sided Braille pages. Students' responses must be transcribed verbatim into a student answer document that says "Special Form 2013" on the front cover.

Materials:

- Comb-bound Braille test booklet
- Braille *Mathematics Reference Sheet* (comb-bound book shrink-wrapped with the Braille mathematics test booklet)
- Six sheets of Braille graph paper (loose insert within the Braille mathematics test booklet)
- "Special Form 2013" answer document (ordered separately)
- "DO NOT SCORE" plastic bag

Before Test Administration

Before the test administration, the test administrator should grid "Braille" on the front of each student's answer document under "SCHOOL USE ONLY," Box "G. SPECIAL VERSIONS," and complete Box "E. ELL/IEP STATUS," where applicable.

During Test Administration

Because of the large-sized Braille test booklet and the likelihood that the student may require a scribe or an assistive device (e.g., Braille Note) to record his or her responses, visually impaired students may need to be tested in a separate test administration. This should be specified in the student's IEP or 504 Plan.

After Test Administration

The student's Pre-ID label must be affixed to his or her answer document, not to the Braille test booklet. If the student does not have a Pre-ID label, affix a generic label containing the student's District IRN and School IRN, and complete the demographic information on the front cover and inside front cover of the student answer document. If no generic label is available, all demographic information including the District and School IRNs (Boxes "P" and "Q") must be filled in. See the directions for completing the answer document, which start on page 16 of this manual.

Following the test administration, the student's multiple-choice responses and constructed responses must be transcribed verbatim into the student answer document that says "Special Form 2013" on the front cover. The transcription must be completed by a licensed/certificated school or district employee. The student answer document into which the answers were transcribed must be returned to your BTC with all other answer documents to be scored. Student notes, responses and any other documentation must be returned in a "DO NOT SCORE" plastic bag. This bag, along with the Braille test booklet and *Mathematics Reference Sheet* should be returned with other nonscorable materials (e.g., test booklets).

Do not add pages or separate sheets to the student answer document as they will not be scored.

Supplemental Instructions for Large-Print Test Booklets

The large-print versions of the Ohio Graduation Tests are intended for use with students whose IEP or 504 Plan specifies the use of large-print materials. The large-print test booklets are 8½-x-11-inch and printed in 18-point type.

Materials:

- Large-print test booklet
- Answer document (ordered separately)
- "DO NOT SCORE" plastic bag

The large-print *Mathematics Reference Sheet* is included inside the large-print mathematics test booklet. The reference sheet is perforated for easy removal and is located in the front of the large-print mathematics test booklet.

Before Test Administration

Before the test administration, the test administrator should grid "Large Print" on the front of each student's answer document under "SCHOOL USE ONLY," Box "G. SPECIAL VERSIONS," and complete Box "E. ELL/IEP STATUS," where applicable.

During Test Administration

Unless the student's IEP or 504 Plan indicates otherwise, students using a large-print test booklet may take the test with the rest of their class under normal testing conditions. Ideally, the student should respond directly in the student answer document. If this is not possible, a scribe should record or transcribe all of the student's responses. See the next section, which outlines the procedures for transcribing student responses.

After Test Administration

The student's Pre-ID label must be affixed to his or her answer document. If the student does not have a Pre-ID label, affix a generic label containing the student's District IRN and School IRN, and complete the demographic information on the front cover and inside front cover of the student answer document. If no generic label is available, all demographic information including the District and School IRNs (Boxes "P" and "Q") must be filled in. See the directions for completing the answer document, which start on page 16 of this manual.

If the student responded in the large-print test booklet or the student's responses were recorded, the student's multiple-choice and constructed responses must be transcribed verbatim into the answer document. This transcription must be completed by a licensed/certificated school or district employee. The answer document into which the answers were transcribed must be returned with all other answer documents to be scored. Student notes

and any other documentation must be returned in a "DO NOT SCORE" plastic bag. This bag, along with the large-print test booklet, should be returned with other nonscorable materials (e.g., test booklets).

Do not add pages or separate sheets to the answer document as they will not be scored.

Supplemental Instructions for Language Translations and Translators

Students who have a native language other than English and are identified as English Language Learners (ELLs) are eligible for an oral translation of the test. This is an individual or group test administration in which a translator goes to the student's school and orally translates the test into the student's native language.

Materials:

- Language translation script
- Language Translation Ancillary Materials (comes with script)
  - 4 blank audio cassettes
  - *OGT Non-Disclosure Form*
  - "DO NOT SCORE" plastic bag
- Test booklet (ordered separately)
- Two answer documents (ordered separately): one answer document for English responses and one for native language responses that will need to be translated into the English answer document to be scored
- Tape recorder (supplied by school)

Scheduling the Testing

It is the responsibility of the district to assign a test administrator to assist with scheduling the testing for students who are eligible for a language translation. In addition, the test administrator must be present for the testing of each student and is responsible for the security of the testing materials. The test administrator will contact the translator and arrange the location, dates and times to administer the tests. When scheduling a translator, **please tell the translator to arrive half an hour early** in order to review instructions before translating the tests.

Testing Policies

Students may take only one subject area of the OGT per day. Students may have extended time to complete their test (up to one full school day). Students may use an English or a translation dictionary during the testing. After being provided a language translation, if a student feels more comfortable with an English language administration for other portions of the remaining tests (rather than a language translator in his or her native language), he or she may receive one.

Districts may elect to have a translator provide a group administration. A group administration is permissible if all participating students will be writing their constructed responses. The group administration is not permissible if a student who receives the translation will be providing his or her responses

orally. Students who will be providing their responses orally must be tested individually. If the translation is provided to a group, all other procedures outlined in the DFAM must be followed.

Testing Room

The test administrator is responsible for providing an appropriate room for testing at the local school. Students who are eligible for a language translation must take the OGT in a separate location from other students. The room should be in a place where there are minimal interruptions and noise. Since the language translation is not limited by time, the room needs to be available for an extended period of time (up to one full school day per test). The room should have good lighting and appropriate table/desk space for three people (the student, test administrator and translator). The room should be free of "clues" that would aid the student in taking the test (e.g., maps and charts).

Before Administration

Before the test administration, the test administrator should grid "Language Translation" on the front of the student's answer document under "SCHOOL USE ONLY," Box "G. SPECIAL VERSIONS," and complete Box "E. ELL/IEP STATUS," where applicable.

The test administrator will meet the translator at the scheduled time and escort him or her to the testing room. The test administrator is responsible for bringing the language translation script, the ancillary materials supplied by DRC and a tape recorder to the testing session. Test security and validity are of the utmost importance. **Prior to starting the test, the test administrator will ask the translator to sign and date an *OGT Non-Disclosure Form* located in the ancillary materials.**

After the *OGT Non-Disclosure Form* is signed, the test administrator should begin recording the session. Use a pen to fill in the appropriate information on the label of the blank audiocassette. Please note that each side of the audiocassette can record up to 60 minutes. Turn the audiocassette over as necessary and use a new audiocassette when the first one is full. The test administrator will review the procedures for language translations with the students and the translator as described below. The translator begins the testing session by following the language translation script. This script is secure test material and **must** be returned to the BTC immediately following the language translation administration. The test administrator will monitor the entire testing session.

General Procedures for the Language Translation

The test administrator will first read the test directions aloud in English. The translator will translate the test directions, questions, and answer choices on the

test form as closely to word-for-word as possible**. Reading passages are not translated.** Some terms may not have a translation in another language. If the term cannot be translated, it should be read in English. Some words, phrases or sentences must remain in English and may not be translated. They are clearly indicated in the language translation script. Test questions and answer choices can be repeated for the student as often as necessary. The translator may **not** answer student questions regarding the content of test questions. The best response is "I can't answer that; just do your best." Students may use a translation dictionary or an English dictionary during the testing.

Translating/Transcribing Constructed-Response Questions

Many questions on the OGT require a written response from the student. Constructed responses may be translated for the reading, mathematics, science, and social studies tests. Constructed responses may **not** be translated for the writing test. When the student has completed a response (in one answer document), the translator will write the response word-for-word (including any and all graphic depictions) **in English in the answer document that will be used for scoring**. Students may also respond orally in their native language. If the student chooses to respond orally or with non-English responses into his or her nonscorable answer document, the translator will translate the student's response into English and write the student's response **in English in the answer document that will be used for scoring**. Some students may prefer to respond to a constructed-response question in English rather than in their native language. If this is the case, they should write their responses **in English in the answer document that will be used for scoring**.

Translating the Reading Test

The student must read all passages silently in English; the reading passages may **not** be translated for the student. When a student is finished reading a particular passage, he or she should signal to the translator to begin the language translation of the questions and answer choices.

Translating the Writing Test

No writing responses may be translated. The student must respond to the writing prompts in English.

Translating the Mathematics, Science and Social Studies Tests

Some questions will include tables, figures, pictures, charts, or graphs. Any text included immediately before these should be orally translated for the student (e.g., "Use the picture below to answer question 5"). When referring to tables, figures, pictures, charts, or graphs, the translator must be consistent in translation and description (e.g., "The title of the graph is 'Fitness Test Results.' The *x*-axis is titled 'Number of Push-ups.' The *y*-axis is titled 'Number of Sit-ups.' ").

Many questions will have numbers as answers. The translator should discuss with the student if numbers need to be orally translated.

Breaks in the Testing Session

The test administrator or translator may wish to give the student a break, especially if the student is working slowly. If a break is given, all testing materials will remain in the room with the test administrator. If both the student and the test administrator leave the room, the test administrator must keep all testing materials.

Completing the Testing Session

At the conclusion of testing, the student will be asked to review his or her answers to all of the test questions, including the translation of the student's written responses to the constructed-response questions. The translator will translate any question(s) that the student would like re-read. The test administrator should collect the test materials and organize them according to the procedures described below.

After Test Administration

The student's Pre-ID label must be affixed to the answer document that has the English responses. If the student does not have a Pre-ID label, affix a generic label containing the student's District IRN and School IRN, and complete the demographic information on the front cover and inside front cover of the student answer document. If no generic label is available, all demographic information including the District and School IRN (Boxes "P" and "Q") must be filled in. See the directions for completing the answer document, which start on page 16 of this manual.

The test administrator should affix a "DO NOT SCORE" label in the space that reads "APPLY LABEL HERE." on the **nonscorable** answer document (the answer document the student used to write constructed responses in his or her native language). Audiocassettes, students' notes and any other documentation that needs to be returned should be placed in a "DO NOT SCORE" plastic bag provided by DRC. The test administrator should give the **nonscorable** answer document, language translation script and the "DO NOT SCORE" plastic bag of nonscorable materials to the BTC for return with other nonscorable materials.

The **scorable** answer document (with the translated English responses) must be returned to the BTC. The BTC must return the **scorable** answer document with all other answer documents to be scored.

The responses of students who use a translator for a foreign language **must** have the responses translated into English before these answer documents are returned to DRC. Responses not translated into English will not be scored.

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