

Requesting Exceptions to Online Testing – 2016-2017

The following procedure has been developed to facilitate districts requesting exceptions to the online testing to be administered in 2017. Per legislation,¹ 2016 was the last year a paper option was required to be made available. Beginning in 2017, online testing will be the only test delivery option for schools and districts unless they are able to demonstrate need for paper test forms. This document provides information on the allowed exceptions and the process for requesting approval to use paper tests. There are three circumstances that could merit the need for requesting an exception to online testing. These are as follows:

Students with Disabilities and Religious Beliefs: Paper test forms will be available for a student who is unable to use a computer due to the impact of his or her disability and it is documented on the student's IEP or 504 plan. Paper test forms also will be available for a student who is unable to access online assessments due to religious beliefs. Districts will obtain these paper forms as they always have in the past, via the ordering process in the Test Information Distribution Engine (TIDE). Districts will not need to account for these paper forms during the process described below.

Technology Capacity: If a school determines that it does not have adequate technology capacity to assess all of its students online during the allowed testing window, it may complete the Computer-Based Assessment Certification Process to demonstrate its limitations. The department will work with the district to assess its demonstrated limitations and to provide appropriate testing options for its students. The Computer-Based Assessment Certification Process steps and timeline are described below for districts that determine they face technology limitations:

- Districts complete the 2016 Connectivity/Readiness Survey (<https://www.ohio-k12.help/district>) in June/July and will be asked to verify their data (August/September);
- The department of education will host a webinar to introduce districts to the Capacity Planning Tool used for the Computer-Based Assessment Certification Process and will inform districts about how to utilize the tool (August);
- District personnel receive secure logins and passwords to access the Capacity Planning Tool (August/September);
- District personnel complete the Capacity Planning Tool and submit the data for review (September/October);
- Department staff review Capacity Planning Tool submissions and may request follow-up information from districts on their submitted data (October/November);
- The department notifies districts of decisions, and districts agree to plan for spring testing (December);
- The department approves ordering of state tests based on agreed upon testing plans (January);
- Districts finalize orders for needed paper tests based on any changes in population (March);
- Spring testing administration:

Spring 2017

English language arts - March 13-April 14;

Mathematics, science and social studies - April 3-May 12.

Only districts and schools that determine they must use paper forms due to technology capacity deficiencies must follow this process. Questions pertaining to 2016-2017 Ohio's State Tests may be sent to statetests@education.ohio.gov, or call (614) 466-1317.

¹ Sec. 10. of House Bill 487 of the 130th General Assembly as amended by Sec. 610.17 of HB 64 of the 131st General Assembly.