



Ohio Achievement Tests



Grade 7 Mathematics

Directions for Administration

March 2005



Center for Curriculum and Assessment
Offices of Curriculum, Instruction and Assessment

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Introduction

This *Directions for Administration* manual for Ohio's Achievement Tests contains general information about the Ohio Achievement Test program and specific information about administering the March 2005 Achievement Tests.

Before administering this test, test administrators are encouraged to review the information in this manual to familiarize themselves with the test administration procedures. This information is essential to the successful administration of the Ohio Achievement Tests. Please read this manual carefully before administering the tests.

General Information for Test Administrators

This section of the manual provides the general information you need to effectively administer the Grade 7 Mathematics Achievement Test.

Each March 2005 achievement test has one form in each school. **Note: All special versions of each test are using Form A, which could be different than the form you have in your school.** Specific information and the administration scripts begin on page 21.

Security Concerns and Procedures

Maintaining test security is one of your most important responsibilities as a Test Administrator (TA). At all times, your district's and the state's written procedures for protecting secure test materials should be followed. At grade 7, these secure test materials consist of the test booklet, which contains the test questions and student information, and the answer document, on which students record their responses; Braille, large-print, bilingual and oral translation versions of the test; and the foreign-language CDs and English audio CD. It is illegal and unethical to reproduce or disclose any of this material or cause it to be reproduced or disclosed in any format. Test security is vital to the successful administration of the test. You are responsible for ensuring the security of not only the physical test booklets and answer documents but also the specific content of individual test questions and materials. Your responsibility for

maintaining the security of the test questions and materials continues after the test booklets and answer documents have been returned to your School Test Coordinator (STC).

Under Ohio law, releasing any test questions or other contents of a test to students or helping students cheat in any other way may be punishable by invalidation of test scores, termination of employment, suspension of certificates to teach, and/or prosecution. Violations of test security provisions 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 STC.

Test booklets and answer documents are sent to schools in shrink-wrapped packages. **Shrink-wrapped packages should not be opened until the day of test administration.**

Before and after a test administration, all scorable and nonscorable test materials must be kept in a secure location designated by your STC. Unless directed otherwise by your STC, you are responsible for returning secure test materials to the storage area after each day's administration. Only those individuals authorized by district policy should have access to these materials. **Under no circumstances should students have access to test materials before or after the test session.**

During each test administration, a TA must be in the room at all times. If students are allowed to leave the room while testing is in progress, they must first turn in their test materials. You must account for all test materials before dismissing students.

For any group of more than 30 students, a monitor must assist you. The ratio of TAs/monitors to students is one administrator/monitor to 30 students in any testing room.

When test administration is complete and you have accounted for all materials, return them immediately to your STC.

At any point, if you believe that a violation of test security has occurred, follow the procedures established by your school district for handling alleged test security violations. Contact your STC regarding alleged test security violations.

Students Who Require Accommodations

Definition of an Individual with Disabilities

A student with a documented disability is one who has been evaluated and found to meet the eligibility criteria for enrollment in special education as defined by the *Individuals with Disabilities Education Act* (IDEA 97) or one who has a disability covered under Section 504 of the *Rehabilitation Act of 1973*.

Definition of a Student with Limited English Proficiency

In order to be classified as Limited English Proficient (LEP), a student must:

- be between the ages of 3 and 21;
- be enrolled in an elementary or secondary school;
- be a non-native English speaker, whether born in the US, or another country;
- show impaired classroom performance or ability to meet state standards for achievement on tests due to his or her difficulty speaking, reading, writing, or understanding English.

All LEP students are allowed the use of a dictionary and may receive extended time to complete the tests, although the test must be completed in one school day.

Additionally, those LEP students who have been enrolled in a US school for fewer than three years and are at the beginning or intermediate level in

reading and writing are eligible to receive one of the following additional accommodations during March test administrations:

- English Audio CD Kit — A recorded read-aloud administration of the test in English. Districts may choose to provide a “read aloud” accommodation to eligible students instead of using an English audio CD;
- Bilingual Test Booklet Kit — A test booklet with the text of the test printed in English and Spanish text on facing pages;
- Foreign-language CD Kit — A read-aloud administration of the test in Spanish, Arabic, Somali, Japanese, or Russian;
- Oral Translation Kit — An oral interpreter who reads the test aloud in the student’s native language.

Note: Portions of the reading and writing tests cannot be translated. This is to ensure that the tests are an accurate measure of students’ reading and writing. Specifically, in reading tests reading passages cannot be translated. In writing tests, items that assess punctuation, capitalization and spelling cannot be translated.

Finally, LEP students who have been enrolled in US schools for one year or less are exempted from taking the language arts (reading and writing) tests, but must take an English Language Proficiency test (given locally) to measure how well they are learning English. All LEP students must continue taking the English Language Proficiency test until they demonstrate proficiency in English. LEP students must take the mathematics tests.

Definition of an Accommodation

An accommodation is defined as a change in the testing environment, procedures or presentation that does not alter what the test measures or the comparability of scores. The purpose of accommodations is to enable

students to participate in an assessment in a way that allows knowledge and skills to be assessed rather than disabilities or limited English proficiency.

Criteria for the Use of Accommodations

A student may require accommodations in test administration procedures if these accommodations are consistent with what is regularly provided to the student for testing in the classroom, and they are specified in the IEP or 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 limited English proficiency. However, any accommodation that gives a student an advantage is not considered allowable because it does not allow for valid assumptions to be made from the results.

Note: In the past, Ohio accepted accommodations that went beyond the criteria for allowable accommodations; these were called “extended” accommodations (or modifications). They are no longer appropriate with the *NCLB* requirement that accommodations must be reasonable so that valid inferences can be made from the results.

Students with disabilities who have an IEP or have been evaluated under Section 504 may be provided accommodations during the administration of statewide tests. The Ohio Administrative Code defines four criteria for allowable accommodations:

- The accommodation must be typically afforded the student in the classroom for classroom and district-wide tests. In addition, the accommodation must be documented in the IEP or 504 Plan.
- The accommodation cannot change the content or structure of the test. For example, the TA may not convert open-ended questions to multiple choice questions.

-
- The accommodation cannot change what the test is intended to measure. For example, the TA is not permitted to read the passages from a reading test because this would change the test from a measure of reading skills to a measure of listening skills. The use of assistive technologies (e.g., calculator on the mathematics test, word processor on the writing test) does not change what a test is intended to measure.
 - The accommodation cannot change or enhance the student's response. For example, a scribe may only record the actual response provided by the student. Some students who have more pronounced coordination and fine-motor disabilities are unable to produce written work in the classroom without the assistance of a scribe or certain augmentative communication devices. If such an accommodation is provided in the classroom, then the IEP team may determine that the accommodations should be provided to the student at the time of testing. School staff should use caution when providing these accommodations because the potential exists to exceed the criteria for allowable accommodations. That is, the scribe could enhance the student's response and thereby create an inaccuracy in test results.

Testing Procedures for Students Who Require Accommodations

When a student takes a state achievement test, the administration of the test should occur under standardized testing conditions. Only those accommodations specifically identified in the student's Individualized Education Plan (IEP) or 504 Plan or allowed for limited English proficient (LEP) students may be made.

Students with Disabilities

Accommodations should always be related to the student's specific disability. Accommodations that change the content of the test are **not** allowable. For example, as TA, you cannot define words used in the following:

-
- writing or reading passages
 - charts
 - graphs
 - stimulus materials
 - test questions

In addition, reading passages on the reading tests cannot be read aloud. Questions and answer choices can be read.

Accommodations in test administration procedures are allowable provided that they are specified in a student’s IEP or 504 Plan and meet other criteria specified in Rule 3301–13–03. A student’s assessment results should reflect his or her true ability and should not be influenced by inappropriate accommodations.

Special versions of the test (e.g., large-print or Braille test booklets) are allowable. Students who use large-print or Braille test booklets **must** have responses transcribed verbatim into an answer document to be scored. A licensed/certificated school district employee must complete this task. The answer document with the transcribed answers must be returned to Pearson Educational Measurement (PEM) with the other scorable answer documents.

Accommodations will neither invalidate a passing score on the achievement test nor be indicated when a student’s performance is recorded on a transcript.

Alternate Assessment

Some students with disabilities (SWD) participate in the achievement and proficiency assessments through an alternate assessment. Instructions for assembling, packaging and returning the collections of evidence (COE) are located in the “Alternate Assessment for Students with Disabilities District Test Coordinator Instructions” and the “Alternate Assessment for Students with Disabilities School Test Coordinator Instructions” manuals. The complete instructions are also available on the ODE Web site.

Eligible Students with Limited English Proficiency

Four types of additional accommodations are available for eligible students with limited English proficiency:

- A bilingual test booklet
- An English Audio CD Kit
- Foreign-Language CD Kits in five languages (Spanish, Japanese, Russian, Somali and Arabic) — PEM translates the student responses
- An Oral Translation Kit (for languages other than the five for which CD versions are available) — districts translate the student responses

Note: Districts may choose to provide a “read aloud” accommodation to eligible students instead of using an English audio CD.

Special Versions

The following table lists the special versions of the achievement test forms that are available to the field. These versions should have been ordered during the SchoolHouse enrollment period. The materials are all packaged as single-student administration kits. You will need one kit per student who is to be tested with these materials.

Note: Testing of students with the Foreign-Language CD kits may begin one week prior to the regular scheduled start of the testing window in districts without a modified testing schedule. Districts with a modified schedule will begin on the scheduled date.

Also please note that the scorable materials (scannable answer documents) from the Foreign-Language CD Kits must be returned in a separate shipment from the regular scorable materials. An early return on or before March 11 is required in order to translate the student responses into English before scoring.

Special Versions Summary

Test Materials	For the student who:	Materials Required	After the administration, the Test Administrator will...
Large-Print Kit	has difficulty reading text in a standard-size font and/or needs to highlight text.	Large-Print Kit for the grade	transcribe the student's multiple-choice and constructed responses to a scannable answer document.
Braille Kit	reads classroom materials in Braille.	Braille Kit for the subject	transcribe the student's multiple-choice and constructed responses to a scannable answer document.
English Audio CD Kit	needs a read-aloud administration in English.	English Audio CD Kit for the student's grade level and an audio CD player	verify that the student's multiple-choice and constructed responses are marked/written (or transcribed) in a scannable answer document.
Bilingual Test Booklet Kit	reads classroom materials in Spanish and is an eligible LEP student.	Bilingual Test Booklet Kit for the student's grade level	translate and transcribe the student's responses to the multiple-choice and constructed-response questions to a scannable answer document.
Foreign-Language CD Kit	needs an oral administration in Spanish, Japanese, Russian, Somali, or Arabic and is an eligible LEP student.	Foreign-Language CD Kit for the student's language and grade level; audio CD player	verify that the student's multiple-choice and constructed responses are marked/written (or transcribed) in a scannable answer document. Place all materials, including this answer document, back in the kit and give it to the STC immediately. These answer documents will be returned to the contractor before the rest of the school's tests.
Oral Translation Kit	needs an oral administration in a language not available on CD (see above) and is an eligible LEP student.	Oral Translation Kit for the student's grade level; audiocassette recorder	ensure that the oral translator translated and transcribed the student's responses to the constructed responses into a scannable answer document. Ensure that the student's responses to multiple-choice items are also in this transcribed answer document.*

*Note: For each test, the student's responses to the multiple-choice and constructed-response questions must all appear in the same answer document, which will be scored. For this reason, it is recommended that you have the student answer the multiple-choice (MC) questions in one of the two answer documents in the kit and instruct the student to make his or her written responses in the other answer document. The written responses must then be translated and transcribed into the answer document with the MC responses.

Test Schedule and Time Allotments

The March 2005 administration of the achievement tests will take place from **March 7 through 18, 2005**, to include make-up testing. Your STC will tell you the testing schedule for your school.

To ensure that all students have sufficient time to complete the test, the time allotment for each achievement test is 2½ hours exclusive of breaks (LEP and IEP identified students may have extended time while taking the assessment; however, the test administration must be completed in a single day).

A situation may arise in which it is necessary to move some students to another testing location. For example, the majority of students finish the test early, but a few students require the full amount of time and need to move to another room to complete the test. If students move to another location within the school, you must collect all their test materials and redistribute them at the new location. Test security must be maintained throughout the transition. The transition time is **not** included in the allotted time noted above.

Testing Room Preparation

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 securely and away from students.

Check the testing room for possible test question “clues” prior to each testing session. Charts, maps and other materials in the classroom that could assist students with test items should be covered or removed prior to the test administration. The Ohio Academic Content Standards are helpful for determining what materials should be removed.

Give each student a workspace that is large enough to accommodate an open test booklet and answer document. Workspaces should be cleared of all other materials. During testing, students should be separated by a reasonable distance to encourage independent work and to prevent collaboration.

Plan to provide two No. 2 pencils with erasers for each student and to have extra pencils on hand. Remind students that after their test materials have been collected, they may do their silent work. It is advisable to have some generic silent work on hand for students who forget to bring their own.

Use of Calculators

Students may use calculators on the Grade 7 Mathematics Achievement Test. Schools must ensure that each student uses only the appropriate type of calculator specified below when taking the Grade 7 Mathematics Achievement Test. Also, students may not use operating manuals, instruction or formula cards or other information concerning the operation of calculators.

- Students are permitted to use four-function and scientific calculators that meet the criteria described below.
- Students may use personal calculators or calculators provided by the school and/or district. The State will not provide calculators for student use.
- Test items are designed to be calculator neutral; that is, all items can be completed without using a calculator.

Criteria for Calculators:

Certain restrictions are placed upon the capabilities and types of calculators that may be used by students on the Grade 7 Mathematics Achievement Test. For example, students may not use graphing calculators and calculators with certain word processing capabilities.

Allowable Calculators/Functions:

Allowable calculators include most four-function and scientific calculators, including those with fraction capabilities.

Examples of Allowable Calculators*				
Casio	Sharp	Texas Instruments	Hewlett Packard	Other Calculators
HS-4G	EL-240SB	TI-503 SV	HP 9s	Senario SC-121 (OGT calculator)
HS-8V	EL-243SB	TI-1706 SV	HP 30s	
SL-100L	EL-376B	TI-10		
SL-300VE	EL-500L	TI-15		
SL-450L	EL-520V	TI-30X IIS		
FX-55	EL-531V	TI-30Xa		
FX-65		TI-34 II Explorer		
FX-250 series		TI-36X Solar		
FX-260		Math Mate		
FX-115 series				
FX-300 series				

* This should not be considered a complete or exhaustive list of acceptable calculators. There are additional models that are acceptable.

Prohibited Calculators/Functions:

Students may NOT use calculators with any of the following capabilities:

- Graphing calculators
- Calculators with certain equation solving functions and geometric capabilities
- Calculators with QWERTY keyboards and word processing capabilities
- Large programmable calculators (100 steps or more)
- Lap-top and hand-held computers
- PDAs; e.g., personal planners and electronic organizers
- Electronic reference tools; e.g., spell checkers, dictionary and/or thesaurus
- Calculators with tape or paper outputs

Examples of Prohibited Calculators*				
Casio	Sharp	Texas Instruments	Hewlett Packard	Other Calculators
FX 1.0	EL-506V	TI-73 Explorer	HP 33s	
FX 2.0	EL-9600	TI-80	HP 9g	
FX-7400 series		TI-81	HP 39g+	
FX-9750 series		TI-82	HP 48gII	
FX-9850 series		TI-83	HP 49g+	
CLASSPad300		TI-84		
		TI-89		
		TI-92		

* This should not be considered a complete or exhaustive list of prohibited calculators. There are additional models that do not meet the criteria for use on the achievement tests.

The calculator policy for the Grade 7 Mathematics Achievement Test is not intended to limit the types of calculators used within mathematics classrooms. Decisions requiring acquisition and use of more advanced technologies (e.g., graphing calculators and Calculator-Based Laboratories (CBLs)) at these grades should not be based solely on the calculator policy for these tests. The use of more advanced technologies is included in the academic content standards and should be part of the instructional program.

For additional information, contact:

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 (614) 644-7304

Oral Script Use

To ensure standardized administration conditions throughout Ohio, this manual contains directions that you will read to the students. These directions contain information that students need to know about the test. Please do not deviate from the oral script.

Read the appropriate script to your students, paying careful attention to the instructions to the TA that are inserted among the oral directions to the

students. All information to be read aloud to students is printed in **bold** type. Instructions to the TA are printed in regular, nonbold type.

Procedures During Test Administration

Students should be encouraged to complete all written exercises and questions and not to leave anything blank. It is to their benefit to answer all questions and complete all written exercises.

Colored pencils or highlighters may be used in the test booklets only, as needed, but make sure students use a No. 2 pencil to mark the answer document.

When testing has begun, check that students are marking and writing their answers in the appropriate places on their answer documents. Be careful not to interfere with the students' concentration as you check their progress.

Scratch paper may not be used. Students should use the test booklet to work out the problems, if relevant, and then transfer their final answers to the answer document. The test booklets will not be scored.

Students are not allowed to talk during the test administration. Students who finish a test before the allotted testing time is complete should be directed according to the procedures established for your building. For example, you may direct them to take out silent work.

Toward the end of the testing period, but while students still have the test booklets, it is good testing practice to remind students to complete the entire test. Do not review a student's answer document after it is handed in and then give it back to the student with instructions to complete the test. It is a violation of the Ohio Revised Code to give students information about correct and incorrect answers or to provide hints that lead them to the correct answers.

Breaks

While it is permissible in some districts for students to be given a brief break, test security must be maintained throughout the break.

Procedures Following Test Administration

When the allotted time for a test has elapsed, collect the remaining test booklets and answer documents. Do not allow any student to leave the room until his or her test booklet and answer document has been collected. Collect a test booklet and answer document from each student individually. Do not allow students to “pass around” test materials.

Immediately after testing, and before dismissing students, carefully count the test booklets and answer documents to ensure that you have collected all student materials.

After test administration, TAs must affix the pre-identification label or complete the demographic information on the back cover of the answer document. In addition, mark the following sections for any qualified student:

- Section I, “IEP Identified,” if the student is receiving services via an IEP in any subject tested.
- Section J, “Special version of the test, if applicable,” if the student was administered a special version of the achievement tests.
- Section K, “LEP Identified,” if the student is identified as Limited English Proficient (LEP).
- After administering the test you will need to complete Section L, “Form,” on the demographic page of each student’s answer document by filling in the form letter of the test booklets used in administration. This ensures that variable field test questions embedded in the test will be scored correctly. All students in your class should have the same form letter on their test booklets. The form letter is located in a shaded box along the spine of each test booklet cover. The field test questions will not affect the student’s score in any way.

Students Who Become Sick

For a student who may become ill and vomits on her or his test booklet or answer document and is able to continue the test (may be on a different day), give the student a new test booklet or answer document so that they may continue. Later, the student's responses and demographic information must be transcribed into the new test booklet or answer document which will be the copy of the test to be scored. The soiled test booklet or answer document should be placed in a ziplock bag and returned to your STC with the unused materials. Please alert your STC to this situation so that she or he can document it on the School Security Checklist.

For a student who may become ill and vomits on her or his test booklet or answer document and is not able to continue with the test, do not give the student a new test booklet or answer document. Put the soiled test booklet or answer document in a ziplock bag, seal it, and return it to you STC. An invalidation may be requested for the student who was not able to continue with the test.

Incomplete or Defective Test Materials

A student might receive an incomplete or defective test booklet or answer document. Follow the steps below with the student.

- Give him or her a new booklet or answer document that you have verified as accurate and complete.
- Direct the student to print his or her name on the new test booklet or answer document.
- Tell the student that you will write on his or her defective test materials so that what has happened will be clear to anyone.
- Direct the student to continue with the new copy (assuming that he or she discovered the defect after testing had begun). Later, you will

transfer all responses from the first (defective) answer document to the second, which will be the copy of the test used for scoring.

As the TA, you will complete the steps below to cross-reference all the materials used by a student.

- Write in large, bold letters the word **Defective** on the cover of the flawed booklet or answer document. Make sure the defective materials are not distributed again, but are put aside for later return with the nonscorable secure materials.
- Transfer all responses from the first (defective) answer document to the second, which will be the copy of the test used for scoring.

Things to Remember

Before you begin:

- Verify that you have received the correct number of test materials from your STC.
- Make sure that you receive a copy of the test for your use so you can refer to it while you administer the test.
- Gather and organize all necessary materials:
 - Student test booklets (include one for yourself)
 - Calculators
 - Answer documents (include one for yourself)
 - Supply of sharpened No. 2 pencils (pens may not be used)
 - This administration manual
 - Watch or clock
 - Silent work for students who do not bring their own
- Decide when to give students breaks (if relevant) during the testing session. The time for breaks and directions is **not** included in the testing time. Students may not talk with each other during breaks.
- Be aware that a single TA may be alone with 30 students but that a monitor must also be present for each additional 30 students in the testing room.

While administering the test:

- Use the script in this manual. The script is written in **bold** type.
- You may answer questions to clarify general directions, but you may not provide prompts for individual tasks or questions. Other than the general directions, you may not read any test material to students. This includes the reading selections, items and answer choices.
- Stay in the classroom during the entire test.

After administering the test:

- Collect all student test booklets and answer documents. Before returning to the STC, affix the pre-identification labels or complete the demographic information on the back of the answer documents. Mark Sections I, J and K for applicable students, and Section L for all students.

ADMINISTERING THE GRADE 7 MATHEMATICS ACHIEVEMENT TEST

Introduction

This section of the manual provides instructions for administering the Grade 7 Mathematics Achievement Test. The oral directions are in the form of a script that contains portions to be read aloud to students, as well as instructions for you. It is important that you become familiar with the contents of this manual before you administer the test.

The Grade 7 Mathematics Achievement Test

Overview

The Ohio Grade 7 Mathematics Achievement Test has been designed to measure students' understanding of concepts and skills related to Ohio's academic content standards.

Students are expected to write answers for short-answer and extended-response questions and shade in each choice for all multiple-choice questions **in the answer document**. Answers written in the test booklet or on additional pages or papers added to the answer document **will not be scored**.

The student will print his or her first and last name on both the cover of the test booklet and the answer document.

Materials Needed for Testing

For the test administration, you must have the following items available:

- Test booklet for each student and one for yourself
- Answer document for each student and one for yourself
- Allowable calculators provided either by the student or you (see pages 13–15 for a description of the criteria for acceptable calculators)
- A supply of sharpened No. 2 pencils (pens may not be used)

-
- This administration manual
 - A watch or clock
 - Silent work for students who do not bring their own

Time Allotment

Test administrators should allot 2½ hours of student work time for the administration of the Grade 7 Mathematics Achievement Test. The 2½ hours does **not** include any break time that TAs elect to schedule as part of the testing, nor does it include the time needed to complete the demographic page in the answer document.

Key Steps for Administering the Test

- Provide a test booklet, an answer document and a pencil to each student.
- Verify that calculators used by students are allowable using criteria outlined on pages 13–15.
- Explain to students that they will be taking a mathematics test.
- Inform them that they need to be quiet during the test and that if they have questions, they should raise a hand.
- Let students know that you will provide breaks (if applicable).
- Instruct students to write their first and last names on their test booklets and answer documents.

Reminder

- Students with disabilities are allowed accommodations that are based on their IEP or 504 Plans.
- Limited English proficient (LEP) students may have extended time and the use of an English or a bilingual dictionary.

Administering the Test

Read aloud word for word the material that is printed in **bold type**. The material in regular type is information for you and should not be read to

students. You may repeat any part of these directions as many times as needed. However, do not suggest answers and do not evaluate student work.

Students are **not** permitted to use reference materials such as print or electronic forms of dictionaries, thesauruses or spell-check software (except LEP students, who may use English or bilingual dictionaries). Allowable accommodations are permitted for students with a signed IEP or 504 Plan or identified as LEP.

Students' desks should be cleared of all materials except pencils, calculators and colored pencils/highlighters (if being used) before testing begins.

Colored pencils or highlighters may be used in the test booklets only, as needed, but make sure students use a No. 2 pencil to mark the answer document.

After students are seated in the desired arrangement, read aloud the following script **before** distributing the test booklets and answer documents.

Script

You are now going to take the Ohio Grade 7 Mathematics Achievement Test.

Make sure that you have a pencil on your desk. You may also use a calculator on this test. If you need another pencil during the test, raise your hand and I will give you one. If you need to change an answer, make sure that you completely erase the answer you do not want.

Are there any questions?

Answer any questions.

I will hand out the test booklets and answer documents now. Do not open your test booklet or answer document until I tell you to do so.

Make sure that each student receives a test booklet and an answer document and has a pencil. Hold up a test booklet and point to the place on the cover where students are to print their first and last names.

Print your first and last name carefully on the line provided on the cover of the test booklet.

Allow time for students to print their names. Repeat the procedure for the answer document.

Turn to page 1 in your test booklet and read along as I read the directions.

Directions:

Today you will be taking the Ohio Grade 7 Mathematics Achievement Test. Three different types of questions appear on this test: multiple choice, short-answer and extended response.

There are several important things to remember:

- **Read each question carefully. Think about what is being asked. Look carefully at graphs or diagrams because they will help you understand the question.**
- **You may use the blank areas of your test booklet to solve problems.**
- **For short-answer and extended-response questions, write your answers neatly and clearly in the space provided in the answer document. Any answers you write in the test booklet will not be scored.**
- **Short-answer questions are worth two points. Extended-response questions are worth four points. Point values are printed near each question in your test booklet. The amount of space provided for your answer is the same for two- and four-point questions.**
- **For multiple-choice questions, shade in the circle next to your choice in the answer document for the test question. Mark only one choice for each question. Darken completely the circles on the answer document. If you change an answer, make sure that you erase your old answer completely.**

- Do not spend too much time on one question. Go on to the next question and return to the question skipped after answering the remaining questions.
- Check over your work when you are finished.

If your district DOES NOT offer a break, say:

You should continue until you see the word STOP in your test booklet. Make sure that you have answered all the questions. When you are finished, raise your hand so that I can collect your test booklet and answer document.

If your district DOES offer a break, say:

After you begin, you should continue until I announce that it is time to stop for a short break. I will tell you when to stop.

Are there any questions?

Pause for students' questions.

We are now ready to begin. If you have any questions during the test, raise your hand and I will help you. You may turn to page 2 in your test booklet and page 1 in your answer document and start working.

Record the start time in the box below.

Observe the time and write it down. (Breaks are optional)	Start time _____
	1st break time _____
	1st resume time _____
	2nd break time _____
	2nd resume time _____
	3rd break time _____
	3rd resume time _____
	Stop time _____

Remember, you may answer questions about the general directions, but you may not suggest ideas or answers or clarify specific test question directions. You may not evaluate a student's work.

Observe students to determine that they understand the directions. First, help those students who have questions. Then circulate among students, checking that they are recording their answers properly.

Remember to allow 2½ hours for students who need the maximum amount of time to complete the test.

Collecting Test Booklets and Answer Documents

As students complete the test, they should raise a hand so that you can collect their test booklets and answer documents. Make sure that each student has printed his or her first and last name on the front covers of the test booklet and answer document. Allow students who have finished the test early to do silent work at their desks, or follow the procedures established for your building.

When only a few students are still working, you may wish to follow your district's plan for moving students who need additional time to another area in the building. The transition time is **not** included in the 2½-hour maximum amount of time allowed for each student.

For students who require the maximum amount of time, at the end of the 2½ hours, say:

Stop. Put your pencil down and close your test booklet and answer document.

Collect the test booklets and answer documents.

All materials should be returned to secure storage or as directed by the STC.

Test Administrator Comment Form

Please complete and return the Test Administrator Comment Form in Appendix B. The purpose of the form is to collect comments and suggestions for improving test materials and procedures. Make as many copies as you need.



APPENDIX A

STANDARDS FOR THE ETHICAL USE OF TESTS

3301-7-01 STANDARDS FOR THE ETHICAL USE OF TESTS

Effective 2/1/95

- (A) Standards included in this rule are intended to provide guidance for determining whether or not a practice related to assessment is consistent with the principle of performing one’s responsibilities with honesty, integrity, due care, and fairness to all and to ensure the integrity of the assessment process and the reliability and validity of inferences made from the assessment results. Except as otherwise specified, the following definitions are used in this rule:
- (1) “Assessment” shall include but not be limited to standardized achievement testing, state proficiency testing, district wide competency-based education assessments, and any other grade-level or age-level assessments conducted schoolwide or districtwide;
 - (2) “School district” shall mean all city, exempted village, local, cooperative education, and joint vocational school districts in the state;
 - (3) “Appropriate staff” shall include any certificated or non-certificated employee or volunteer who has direct access to the assessment instrument(s) or participates in activities related to preparing students for the assessment, administering or scoring the assessment, and interpreting or using the assessment results.
- (B) Each school district is responsible for ensuring that all appropriate staff have knowledge of the standards of ethical practice related to assessment and testing and for monitoring the educational practices of

said individuals in terms of these standards. Each district's responsibility shall include, but not be limited to, the following:

- (1) Communicate to all appropriate staff at least once annually the standards for determining what is unethical or inappropriate practice contained in paragraphs (C) through (E) of this rule, as well as any additional standards adopted by the district;
- (2) Clearly define and communicate at least once annually to all appropriate staff how the standards and/or procedures will be monitored, what sanctions will be imposed, and in what circumstances such sanctions will apply;
- (3) Clearly define and communicate to all appropriate staff the purpose(s) for each schoolwide and districtwide assessment;
- (4) Clearly define and communicate to all appropriate staff at least once annually all security procedures established by the district for each type of assessment identified in paragraph (A) (1) of this rule, including procedures required by the state pursuant to the provisions of rule 3301-13-05 of the Administration Code;
- (5) Provide any other information and staff development necessary to ensure that all appropriate staff have the knowledge and skills necessary to make ethical decisions related to preparing students for an assessment, administering and/or scoring the assessment, and interpreting or using the results from an assessment;
- (6) Establish procedures for reviewing materials and practices used in the school or district to prepare students *for* assessments and communicate these procedures at least once annually to all appropriate staff;

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- (7) Periodically review materials and practices related to preparing students for assessments; administering and scoring assessments, and interpreting and using assessment results;
 - (8) Provide channels of communication that allow teachers and other educators, students, parents, and other members of the community to voice their concerns about practices they consider inappropriate; and
 - (9) Establish procedures for investigating any complaint, allegation, and/or concern about inappropriate practices, insuring protection of both the rights of individuals and the integrity of the assessment process.
- (C) In monitoring practices related to preparing students for an assessment, each school district shall use, but not be limited to, the following standards for determining what practices are unethical and/or inappropriate:
- (1) Any preparation activity that undermines the reliability and/or validity of inferences drawn from the assessment results;
 - (2) Any practice that results solely in raising scores or performance levels on a specific assessment instrument, without simultaneously increasing the student's achievement level as measured by other tasks and/or instruments designed to assess the same content domain;
 - (3) Any practice involving the reproduction of actual assessment materials, through any medium, for use in preparing students for an assessment;
 - (4) Any preparation activity that includes questions, tasks, graphs, charts, passages or other materials included in the assessment

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- instrument or in a parallel form of the instrument, and/or materials that are paraphrases or highly similar in content to those in actual use;
- (5) Preparation for the assessment that focuses primarily on the assessment instrument or a parallel form of the instrument, including its format, rather than on the objectives being assessed;
 - (6) Any practice that does not comply with, or has the appearance of not complying with, statutory and/or regulatory provisions related to security of assessment instruments used in schoolwide or districtwide programs; and
 - (7) Any practice that supports or assists others in conducting unethical or inappropriate preparation activities.
- (D) Except as specifically permitted by written instructions provided by the developer or as provided through an individualized education program (IEP), each school district shall use, but not be limited to, the following standards for determining what practices related to administering and scoring assessments are unethical and/or inappropriate:
- (1) Any assessment instrument used for purposes other than that for which the instrument has been validated;
 - (2) Any practice resulting in a potential conflict of interest or one that exerts undue influence on those administering or scoring the assessment, making the assessment process unfair to some examinees;
 - (3) Any modification in procedures for administering and/or scoring the assessment that results in nonstandard and/or delimiting conditions for one or more students;

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- (4) Any practice that allows persons without sufficient and appropriate knowledge and skills to administer and/or score the assessment;
 - (5) Any administration or scoring practice that produces results contaminated by factors not relevant to the purpose(s) of the assessment;
 - (6) Any practice of excluding one or more students from an assessment solely because the student has not performed well, or may not perform well, on the assessment and/or because the aggregate performance of the group may be affected;
 - (7) Any practice such as a gesture, facial expression, use of body language, comment, or any other action that guides students' responses during an assessment;
 - (8) Any practice such as providing to students, either immediately preceding or during administration of an assessment, any definitions of words or terms contained in the actual assessment instrument;
 - (9) Any practice such as erasing, darkening, rewriting, or in any other way correcting or altering student responses to an assessment task either during or following the administration of an assessment; and
 - (10) Any practice that supports or assists others in unethical or inappropriate practices during administration and/or scoring of assessments.
- (E) In monitoring practices related to interpreting and/or using assessment results, each district shall use, but not be limited to, the following standards for determining what practices are unethical and/or inappropriate:

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- (1) Providing interpretations of, and/or using, assessment results in a manner and/or for a purpose that has not been validated;
 - (2) Making false, misleading, or inappropriate statements and/or unsubstantiated claims that lead to false or misleading conclusions about assessment results;
 - (3) Any practice that permits certificated employees or volunteers without the necessary knowledge and skills to interpret the results of an assessment;
 - (4) Any practice that violates, or places at risk, the confidentiality of individually identifiable information;
 - (5) Any practice that provides an interpretation, or suggests uses, of assessment results without due consideration of the purpose(s) for the assessment, the limitations of the assessment, the examinee characteristics, any irregularities in administering and/or scoring the assessment, or other factors affecting the results; and
 - (6) Any practice that supports or leads others to interpret or use assessment results in unethical or inappropriate ways.
- (F) Chartered nonpublic schools that administer state proficiency tests shall apply the standards contained in this rule to determine whether or not unethical and/or inappropriate practices are used by staff or volunteers to prepare students for, administer or score, and/or interpret or use the results from these tests.
- (G) Each school district and participating chartered nonpublic school shall cooperate with the state board of education in conducting an investigation of alleged unethical assessment practices by school district employees or volunteers.

Appendix B: Test Administrator Comment Form

Grade 7 Mathematics Achievement Test

March 2005

The Ohio Department of Education welcomes comments and suggestions from District Test Coordinators, School Test Coordinators and teachers who are administering the Ohio Achievement Tests. We appreciate comments and suggestions for improving any or all of the following topics:

Test administration procedures:

Testing time allotment:

Test security:

Administration manuals:

Test booklets:

Answer documents:

Packaging and return of materials:

Other:

Your name (optional):

School and district name: _____

**Copy or tear out pages 35 and 36 and fax
to ODE at (614) 995-5568.**

