



Ohio Assessment System



Alternate Assessment for
Students with Disabilities

2004-2005

School Test Coordinator's Manual



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

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Important Activities and Dates

- School Test Coordinators (STCs) receive the shipment of Collection of Evidence (COE) binder kits and ancillary materials from the District Test Coordinators (DTCs) during the week of **January 10, 2005**.
- The STCs distribute the COE binder kits no later than **January 14, 2005**, to teachers who requested them.
- Teachers may have begun to collect evidence of student performance as early as **September 2004**.
- Teachers collect all assessment evidence and submit the COE binder kits to the STCs by **March 4, 2005**.
- The STCs package and hand deliver the COE binder kits to the DTCs no later than **March 7, 2005**.

Important Contact Information

For information regarding receiving and returning Alternate Assessment materials and ordering additional materials, please contact your DTC.

For information regarding the administration of the Grades 3-8 Alternate Assessment for Students with Disabilities, contact your school's special education coordinator or your Ohio Special Education Regional Resource Center.



Overview

These instructions outline the specific responsibilities of the School Test Coordinator (STC) regarding the Ohio Grades 3-8 Alternate Assessment for Students with Disabilities. The document contains directions for receiving the Alternate Assessment Collection of Evidence (COE) binder kits, distributing the COE binder kits and returning the COE binder kits to the District Test Coordinator (DTC).

Responsibilities of the School Test Coordinator

As the STC, you have the following responsibilities related to the Grades 3-8 Alternate Assessment for Students with Disabilities:

- Serve as the liaison between the school and the DTC.
- Ensure that lines of communication between district of residence and district of service (or service agency) are clear when students are served by a facility that is outside the students' district of residence.
- Review the ODE website (http://www.ode.state.oh.us/accountability/PDF/WHERE_KIDS_COUNT.pdf) regarding your students' accountability to answer questions related to district and school Individual Requisition Numbers (IRNs).
- Become familiar with these *School Test Coordinator Instructions*.
- Receive and take inventory of the Alternate Assessment materials (i.e., the COE binder kits and ancillary materials).
- Distribute the shrink-wrapped COE binder kits to teachers who have students who are eligible to participate in the Alternate Assessment.
- Ensure that teachers return their COE binder kits to you by March 4, 2005.

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- Check, package and hand deliver the COE binder kits to the DTC by March 7, 2005.

Description of the Alternate Assessment

Ohio's Grades 3-8 Alternate Assessment for Students with Disabilities is designed to evaluate the performance of students with significant disabilities. Students in grades 3, 6 and 8 who are eligible to participate in the Alternate Assessment are assessed in reading and mathematics, while students in grade 4 who are eligible are assessed in reading, writing and mathematics. Students in grade 5 who are eligible are assessed in reading only, while students in grade 7 are assessed in mathematics only. The Alternate Assessment allows a collection of materials (e.g., data charts, checklists, work samples) to be submitted as evidence of student performance on tasks aligned to the Ohio Academic Content Standards. For each student who is eligible to participate in the Alternate Assessment, evidence is collected, labeled and organized in a Collection of Evidence binder by his or her teacher.

Each teacher who is an Alternate Assessment administrator should have a copy of the *Ohio Alternate Assessment for Students with Disabilities Administration Manual* to conduct the assessment. This administration manual is available online at:

http://www.ode.state.oh.us/proficiency/Alternate_Assessment/default.asp

Schedule for the Alternate Assessment

Teachers may collect evidence for the Alternate Assessment at any time during the school year. However, all COE binder kits must be completed and submitted to the STC by March 4, 2005.

Training

Ohio Special Education Regional Resource Centers (SERRCs) are providing training and technical assistance for school districts on issues related to planning and administering this year's Alternate Assessment for Students with Disabilities.

Description of Alternate Assessment Materials

Each school's shipment contains the following materials:

- A packing list for your school, which lists the materials shipped to you
- One copy of this *School Test Coordinator Instructions* guide
- COE binder kits (described below)

Each teacher who is responsible for administering the Alternate Assessment must receive one COE binder kit for each student assessed. The STC is responsible for distributing the shrink-wrapped COE binder kits, which will contain the following components:

2-inch black binder
Instructions for checking the COE binder kit
Clear three-hole-punched document protector
Resealable plastic pouch
Scannable Demographic Entry Folder
Linking labels set: <ul style="list-style-type: none">• Binder label (1)• Demographic Entry Folder label (1)• Entry Sheet labels (4)• Entry evidence labels (12)• Administrator's Authorization Form label (1)

Receipt and Check In of Alternate Assessment Materials

The DTC will deliver your school's COE binder kits and ancillary materials during the week of January 10, 2005. These Alternate Assessment materials will be packed in boxes labeled with your school's name. Immediately after the shipment delivery, please take the following steps for receiving and documenting inventory of the test materials.

- When the shipment arrives, confirm that the boxes have your school's name. If you have received another school's boxes, please notify your DTC immediately.
- Remove the packing list from Box 1.
- Count the boxes and verify that the total number of boxes you have received matches the number of boxes specified on your packing list. If there is a discrepancy, notify your DTC immediately.
- Count the materials in your boxes and compare your counts with those on the packing list. If there is a discrepancy, notify your DTC immediately.
- Verify that the number of COE binder kits your school has received is sufficient to assess all students who are eligible to participate in the Grades 3-8 Alternate Assessment.
- If any materials are missing or damaged, notify your DTC and request replacement materials.
- If you receive additional COE binder kits from the DTC, add them to the COE Binder Kit Tracking Form (page 9).

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- Keep all boxes in which the Alternate Assessment materials were delivered. You will use these boxes to return the test materials to your DTC after the assessment period. If these boxes are damaged in shipment, use another sturdy box or contact your DTC to request additional boxes.

Distribution of Alternate Assessment Materials to Teachers

Distribute the shrink-wrapped COE binder kits as soon as you receive and check the shipment from your DTC during the week of January 10, 2005.

- Immediately after verifying the contents of the boxes, distribute the COE binder kits to teachers who are responsible for administering the Alternate Assessment to eligible students.
- Instruct teachers to check the contents of the COE binder kits as soon as they receive them. Encourage them to notify you immediately if something is missing from a COE binder kit.
- Use the COE Binder Kit Tracking Form (page 9) to record the distribution and collection of **ALL** COE binder kits to and from teachers. Remember to include any additional COE binder kits that you order and receive from the DTC and distribute to teachers. This will help you account for **ALL** COE binder kits that will be returned to you after the assessment.

Additional Materials Ordering

If teachers require additional COE binder kits or individual kit components (e.g., linking labels set, Demographic Entry Folder), the STC must request materials from the DTC.

NOTE: If a teacher reports any missing or lost linking labels from a COE binder kit, you must order an entire new linking labels set to replace the original (incomplete) set.

Post-Assessment Procedures

- Receive all Alternate Assessment materials from teachers by March 4, 2005.
- Package and return Alternate Assessment materials to your DTC by March 7, 2005.

Receipt and Check In of Materials from Teachers

Collect the COE binder kits and a copy of the Administrator's Authorization Form from teachers. (Note: You are not responsible for distributing the Administrator's Authorization Form to teachers. Teachers will obtain the Administrator's Authorization Form from Appendix D of the *Ohio Alternate Assessment for Students with Disabilities Administration Manual*.)

- Confirm that the student Demographic Entry Folder in each scorable (i.e., used) binder kit is correctly labeled and completed. Students tested at an MRDD must report their district and school IRN of residency. MRDD IRNs are not allowed. Resolve any problems immediately.
- Confirm that each scorable COE binder is correctly labeled with a binder label. Resolve any problems immediately.
- Using the COE Binder Kit Tracking Form, verify that you have received every COE binder kit that you distributed to teachers. Resolve any discrepancies immediately.
- Place the Alternate Assessment materials in a safe location until you have received all COE binder kits from teachers and are ready to return the scorable COE binder kits to the DTC.
- Keep the COE Binder Kit Tracking Form and a copy of the Administrator's Authorization Form for your records for at least three months. If an investigation of missing materials is conducted, you will be asked to refer to these forms.

Materials Packaging and Return

It is your responsibility to package and return all scorable COE binder kits to the DTC. Scorable COE binder kits must be hand delivered to the DTC by March 7, 2005. Unused binder kits are not returned to the DTC.

It is **very important** that you follow the procedures described below:

- Pack all scorable COE binder kits into the original shipping boxes.
- If necessary, add crumpled paper or other packing material to the boxes to prevent the contents from shifting during shipping.
- Seal the boxes securely with packaging tape.
- Keep the boxes in storage until you can hand deliver them to the DTC. Remember to deliver the boxes to the DTC no later than **March 7, 2005**.
- After you return the Alternate Assessment materials to the DTC, dispose of any unused COE binders and kit components. It is not necessary to save any of these materials. New materials will be provided for each administration.

