

## OHIO GRADUATION TESTS



### Building Test Coordinator's Manual Spring 2008 Administration



Center for  
Curriculum and Assessment

Offices of Curriculum, Instruction and Assessment

**Important**

**Please read this manual before continuing with any other task related to administration of the Ohio Graduation Tests.**

**Check with your District Test Coordinator first if you have any questions.**

**For Assistance:**

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<b>American Institutes for Research (AIR)</b>	1-877-231-7809 1-877-231-7813 (Fax) ogthelpdesk@air.org
<b>Data Recognition Corporation (DRC)</b>	Data Recognition Corporation Attn: OGT 8900 Wyoming Avenue Brooklyn Park, MN 55445

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# Table of Contents

Highlights for the 2008 OGT Administrations .....	1
Spring Administration .....	1
Summer Administration .....	1
For All OGT Administrations .....	1
Test Schedule .....	2
Test Administration .....	2
Calculators .....	2
General Information .....	3
Building Test Coordinator Responsibilities .....	3
Statewide Student Identifier (SSID) .....	4
Test Security .....	4
Test Material Security Information .....	6
Ethical Use of Tests .....	7
Scenarios Related to the <i>Standards for the Ethical Use of Tests</i> .....	9
2008 Ohio Graduation Tests Administration Calendar .....	10
Spring 2008 Test Administration .....	10
Guidelines for Test Administration Activities .....	11
Before Testing .....	11
Receipt of Test Materials .....	12
During Testing .....	13
Students Who Become Sick .....	13
After Testing .....	14
Preparing and Returning Completed Answer Documents .....	14
Preparing and Returning Secure Test Materials .....	15
Invalidation of Test Scores .....	16
Note Regarding Joint Vocational Schools (JVS) .....	17
Instructions for Completing the <i>School Identification Sheet</i> .....	18
Sample <i>School Identification Sheet</i> (Header) .....	19
Appendix A - Summary of Test Security Provisions from the Ohio Administrative Code .....	20
Appendix B - Accommodations and Special Versions .....	22
Criteria for the Use of Accommodations .....	22
Definition of a Student with Disabilities .....	22
Definition of a Student with Limited-English Proficiency .....	22
Summary of Special Versions for OGT .....	24



## Highlights for the 2008 OGT Administrations

### Spring Administration (March 10–23, 2008)

All students in grade 10 **should** participate.

Students in grades 11 and 12 who have not passed all required tests **should** participate. Students in grade 9 or below should **not** participate.

### Summer Administration (June 16–27, 2008)

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, 11, or 12 and have not passed all required tests **may** participate, if intervention requirements are met.

Students who were not in grade 10 or above during the preceding school year should **not** participate.

### For All OGT Administrations

Any student who entered Grade 9 before July 1, 2003 may use passing scores earned on the Ninth-Grade Proficiency Tests (NPT) to qualify for a diploma, even if the student did **not** complete all of the curriculum requirements for a diploma prior to September 15, 2006. The NPT will be discontinued after the Summer 2008 Administration. These students **may** take the OGT and use any combination of NPT and OGT passes to meet state testing requirements.

**Students who began ninth grade after July 1, 2003 are not affected by this change in Revised Code.** These students are still responsible for the OGT, and may not use the NPT as a substitute.

## **Test Schedule**

During the fall and spring administrations, the following sequence will apply during the first week of testing:

<b>Monday:</b>	<b>reading</b>
<b>Tuesday:</b>	<b>mathematics</b>
<b>Wednesday:</b>	<b>writing</b>
<b>Thursday:</b>	<b>science</b>
<b>Friday:</b>	<b>social studies</b>

Make-up tests are administered during the second week of testing. Students may also take make-up tests during the first week after the first day that a test was administered. Except for students taking a make-up test, all students testing in a particular subject should be tested on the same day.

## **Test Administration**

Students may **not** take more than one test on the same day and are allowed up to 2-1/2 hours to complete each test unless additional time is granted due to Individualized Education Program (IEP), Section 504 Plan, or Limited-English Proficiency (LEP) accommodations. Students who plan to take the OGT and the Ninth-Grade Proficiency Tests in the same subject may take only one test per day.

## **Calculators**

OGT calculators must be distributed to students for the mathematics test and should be made available during the science test. 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 OGT calculator. Only OGT calculators (SC-121) may be used during the mathematics and science tests.

## General Information

The purpose of this manual is to outline your responsibilities as Building Test Coordinator. Additionally, this manual includes specific instructions for the receipt and return of secure test materials and for the disposal of other test materials.

Separate color-coded and sealed test booklets will be provided for each test subject. Except for the writing test, each test contains embedded field-test questions. Student responses to these questions will not count toward their scores, but response data will be analyzed. These questions are not identified in any way.

Use the OGT answer documents provided to you by Data Recognition Corporation (DRC) for each administration. Answer documents are administration-specific, so be sure to use the appropriate answer document as indicated on the upper right corner of the front cover (i.e., Spring 2008). Each answer document contains space for all five subjects, and each student should complete all tests taken in the same answer document. **Answer documents from prior administrations cannot be used for the Spring 2008 Administration.**

## Building Test Coordinator Responsibilities

The following are some of the specific responsibilities of the Building Test Coordinator:

- Train all test administrators and monitors in proper test administration procedures.
- Receive test materials from your District Test Coordinator, provide for locked, secure storage when test materials are not in use, and distribute test materials each day.
- Collect and account for test materials immediately following test administration each day.
- Provide storage and distribution of OGT calculators.
- Promptly package and return completed answer documents to the District Test Coordinator (for schools in public districts with more than one testing school) **or** directly to DRC for scoring (for non-public, community, and JVS schools and for public districts with only one testing school).
- Return test booklets and other non-scorable materials to your District Test Coordinator.
- Ensure that state and district test security procedures are followed in the building.

- Ensure that the test administrators act in accordance with all security requirements while they are in possession of test materials.

### **Statewide Student Identifier (SSID)**

Since fall 2006, use of the Statewide Student Identifier (SSID) has been **required** for all Ohio's statewide assessments. The SSID will be embedded in the bar code on the Pre-ID labels, but not visible to the eye. For schools that do not use Pre-ID labels or when labels are not available for students being tested, test administrators will need to be prepared to bubble in the SSID in Box "D" on the front of the answer document. Test administrators will need to acquire SSID information before administering the tests, unless SSID identifiers are not assigned to your district/school. If your district/school falls under a category in which SSID identifiers are not assigned, then leave Box "D" 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 "D" on the front cover of the answer document without jeopardizing secure student information. Check with your District Test Coordinator prior to test administration for more information on the SSID and specific instructions based on your district's or school's policy.

### **Test Security**

All test security procedures previously established for the OGT and for the Ninth-Grade Proficiency Tests will apply in 2008. See page 20 (Appendix A) for additional information on test security.

Maintaining test security is one of your most important responsibilities as Building Test Coordinator. Your district's written procedures for protecting the security of test materials should be followed at all times. The secure test materials include the test booklets (including large print and Braille), English audio CDs, foreign language audio CDs, oral translation scripts, completed answer documents, and other materials that contain student information or responses, e.g., *Mathematics Reference Sheets* with student writing. It is illegal and unethical to reproduce or disclose any of this material or to cause material 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 to maintain the security of the test questions and materials does not end when materials are returned.

You should be aware that, under Ohio law, releasing any test question or other content of a test to students or assisting students to cheat in any way

may be punishable by invalidation of test scores, termination of employment, suspension of license to teach, and/or prosecution. Investigations involving breaches in security (violating the Ohio Administrative Code) must be documented and submitted to the Ohio Department of Education within 10 days. A summary of state security provisions included in Rule 3301-13-05 of the Administrative Code can be found in Appendix A of this manual. Violations of test security provisions contained in your district's written procedures may be punishable by penalties specified by your district. If you have questions or concerns about your responsibility for test security, consult your Board-adopted policy first.

As Building Test Coordinator, you are responsible for the security of all testing materials while they are in your possession. You are also responsible for ensuring that your test administrators act in accordance with all security requirements while they are in possession of test materials. Additionally, you are responsible for training all test administrators and monitors in proper test administration procedures. Test materials should be kept in a locked, secure location when they are not in use. Only persons authorized by the district should have access to test materials. **Under no circumstances should students have access to test materials prior to or after a testing session is completed.**

**You must provide secure storage for all test materials when not in use. Collect and account for ALL test materials IMMEDIATELY following EACH test administration.**

All test booklets, including special versions of the tests (Braille, large print, audio CDs, oral translation scripts), for the OGT are secure documents and must be protected from loss, theft, and reproduction in any medium. A unique identification number and bar code are printed on the cover of each secure test material. The serial number consists of the last eight digits of the identification number. These eight digits are located under the barcode on the right.

**A range sheet** on each package identifies the range of serial numbers within the package. You are expected to maintain test security by using the serial numbers to account for **all** secure test materials before, during, and after test administration until the time you return them to your District Test Coordinator.

DRC provides a **School Security Checklist** for school secure materials. The serial numbers of all secure materials are recorded on this checklist. Use the checklist to inventory your secure material and to track these materials as they are sent out to test administrators and returned. If there are discrepancies, notify your District Test Coordinator immediately.

DRC maintains a record of the serial numbers of all secure test materials shipped to your building. When testing has been completed, all **used and unused** secure test materials must be returned. DRC will use a bar code scanner to account for all secure test materials by serial number and provide a record of missing secure test materials to the District Test Coordinator and to the ODE. If any secure test material that was distributed to your school is determined to be missing, you will be required to account for it.

Test booklets are shrink-wrapped in packs of 10. **The shrink-wrap should not be opened until the day of test administration.** The test administrator will open the shrink-wrap right before the test administration. Test booklets and secure materials are individually sealed. Each package contains a range sheet that shows the range of serial numbers contained in that package. After opening the shrink-wrap, the test administrator will verify that all test booklets and secure materials are sealed and that all serial numbers in the range listed are included on the package range sheet. **None** of the test booklet and secure material seals should be broken, until the test administrator gives the appropriate instructions during the test administration. If test booklets and secure materials have broken seals at any time before test administration, the test administrator will document this information and notify the Building Test Coordinator. As the Building Test Coordinator, you will review the documentation for any broken seals and determine if a possible impropriety/security breach occurred. Then, you will document the secure number(s) and version(s) on the *School Security Checklist*. Test booklets and secure materials with broken seals are not necessarily defective and may be used. As the Building Test Coordinator, you will report immediately to your District Test Coordinator if a possible impropriety/security breach may have occurred.

For each administration of the mathematics test, districts will receive a shipment of *Mathematics Reference Sheets*. Because the reference sheets are not secure test materials unless students write on them, the district may retain any unused reference sheets. This sheet is available for download as well from the ODE Web site at <http://www.ode.state.oh.us>; type "OGT *Mathematics Reference Sheet*" in the search box.

## **Test Material Security Information**

Just before testing begins, the test administrator will open each shrink-wrapped package of sealed test booklets and secure materials and will verify that all test booklets and secure materials are sealed and that all serial numbers in the range listed are included on the package range sheet. **On that same day**, the test administrator will document and report any discrepancies found in the packages to the Building Test Coordinator,

including whether the serial number range on the range sheet was inaccurate, if the number of booklets and secure materials inside the package were incorrect, or if any test booklets or secure materials have broken seals at any time before test administration. As the Building Test Coordinator, you will review the documentation from the test administrator for any broken seals and determine if a possible impropriety/security breach occurred. Then, you will document the secure number(s) and version(s) on the *School Security Checklist*. Test booklets and secure material with broken seals are not necessarily defective and may be used. As the Building Test Coordinator, you will report immediately to your District Test Coordinator if a possible impropriety/security breach may have occurred.

Any of the following occurrences must be reported **immediately** to your District Test Coordinator:

- Destruction of secure test material during testing (Supply the unique eight-digit serial number of the destroyed test material to the District Test Coordinator.)
- Loss or theft of secure test material (Supply the eight-digit serial number of the test booklet to the District Test Coordinator.)
- Discovery of damaged or defective secure test material (Supply the eight-digit serial number of the test material to the District Test Coordinator.)
- Discovery of missing or duplicate eight-digit serial numbers on any secure test material
- Discovery that an impropriety/security breach occurred after reviewing the documentation from the test administrator concerning broken seals on test materials.

If you are aware that an impropriety has occurred or a student responded to a test in the wrong section of the answer document, contact your District Test Coordinator immediately. Do **not** write notes on or attach notes to the answer document.

**All secure test materials (including duplicate numbers, damaged or defective materials, etc.) must be returned to your District Test Coordinator.**

## **Ethical Use of Tests**

Pursuant to the requirements of Amended Substitute House Bill 152 (July 1993), the State Board of Education has adopted *Standards for the Ethical Use of Tests*. (See Ohio Administrative Code, 3301-7-01.) These Standards guide those who are engaged at any stage of the assessment process in performing their responsibilities with honesty, integrity, due care, and fairness to all. The

Standards ensure the integrity of the assessment process and the reliability and validity of inferences made from the assessment results.

The Standards are designed to govern assessment practices related (but not limited) to state graduation testing, standardized achievement testing, and any other grade-level or age-level assessment conducted building-wide or district-wide.

The Standards are grouped according to various stages inherent in the assessment process as follows: (1) standards associated with communicating the ethical standards to and monitoring the educational practices of staff members who are assigned assessment responsibilities, (2) standards associated with practices in preparing students for an assessment, (3) standards associated with administration and scoring of assessments, and (4) standards associated with the interpretation and/or use of assessment results.

Examples of ethical and unethical or inappropriate assessment practices are provided in the *Standards for the Ethical Use of Tests*. These examples provide a guide for identifying general areas of unethical practices that can occur at each stage of the assessment process and can be helpful during staff in-services related to assessment. Some of these examples can be found on the following page. These examples are not intended to serve as an exhaustive list of all possible unethical practices. Good professional judgment must be used when you are determining whether an assessment practice not listed in the Standards may be unethical. If you have any questions, please contact the Ohio Department of Education.

### Scenarios Related to the *Standards for the Ethical Use of Tests*

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

## 2008 Ohio Graduation Tests Administration Calendar

As Building Test Coordinator, you must administer and monitor the schedules that follow.

<b>Spring 2008 Test Administration</b> <b>March 10-23, 2008</b>
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- February 25 DRC delivers test materials to District Test Coordinators.
- February 28 District Test Coordinators distribute test materials to buildings.
- March 10-23 Spring Test Administration**
- March 14 Building Test Coordinators prepare completed answer documents for return to the DTC or for shipment to DRC.
- March 17 (8 a.m.-3 p.m.) Automatic pick-up of completed answer documents by carrier specified in your answer document return kit instructions at each non-public, community and joint vocational school and at public schools (where materials were shipped) that are the only testing school within their district.
- March 18 (8 a.m.-3 p.m.) Automatic pick-up of completed answer documents by carrier specified in your answer document return kit instructions at the district location (where materials were shipped) for public districts with more than one testing school within their district.
- March 25 In order to be included in the early rosters for seniors, answer documents must be shipped by Tuesday, March 25.**
- In order for students from all tested grades to be included in the May 7 pass/fail report, answer documents must be shipped by March 25.**
- March 18-31 1) District or Building Test Coordinators return all remaining completed answer documents to DRC.
- 2) Building Test Coordinators return all used and unused secure test materials (excluding completed answer documents) to their District Test Coordinator.
- April 1 District Test Coordinators organize and return all secure test materials to DRC.
- May 7 Pass/fail information available electronically for all students whose answer documents were returned by March 25.
- May 12 Senior data available for download for answer documents returned by March 25.
- May 22 American Institutes for Research (AIR) delivers printed score reports to districts. All remaining student data available for download.

## Guidelines for Test Administration Activities

The items listed below should be considered when the Ohio Graduation Tests are scheduled and administered:

- No student may take more than one test per day.
- No student may take any test more than once during each administration.
- Students are allowed up to 2-1/2 hours to complete each test. If scheduling arrangements allow for less than 2-1/2 hours for each test and a student is not finished, that student must be allowed to continue that same test (for up to 2-1/2 hours) on that same day.
- Limited-English Proficient (LEP) students may use a dictionary and be permitted additional time (up to one full school day) to complete each test.

Federal legislation (ESEA) includes **all** students in district and state accountability calculations except those students who have been in the district less than one year. This means that students who have been exempted from the individual consequences of passing tests required for graduation **will** be included in Local Report Card calculations.

If a student with disabilities takes a state graduation test, the test should be administered under all normal testing conditions with the exception of those accommodations **specifically** documented in the student's IEP or Section 504 Plan. Any accommodation **must** be specified **before** the student takes the test. Accommodations should always be related to the student's specific disability and should never invalidate the inferences one may draw from the student's performance. A student should never be allowed to take an operational state graduation test for practice.

### Before Testing

- Establish a schedule for each day of test administration, including provisions for students who need additional time beyond the amount scheduled.
- Ensure that the appropriate number of test administrators and monitors (if needed) will be available for assignment to examination rooms on each day a test is administered, so that the required 1 to 30 ratio is met, as defined in Rule 3301-13-02 of the Ohio Administrative Code.
- Provide appropriate training for test administrators and monitors on test administration procedures.

- ❑ Provide appropriate training for test administrators and monitors on the state and district test security procedures. These procedures are to be followed in the building at all times. Rule 3301-13-05 of the Ohio Administrative Code establishes test security provisions. Contact your District Test Coordinator for local security procedures. A summary of this rule is located on page 20 (Appendix A) of this manual.
- ❑ Reserve a locked, secure area for receipt and storage of test materials.

### **Receipt of Test Materials**

- ❑ Receive test materials from your District Test Coordinator. Compare types and quantities of materials received to your testing needs. Report **any** discrepancies to your District Test Coordinator **immediately**. Test booklets are shrink-wrapped in packs of 10 for each subject. **Do not remove the shrink-wrap until the first day of test administration.** The test administrator will open the shrink-wrap right before the test administration. Test booklets and secure materials are individually sealed. Each package contains a range sheet that shows the range of serial numbers contained in that package. After opening the shrink-wrap, the test administrator will verify that all test booklets and secure materials are sealed and that all serial numbers in the range listed are included on the package range sheet. **None** of the test booklet and secure material seals should be broken, until the test administrator gives the appropriate instructions during the test administration. If test booklets or secure materials have broken seals at any time before test administration, the test administrator will document this information and notify the Building Test Coordinator. As the Building Test Coordinator, you will review the documentation for any broken seals and determine if a possible impropriety/security breach occurred. Then, you will document the secure number(s) and version(s) on the *School Security Checklist*. Test booklets and secure materials with broken seals are not necessarily defective and may be used. As the Building Test Coordinator, you will report immediately to your District Test Coordinator if a possible impropriety/security breach may have occurred.
  - ❑ Place test materials in locked, secure storage.
  - ❑ If you are to return the completed answer documents to DRC directly, your District Test Coordinator will let you know. If so, follow the instructions in the "After Testing" section of the *District Test Coordinator's Manual*.
  - ❑ Save the box(es) your test materials were delivered in for return of materials to your District Test Coordinator when testing is completed.

- ❑ Conduct test orientation activities. Provide a copy of the *Administration Manual* and a Spring 2008 answer document to test administrators for review prior to the test administration. Do not distribute copies of the secure test materials at this time.
- ❑ Instruct test administrators on the procedures for collection and accounting for test materials. Communicate provisions for locked, secure overnight storage of all test materials. Monitor this process throughout testing.
- ❑ Find the *School Security Checklist* provided by DRC. The serial numbers of all secure material are recorded on the security checklist. Use the checklist to verify your secure material. If there are discrepancies, notify your District Test Coordinator immediately.

### **During Testing**

- ❑ Distribute test materials to test administrators at the beginning of each test day.
- ❑ Follow security guidelines documented in your district test security procedures.
- ❑ Report any testing irregularities before, during, or after test administration to your District Test Coordinator. Always provide as much information as possible in the case of testing irregularities.
- ❑ Monitor daily test administration with impromptu visits to rooms where tests are being administered.
- ❑ Organize test materials received from your test administrator(s).
- ❑ **NOTE:** Students **must** use a No. 2 pencil to complete all sections of the answer document. Students may **not** use mechanical pencils or pens.

### **Students Who Become Sick**

If a student becomes ill and is unable to continue testing on the scheduled test day, the test administrator should collect the student's test materials and note how much of the 2-1/2 hours has elapsed. The student should then complete the test on another day during the make-up test administration period, if possible, using the remaining time, not to exceed a total testing time of 2-1/2 hours. Tests that are not completed may be invalidated at the district's discretion. Responses in a "soiled" answer document should be transcribed into a new answer document. Please contact your District Test Coordinator for additional instructions regarding what to do with the "soiled" answer document.

## After Testing

After testing, it will be your responsibility to collect, pack, and return used answer documents to either your District Test Coordinator according to his or her direction or to DRC by following the instructions in the "After Testing" section of the *District Test Coordinator's Manual*. Test booklets (used and unused) and other secure test materials should be returned to your District Test Coordinator according to the instructions in this manual, in addition to any supplemental instructions that may be provided by your District Test Coordinator.

### Preparing and Returning Completed Answer Documents

All student responses, including written responses, must be recorded in the standard OGT Spring 2008 answer document provided by DRC. **Responses not recorded in the appropriate answer document will not be scored.** Use the following checklists to prepare completed answer documents for scoring:

- Collect all test materials from test administrators.
- Separate completed answer documents from other materials (such as unused answer documents, test booklets, teachers' directions, school identification sheets, etc.).
- Separate answer documents for students who will need to continue testing during the testing period. Place these in a secure location.
- Stack completed answer documents by grade and group of students (e.g., students with same district and school IRN). Place a completed *School Identification Sheet* on top of each stack of completed answer documents. **NOTE:** Please be sure you include at least one completed *School Identification Sheet* per shipping box to ensure efficient processing at DRC.
- Wrap a paper band (provided) around each separate stack of completed answer documents and fasten it with a piece of tape. Tape the paper band to itself; do **not** tape the paper band to the *School Identification Sheet* or to an answer document. Do **not** use a staple to fasten the paper band.
- All **completed** answer documents must be promptly packaged and returned undamaged to your District Test Coordinator via inter-district courier/transportation if you are from a public district with more than one testing school in your district or your district opted-out of centralized pick-up (and ODE approved). If you are from a non-public school, community school, joint vocational school, or public school that is the only school that tested within your district, completed answer documents must be returned directly to DRC.

**Please refer to the instructions in the “After Testing” section of the *District Test Coordinator’s Manual*.**

- ❑ All **unused** answer documents should be destroyed. They may **not** be used for any future administrations.
- ❑ Students who take the test with procedural accommodations; use a Braille test booklet or a large print test booklet; or mark their answers in the test booklets must have their responses transcribed, verbatim, into a standard OGT Spring 2008 answer document provided by DRC to be scored. Students who use an oral translator to respond in a language other than English or the five approved foreign languages (Arabic, Mandarin, Russian, Somali, or Spanish) must have their responses translated into English for scoring. Answer documents that have been translated into English can be grouped with all other answer documents. The original answer documents with responses in a language other than English or the five approved foreign languages must be placed in the plastic bag labeled “DO NOT SCORE.”
- ❑ Answer documents for students who use foreign language CDs in Arabic, Mandarin, Russian, Somali, or Spanish and who complete their written responses in their native languages (**NOTE:** All students must complete the Writing content area in English) should be placed in a separate return plastic bag labeled “OGT FOREIGN LANGUAGE ANSWER DOCUMENT(S) ENCLOSED.” (To ensure timely processing, these bags should be returned with all other answer documents.) Once the answer documents are returned, DRC will translate the five approved languages. Refer to the special instructions provided in the foreign language CD return kit. DRC will provide supplemental instructions with the English and foreign language audio CDs and oral translation materials that must be followed for timely processing of the student answer documents. **Districts that fail to follow this process to return foreign language answer documents run the risk of not receiving their scores on-time.**

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

### **Preparing and Returning Secure Test Materials**

All secure test materials must be accounted for after the completion of testing and returned to your District Test Coordinator for verification of secure materials. **NOTE:** Secure test materials include special versions of the test (Braille, large print, audio CDs, and oral translation scripts).

- ❑ Arrange all secure test materials, used and unused, by subject (color code) and order them by serial number, including any that may have been provided to you by your District Test Coordinator to make up for shortages.
- ❑ Follow other guidelines for returning secure test materials that may have been provided to you by your District Test Coordinator.
- ❑ Return all used and unused secure test materials, in serial-number order, to the location designated by your District Test Coordinator.
- ❑ Contact your District Test Coordinator regarding the disposal of other used and unused non-secure test materials. Do **not** save these materials. New materials will be provided for future test administrations. **NOTE:** After testing is complete, **keep** the unused (unmarked by students) *Mathematics Reference Sheets* to use for instructional purposes, since they are not secure material. ***Mathematics Reference Sheets that have student-written calculations on them are secure and must be returned with the other secure materials.***

### **Invalidation of Test Scores**

Building Test Coordinators should contact their District Test Coordinators regarding procedures to invalidate a student's score prior to reporting. In order to invalidate a score, the District Test Coordinator must send a letter or form to the Ohio Department of Education within one week after the end of the test administration.

Possible reasons for invalidation are as follows:

- The student cheated.
- The student did not complete the test.
- The student took the same test during the same administration.
- The student passed the same test during a previous administration.
- Test procedures were not followed.
- The student responded in the wrong section of the answer document.

A student whose test is invalidated will be reported as INV on the *Roster of Student Performance* report. An electronic copy of the *Invalidation Form* is located at <http://www.ode.state.oh.us>; type "invalidation form" in the search box.

**NOTE:** Test results cannot be invalidated after the scores have been reported. Any corrections to reported scores must take place at the local level.

### **Note Regarding Joint Vocational Schools (JVS)**

To avoid delays in scoring and reporting, it is very important that Building Test Coordinators complete the *School Identification Sheets* (header sheets) correctly. Specific instructions for completing the *School Identification Sheets* are included on page 18 of this manual.

**For joint vocational school students whose answer documents do not have a Pre-ID label affixed, the *School Identification Sheets* must be coded with the students' home district IRN and the attending JVS/CTC school IRN. The JVS district IRN should not be used.** If the *School Identification Sheets* are completed correctly, both the joint vocational school and the home district will receive a copy of the students' results.

The OGT Spring 2008 Pre-ID file layout includes a field for the home district IRN. Home district information submitted by JVSDs and JVS/CTCs during the Pre-ID window will be listed on Pre-ID labels and will be used for reporting. For any student answer document with a Pre-ID label affixed, the home district IRN and the attending JVS/CTC school IRN on the *School Identification Sheet* should match the IRNs listed on the Pre-ID label.

**Pre-ID labels for students attending JVS/CTC schools should list the attending school and the home district. If the information on the Pre-ID label is incorrect, do not use the Pre-ID label. Discard the label and follow the instructions for students who do not have a Pre-ID label.**

## Instructions for Completing the *School Identification Sheet*

- A sample *School Identification Sheet (Header)* is presented on page 19 of this manual.
- *School Identification Sheets* are enclosed with your test materials and are preprinted with the district name and IRN and the school name and IRN. **If you do not have enough *School Identification Sheets*, please do not photocopy them, as they are scannable documents. Instead, call the OGT Help Desk toll-free at 1-877-231-7809 and press "1."**
- You must complete a *School Identification Sheet* for each grade and group of students that will be scored. Each group must be separated and identified by building (e.g., High School Building).
- All sections of the *School Identification Sheet* must be completed.
- Include at least one completed *School Identification Sheet* per shipping box.

The following information will help you complete the *School Identification Sheet*:

- **Grade:** When completing the *School Identification Sheet*, write the grade level for that particular group of students on the line provided.
- **Number of Answer Documents under this ID sheet:** Enter the actual number of completed answer documents included for scoring under each *School Identification Sheet*. Do not include blank answer documents. Destroy any blank/unused answer documents.
- Print your name, write your phone number, sign your name, and date the bottom of each *School Identification Sheet*.
- If you order additional *School Identification Sheets* from DRC, they will be blank, so you will also need to print your district, school, and county name at the top left side of the page and bubble in the correct district and school IRN in the appropriate grids below the marking instructions.

# Sample School Identification Sheet (Header)

## SCHOOL IDENTIFICATION SHEET



### Spring 2008 Ohio Graduation Tests



PLEASE PRINT

District Name \_\_\_\_\_

School Name \_\_\_\_\_

County Name \_\_\_\_\_

#### MARKING INSTRUCTIONS

- Use only soft lead pencil (NO. 2).
- Do NOT use ink or ball point pen.
- Make heavy black marks that completely fill in the circles.
- Erase completely any marks that you wish to change.
- Make NO stray marks on this sheet.
- Fill in the Building Test Coordinator's name, phone number and date.

**CORRECT MARK**



**INCORRECT MARKS**



If you do not have enough School Identification Sheets, please do not photocopy them, as they are scannable documents. Instead, call the OGT Help Desk toll-free at: 1-877-231-7809.

**Grade:** \_\_\_\_\_

DISTRICT IRN						SCHOOL IRN						Number of Answer Documents under this ID sheet			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

To help you organize the completed answer documents for return to Data Recognition Corporation (DRC) for scoring, please group the students according to grade and write in the grade in the space above.

Students will be reported according to the grade indicated in the Pre-ID label information. If the Pre-ID label information is not present, the student will be reported according to the grade bubbled into the grade grid on the front of the answer document.

**Note regarding Joint Vocational Schools (JVS) and Career Technical Centers (CTC):** The School Identification Sheet must be coded with the JVS/CTC school IRN and the home district IRN. The JVS/CTC district IRN should NOT be used.

Building Test Coordinator's Name (please print) \_\_\_\_\_ Phone Number (     ) - \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

536866-11000010011

**SERIAL**

## **Appendix A — Summary of Test Security Provisions from the Ohio Administrative Code**

Rule 3301-13-05 of the Ohio Administrative Code establishes test security provisions for the graduation tests. A summary of those provisions appears below.

- All test questions and all other materials are considered secure and subject to the provisions of Sections 3319.151 and 3319.99 of Ohio Revised Code and Rule 3301-13-05 of Ohio Administrative Code. **Revised Code prohibits the disclosure of test questions, paraphrases, facsimiles, or any other material that would assist a pupil taking the Ohio Graduation Tests.**
- By **October 1** of each year, written procedures and penalties shall be communicated to all district employees and students.
- Persons designated as District and Building Test Coordinators, as well as test administrators, are responsible for ensuring that test security provisions are met.
- Only authorized personnel are permitted access to secure test materials.
- The district must establish written procedures to protect the security of test materials and these procedures shall include the following:
  - Identify authorized persons to be present during testing and have access to secure material.
  - Specify handling and tracking procedures in both the district and building.
  - Specify procedures for investigating any alleged test security violations and penalties for confirmed violations.
  - Specify procedures for determining whether to invalidate a student's test score.
  - Specify that, within **ten days** of determining that a test security violation has occurred, after having first conducted an investigation, the district shall notify the Ohio Department of Education in writing of the finding of such a violation and of any action taken by the school district or participating school.
  - Specify how written procedures will be communicated annually to employees and students in the district.

- After determination that a test security violation has occurred, the District Board and/or State Board of Education may seek the maximum penalty pursuant to Section 3319.151 of Ohio Revised Code.
- Each district shall cooperate with the State Board in any investigation of a test security violation.
- Prior to taking action for a test security violation, the State Board shall give notice of any action and provide an opportunity for an individual to respond and present a defense.
- Each Joint Vocational School administering the graduation tests shall comply with this rule.

## **Appendix B — Accommodations and Special Versions**

### **Criteria for the Use of Accommodations**

A student may require accommodations in test administration procedures. Accommodations must be consistent with what is regularly provided to the student for testing in the classroom. Accommodations are specified in the IEP or Section 504 Plan. If the person providing the accommodation is also administering the statewide test, then that person must be a licensed/certificated employee of the district.

Accommodations should be made to facilitate participation by students with disabilities or 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.

### **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**

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 United States 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.

Additionally, LEP students who have been enrolled in a United States 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 accommodations based on availability:

- Read Aloud — a read-aloud administration of the test in English
- English Audio CD — An English audio recording of the test is available for the Fall and Spring Administrations

- Foreign Language Audio CD — Foreign language audio recordings of the test are available for the Fall and Spring Administrations (languages may vary by administration)
- Oral Translation — an oral interpreter who reads the test aloud in the student’s native language and translates responses into English. ODE will reimburse for oral 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.

Immediately after testing, answer documents for the students who use foreign language CDs and complete their written responses in their native language should be placed in a separate return plastic bag (supplied by DRC) and sent to DRC for translation. Refer to the supplemental instructions provided in the foreign language CD return materials.

**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 may **not** be translated from another language into English.

Finally, LEP students who have been enrolled in United States 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 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.

## Summary of Special Versions for OGT

Students' responses to the multiple-choice and constructed-response questions must all appear in the same answer document to be scored.

Special Version/ Accommodation	For the student who	Materials needed	After Testing
Large Print	is an eligible IEP student who has difficulty reading text in a standard-size font and/or needs to highlight text. <b>NOTE:</b> This accommodation is made in the student's every day classroom instruction.	Large print test booklets (ordered in TIDE)	The test administrator will transcribe the student's multiple-choice and constructed-response answers into a regular answer document. The test administrator will return scorable (transcribed answer document) and non-scorable (test booklets) material to the Building Test Coordinator.
Braille	is an eligible IEP student who reads classroom materials in Braille. <b>NOTE:</b> This accommodation is made in the student's every day classroom instruction.	Braille test booklets (ordered in TIDE)	The test administrator will transcribe the student's multiple-choice and constructed-response answers into a regular answer document. The test administrator will return scorable (transcribed answer document) and non-scorable (test booklets) material to the Building Test Coordinator.
Read Aloud	is an eligible IEP and/or LEP student who needs a read-aloud administration of the test in English. <b>NOTE:</b> This accommodation is made in the student's every day classroom instruction.	Two test booklets (must be the same form number)	The test administrator will collect test materials and return the scorable (completed answer document) and non-scorable (test booklets) material to the Building Test Coordinator.
English Audio CD	is an eligible IEP and/or LEP student who needs an audio administration of the test in English.	English audio CD(s) and form 1 test booklet(s) (both ordered in TIDE); audio CD player (supplied by school)	The test administrator should verify that the student's multiple-choice and constructed-response answers are marked/written in a regular answer document. The test administrator will return scorable (completed answer document) and non-scorable (test booklets and English language CDs) material to the Building Test Coordinator.

<b>Special Version/ Accommodation</b>	<b>For the student who</b>	<b>Materials needed</b>	<b>After Testing</b>
Foreign Language Audio CD	is an eligible LEP student who needs an audio administration of the test in a foreign language; for Spring 2008, those languages are Arabic, Mandarin, Somali, Spanish, and Russian.	Foreign language audio CD(s) and form 1 test booklet(s) (both ordered in TIDE); audio CD player (supplied by school)	The test administrator should verify that the student's multiple-choice and constructed-response answers are marked/written in a regular answer document. The student must respond in English for the writing test but is permitted to answer/respond in his or her native language for the reading, mathematics, science, and social studies tests. The test administrator will return scorable (completed answer document) and non-scorable (test booklets and foreign language audio CDs) material to the Building Test Coordinator. Note: Immediately after testing, the student's completed answer document should be placed in a separate return plastic bag labeled "OGT FOREIGN LANGUAGE ANSWER DOCUMENT(S) ENCLOSED" (supplied by DRC) and sent to DRC for translation. Failure to return the student's completed foreign language answer document in the return plastic bag may result in a delay in processing and reporting the student.
Oral Translation Script	is an eligible LEP student who needs an oral administration of the test in a language not available on CD. ODE reimburses oral translators for the Spring Administration only.	Oral Translation Materials (ordered in TIDE); tape recorder (supplied by school)	The test administrator should verify that the translator has recorded in English the student's responses to reading, mathematics, science, and social studies tests into 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 Building Test Coordinator. Note: DRC will only score answer documents that have been translated into English. Test booklets, oral translation scripts, and English audio CDs are all considered secure materials and must be returned to the Building Test Coordinator. Any answer documents that are used but are not to be scored may be returned via the "DO NOT SCORE" plastic bag.





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