

## OHIO GRADUATION TESTS



### District 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.**

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## 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 District 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 (e.g., 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.**

## District Test Coordinator Responsibilities

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

- Prepare Building Test Coordinators for test administration.
- Receive test materials from DRC and distribute to Building Test Coordinators.
- Conduct a training session for Building Test Coordinators. You are expected to make sure that Building Test Coordinators maintain test security by using the serial numbers to account for **all** secure test materials before, during, and after test administration until the time they are returned to you as the District Test Coordinator.
- For public districts with more than one testing school, collect ALL packages of completed answer documents from Building Test Coordinators and return them promptly to DRC for scoring.
- For non-public, community, and JVS schools and for public districts with only one testing school, ensure that Building Test Coordinators promptly return all completed answer documents to DRC for scoring.
- Collect ALL secure test materials from Building Test Coordinators.
- Return all test booklets to DRC using the centralized pick-up process if your district or school has more than one high school.

- Receive and distribute test results.
- Ensure that state and district test security procedures are followed at all times: before and after test completion and during the return of test materials to you and to DRC.

### **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. Comprehensive information about the SSID may be found online by accessing the ODE Web site at <http://www.ode.state.oh.us> and entering "SSID" or "Statewide Student Identifier" in the search box at the upper right corner of the home page.

### **Test Security**

All test security procedures previously established for the OGT and for the Ninth-Grade Proficiency Tests will apply in 2008. See page 26 (Appendix A) for additional information on test security.

Maintaining test security is one of your most important responsibilities as District 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 District 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 the Building Test Coordinators act in accordance with all security requirements while they are in possession of test materials. Additionally, you are responsible for training all Building Test Coordinators 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 before or after a testing session.**

All test booklets, including special versions of the tests (e.g., 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 DRC.

DRC provides a ***District Security Checklist*** for district coverage and a ***School Security Checklist*** for school secure material. The serial numbers of all secure material are recorded on these checklists. Use these checklists to document all pertinent information regarding missing test booklets on the ***Secure Material Resolution Form***.

DRC maintains a record of the serial numbers of all secure test materials shipped to your district. 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 you and to the ODE. If any secure test material that was shipped to your district 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. The Building Test Coordinator will review the documentation for any broken seals and determine if a possible impropriety/security breach occurred. The Building Test Coordinator 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. The Building Test Coordinator will report immediately to you, if a possible impropriety/security breach may have occurred. As the District Test Coordinator, you will investigate any report made by the Building Test Coordinator, document testing irregularities on the *District Security Checklist*, and if necessary will contact the Ohio Department of Education.

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 also available for download from the ODE Web site at <http://www.ode.state.oh.us>; type "OGT Mathematics Reference Sheet" in the search box.

## **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***

<b>Is this activity or behavior an ethical practice?</b>	<b>Yes</b>	<b>No</b>
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 District 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

- Conduct a training session for Building Test Coordinators. Remind them to read every page of their *Building Test Coordinator's Manual* immediately.
- Reserve a locked, secure area for receipt and storage of test materials.

### Receipt of Test Materials

- Most districts will use UPS for receiving and returning materials. The remaining districts will use Assessment Distribution Services (ADS) and its local carrier U.S. Cargo for receiving and returning materials. Please refer to the return instructions in your return kits for further details.

- ❑ After test materials arrive, open the white district box. It contains the *School Box Range Sheet*, *District Packing List*, copies of the *School Packing List(s)*, the *District Security Checklist*, and other administrative material.
- ❑ DRC has packaged test materials for each building and has supplied you with district overage materials based on the enrollment/material orders and/or Pre-ID information you submitted. The overage materials are packaged separately. They are to be used if any building needs additional or replacement materials. **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 or 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. The Building Test Coordinator will review the documentation for any broken seals and determine if a possible impropriety/security breach occurred. Then, the Building Test Coordinator will document the secure number(s) and version(s) on their *School Security Checklist*. Test booklets and secure materials with broken seals are not necessarily defective and may be used. The Building Test Coordinator will report immediately to you, if a possible impropriety/security breach may have occurred. As the District Test Coordinator, you will investigate any report made by the Building Test Coordinator, document testing irregularities on the *District Security Checklist*, and if necessary will contact the Ohio Department of Education.
- ❑ Find the *School Box Range Sheet*. It shows the number of boxes packaged for each school, as well as the number of boxes packaged for the district. Use this sheet to sort the boxes by building and verify that you have received all of your boxes. If you have not received all of the boxes indicated, please call the OGT Help Desk at 1-877-231-7809 and press "1."
- ❑ Proceed with distribution of materials to the Building Test Coordinators as early as possible during the week of February 25 to allow for timely replacement of damaged or missing items. Remind

them to save the boxes the test materials came in and to use them for returning test materials after test administration.

- ❑ Remind the Building Test Coordinators that they are to return test materials to you in serial-number order; their compliance will make this process much less time-consuming for you.
- ❑ Find your *District Security Checklist* (schools will receive a *School Security Checklist* with their administrative material). Use the *District Security Checklist* to verify your district overage. The serial numbers of all secure material are recorded on the security checklist. Use it to record all information on the *Secure Material Resolution Form* regarding missing or duplicate serial numbers. Do so as soon as possible after distribution of materials to the buildings.
- ❑ Find your Test Booklet Return Kit and Answer Document Return Kit. The return kits contain specific instructions for you to follow in order to make proper arrangements for returning answer documents and test booklets to DRC after testing. The return kits can be found in white Tyvek envelopes. These kits contain an *Answer Document Transmittal Form*, *Test Booklet Transmittal Form*, white UPS-RS labels, colored DRC Return Shipping Labels, and return instructions. If the answer documents are returned to DRC from a building, please provide the necessary information to the Building Test Coordinator. Do **NOT** ship by any other means than what is provided in your return kits unless specifically instructed to do so DRC or the ODE.
- ❑ Use the *District Security Checklist* to record all pertinent information regarding replacement of missing secure test materials on the *Secure Material Resolution Form*, as well as information about missing or duplicate serial numbers, as soon as possible after distribution of materials to the buildings.

### **Use of District Overage Materials**

- ❑ Check materials in the district overage shipment against the *District Packing List*. Make sure that all test materials and ancillary materials (e.g., shipping labels) are enclosed and are provided in the specified quantities. **Do NOT open any shrink-wrapped packages of test booklets at this time.**
- ❑ If a building shipment does not contain the quantity of secure test materials needed, distribute test materials from your overage shipment. Test booklets are shrink-wrapped in packs of 10 within each subject. A unique identification number and bar code are printed on the cover of each secure test booklet. 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 in each package will identify the range of serial numbers within the package.
- ❑ Use your *District Security Checklist* to keep a record of the serial numbers of all secure test materials distributed to buildings from your district overage shipment. (The *District Security Checklist* does not need to be returned to DRC.) Keep this record for at least one month after receipt of test results.

The following procedure must be used in the replacement of missing, damaged, or defective secure test materials in any building:

- 1) Replace the shortage for the building with secure test materials from your overage shipment. Record the information about this replacement on the *Secure Material Resolution Form*. See page 24 of this manual for a sample of this form.
  - 2) It may be necessary to break packages of shrink-wrapped test booklets to meet the building's needs. Verify that each test booklet is sealed. Place the sealed booklets in a manila envelope, write the serial number range of the enclosed test booklets on the envelope and **seal it**. On your *District Security Checklist*, record for your files the range of serial numbers assigned to the building, and have the envelope delivered to the building. The Building Test Coordinator shall open the envelope on the first day of testing.
  - 3) Do **NOT** destroy your copy of the *District Packing List* or the *District Security Checklist* or your copies of the *School Packing Lists*. It is important that you refer to them when returning the secure test materials after testing is completed.
- ❑ If your district overage shipment cannot accommodate the need for materials, place an additional order through TIDE or call the OGT Help Desk at 1-877-231-7809 and press "2." As District Test Coordinator, it is your responsibility to order additional materials; only requests from District Test Coordinators will be honored.

### **During Testing**

- ❑ Keep unused materials in **locked**, secure storage until all testing is completed. Unauthorized persons may **NOT** have access to the test materials.
- ❑ Provide Building Test Coordinators with additional materials as needed. Keep a record on your *District Security Checklist* of the test material serial numbers that are distributed to buildings from your overage materials.

- ❑ Document any testing irregularities reported to you by your Building Test Coordinator(s) before, during, or after test administration on the Comment Form, which is located on page 25 of this manual. To submit your comments, make a photocopy of this form, complete it, and send or fax it to the address/fax indicated on the form. Always provide as much information as possible in the case of testing irregularities.
- ❑ Monitor test administration procedures in each building.
- ❑ **NOTE:** Students must use a No. 2 pencil to complete all sections of the answer document. Students may **NOT** use mechanical pencils or pens.

### **Procedures to Follow for Emergency Closing of Schools During Testing**

In the event that a school district is closed due to a weather emergency during regular testing, follow these procedures.

1. Fax the ODE at: 1-614-995-5568 with the date(s) and reason the building/district was closed. You do **not** need to call.
2. Call the OGT Help Desk toll-free at: 1-877-231-7809 and press "1" to reschedule the automatic pick-up of answer documents after the first week of testing. The District Test Coordinator should call for all schools in public school districts, and the Building Test Coordinator should call for non-public schools.
3. Upon return to school, continue administering the test(s) according to the schedule prescribed by the ODE. Tests missed during the regular administration should be administered on the first day(s) of make-up testing.

### **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 the OGT Help Desk at: 1-877-231-7809 and press "1" for additional instructions regarding what to do with the "soiled" answer document.

### **After Testing**

- ❑ Students who take the test with procedural accommodations; use a Braille test booklet or a large print test booklet; 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 materials. 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.**
- ❑ Work with all Building Test Coordinators to ensure that completed answer documents are undamaged, organized by grade, and returned promptly to you or DRC. 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), completed answer documents should be packaged by your Building Test Coordinators and returned to you via inter-district courier/transportation. You are responsible for collecting and shipping the completed answer documents to DRC for scoring. **NOTE:** Materials that are returned to the districts from the buildings do not need to be opened and/or repackaged. Non-public schools, community schools, and joint vocational schools, as well as schools that are the only school that tested within their district, are responsible for returning completed answer documents directly to DRC. Instructions for preparing the return of completed answer documents are contained in the *Building Test Coordinator's Manual* and their *Answer Document Return Instructions*. All **unused** answer documents should be destroyed. They may **not** be used for any future administrations.

## Returning Completed Answer Documents

- ❑ Most districts will use UPS for receiving and returning materials. The remaining districts will use Assessment Distribution Services (ADS) and its local carrier U.S. Cargo for receiving and returning materials. Please refer to the return instructions in your return kits for further details.
- ❑ Complete the original *Answer Document Transmittal Form* when preparing materials for return to DRC. Record the number of boxes being returned. For those using UPS, write the tracking numbers from the UPS-RS labels in the appropriate section. (**NOTE:** For those using ADS as a carrier, this will not apply.) Fax this form (toll-free) to DRC at 1-866-377-1249. Make a copy for your records, and place the original on top of the answer documents in Box 1. If you use ADS, staple the bill of lading to your copy of the *Answer Document Transmittal Form*.
- ❑ Use filler (e.g., crumpled paper or bubble wrap) to make sure that answer documents do not shift during transport. **NOTE:** Do **not** use unused answer documents for filler.
- ❑ Tape boxes **securely** using heavy-duty shipping tape. It is recommended that you use at least **three strips** of tape across both the top and the bottom of the box to ensure the security of the contents during shipping. Please remove or cover up any labels still attached to boxes from the original shipment to you.
- ❑ A **blue** DRC Return Shipping Label for Answer Documents must be affixed to the top of each box containing answer documents. In the lower left corner of each DRC Return Shipping Label, record the box number for each box as "Box 1 of X," "Box 2 of X," etc. (where X is the total number of boxes), for the total shipment.
  - For those using UPS, a white UPS-RS (Return Service) label must be affixed to each box. Do **not** send any boxes via UPS without a UPS-RS label.
  - For those using ADS, ADS only requires a blue DRC Return Shipping label. These labels can be found in the Answer Document Return Kit packet.

***NOTE: The following instructions are to be followed when returning completed answer documents to DRC via UPS and ADS.***

### ***UPS Return Instructions (Completed Answer Documents)***

- ❑ UPS can be reached at: 1-866-857-1501.

- ❑ Affix a **white** UPS-RS label to the top of each box, making sure that it is not applied across the box flap seam. It is recommended that you make a copy of each UPS-RS label being used. Keep the copies of the UPS-RS labels with your copy of the *Answer Document Transmittal Form*.
- ❑ There will be an automatic UPS pick-up of completed answer documents on **March 17 or 18, 2008**. Please refer to page 9 of this manual for specific information.
- ❑ If you miss your automatic pick-up or have make-ups, please call UPS at: 1-866-857-1501. Schedule a date and time for pick-up and inform UPS that you have Return Service labels. **Please schedule your pick-up at least one day in advance. Same day service is not available in all areas.**
- ❑ If you have a daily scheduled UPS pick-up, you may send your return shipment with the rest of your packages; however, please set apart the DRC shipment for the driver.
- ❑ Tell the UPS Service Representative the tracking numbers printed on the UPS Return Service labels. The service representative will use this number to bill the pick-up and return charges to DRC.
- ❑ **IMPORTANT NOTE:** In order to be included in the **early rosters for seniors**, answer documents must be shipped **no later than Tuesday, March 25, 2008 and all other return criteria must be completed**. All other answer documents should be shipped no later than **Monday, March 31, 2008**.

### ***ADS Return Instructions (Completed Answer Documents)***

- ❑ ADS can be reached at: 1-800-840-9965.
- ❑ Your answer documents are scheduled to be picked up on Tuesday, **March 18, 2008**. ADS will contact you prior to this date to schedule a pick-up time.
- ❑ A **blue** DRC Return Shipping Label for Answer Documents must be affixed to the top of each box containing answer documents.
- ❑ At time of pick-up, ADS will present you with a bill of lading. Staple this to your copy of the *Answer Document Transmittal Form*.
- ❑ All make-up answer documents should be returned by Monday, March 31; use the additional UPS-RS labels provided in the Answer Document Return Kit to send them back to DRC. Follow the *UPS Return Instructions* above.

## Returning Test Booklets and Other Secure Test Materials

- ❑ Immediately after all testing is concluded and completed answer documents have been shipped to DRC, collect all remaining test booklets and other secure test materials (Braille, large print, audio CDs, and oral translation scripts) from the buildings.
- ❑ If you find a completed answer document mixed in with the non-scorable test materials that have been returned to you, call the OGT Help Desk at: 1-877-231-7809 and press "1" immediately.
- ❑ Arrange the test booklets, used and unused, by subject (color code), and place them in order by serial number. Keep them in locked, secure storage until you have all of them ready for return. All test booklets and other secure test materials must be accounted for after the completion of testing.
- ❑ Pack the test booklets and any other secure test materials in the boxes in which they were delivered.
- ❑ Complete the original *Test Booklet Transmittal Form* when preparing secure test materials for return to DRC. Record the number of boxes being returned. For those using UPS, write the tracking numbers from the UPS-RS (Return Service) labels in the appropriate sections. (**NOTE:** For those using ADS as a carrier, this will not apply.) Fax this form (toll-free) to DRC at: 1-866-377-1249. Make a copy for your records, and place the original on top of the secure test materials in Box 1. If you use ADS, staple the bill of lading to your copy of the *Test Booklet Transmittal Form*.
- ❑ Use filler (e.g., crumpled paper or bubble wrap) to make sure secure test materials do not shift during transport.
- ❑ Tape boxes **securely** using heavy-duty shipping tape. It is recommended that you use at least **three strips** of tape across both the top and the bottom of the box to ensure the security of the contents during shipping. Please remove or cover up any labels still attached to boxes from the original shipment to you.
- ❑ A **salmon** DRC Return Shipping Label for Test Booklets must be affixed to the top of each box containing secure test materials. In the lower left corner of each DRC Return Shipping Label, record the box number for each box as "Box 1 of X," "Box 2 of X," etc. (where X is the total number of boxes), for the total shipment. These labels can be found in the Test Booklet Return Kit packet.

**NOTE: The following instructions are to be followed when test booklets and other secure test materials are returned to DRC via UPS and ADS.**

### ***UPS Return Instructions (Test Booklets and Secure Material)***

- ❑ UPS can be reached at: 1-866-857-1501.
- ❑ Affix a **white** UPS-RS label to the top of each box, making sure that it is not applied across the box flap seam. It is recommended that you make a copy of each UPS-RS label being used. Keep the copies of the UPS-RS labels with your copy of the *Test Booklet Transmittal Form*.
- ❑ Arrange for UPS pick-up of secure test materials as soon as you are ready, but **no later than Monday, March 31, 2008**.
  - **If you have a daily scheduled UPS pick-up, you may send your return shipment with the rest of your packages. However, please set apart the DRC shipment for the driver.**
  - If you do not have a daily scheduled UPS pick-up, call UPS at: 1-866-857-1501. Schedule a date and time for pick-up and inform UPS that you have Return Service labels. **Please schedule your pick-up at least one day before you need your materials picked up. Same day service is not available in all areas.**
  - Tell the service representative the tracking numbers printed on the UPS Return Service labels. The service representative will use this number to bill the pick-up and return charges to DRC.

### ***ADS Return Instructions (Test Booklets and Secure Material)***

- ❑ ADS can be reached at:1-800-840-9965.
- ❑ Test booklets and other secure test material should be picked up **no later than Monday, March 31, 2008**. ADS will contact you prior to this date to schedule a pick-up time.
- ❑ A **salmon** DRC Return Shipping Label for Test Booklets must be affixed to the top of each box containing test booklets and other secure test material.
- ❑ At time of pick-up, ADS will present you with a bill of lading. Staple this to your copy of the *Test Booklet Transmittal Form*.
  - If you have additional test booklets or secure test material that come in after March 31, 2008, use the additional UPS-RS labels provided in the Test Booklet Return Kit to send them back to DRC.

- Using the *District Security Checklist*, complete the *Secure Material Resolution Form* (see sample on page 24) and make one copy. Keep the original for your files. Mail or fax the photocopy to the following address:

Ohio Customer Service  
Data Recognition Corporation  
13490 Bass Lake Road  
Maple Grove, MN 55311  
Fax: 1-866-377-1249

- The following materials should be discarded:
  - Unused Spring 2008 Answer Documents
  - Unused School Identification Sheets
  - *District and Building Test Coordinators' Manuals*
  - *Administration Manuals*
  - Unused Pre-ID labels

If you have any questions or encounter difficulties with these shipping procedures, please call the OGT/NPT Help Desk at: 1-877-231-7809 and press "1."

### **Invalidation of Test Scores**

Building Test Coordinators should contact their District Test Coordinator 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, using the address at the front of this manual. This letter should include the following:

- The district and building IRNs
- The district and building names
- The student's name, grade, and birth date
- The test area to be invalidated
- The reason the test is being invalidated

Possible reasons for invalidation include the following:

- Student cheated
- Student did not complete the test
- Student took the same test during the same administration
- Student passed test during previous administration

- Procedures were not followed
- Student responded in the wrong section of the answer document

A copy of each letter should be kept in the district files.

An electronic copy of the *Invalidation Form* is located at:  
[www.ode.state.oh.us](http://www.ode.state.oh.us); type "invalidation form" in the search box.

A student whose test is invalidated will be reported as INV on the *Roster of Student Performance* report.

**NOTE:** DRC cannot invalidate test results 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 in the *Building Test Coordinator's 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.**

## **Procedures for Rescore/Verification**

When a school or district has reason to believe that an error may have been made in scoring a student's answer document and/or reporting the student's results on one or more Ohio Graduation Tests, the school or district may request that the test(s) be rescored or verified. To request a rescoring or verification, the district superintendent or head administrator submits a *Request for Rescore/Verification Form* to the State Superintendent of Public Instruction at the Ohio Department of Education (ODE) Office of Assessment **within thirty (30) days** of receipt of the results in question.

The *Request for Rescore/Verification Form* is located on the ODE Web site at <http://www.ode.state.oh.us>; type "Request for Rescore" in the search box.

**Rescore:** There are two types of rescoring situations that will incur a charge:

1. When a student responds in the incorrect section of the answer document
2. When a student's performance on a test(s) is significantly lower than would be expected given his or her performance in the classroom or on other standardized assessments

**Before a rescoring is performed, all requested information on the *Request for Rescore/Verification Form* should be completed and a purchase order (no checks or money orders) should be made out to DRC.** Mail or fax the form and purchase order to the Ohio Department of Education. The mailing address and fax number are provided on the *Request for Rescore/Verification Form*.

**Verification:** A verification is requested when a DNA (did not attempt) is reported for a test that the school or district believes the student attempted, when a student receives a score for a test the school or district believes he or she did not take, when the district believes two students' scores were interchanged, or when a student is not listed in the report at all. **There is no charge for verifications.**

ODE shall notify DRC, who will examine and rescore or verify the test(s) in question and inform ODE of the results. Within 2 business days of receiving notification of the rescore/verification results, ODE will inform the district superintendent, head administrator, or designee of the results.

**The results of the rescore or verification cannot be appealed for a second request.** At the time of a subsequent test administration, any student who has

a rescore/verification request pending and/or has had a rescore/verification denied should retake the test(s) in question. If a request for a "Proficient/Not Proficient" decision is reversed and/or the student passes the test at a subsequent test administration, the student shall be given credit for passing on the earliest applicable test date.

# Sample Secure Material Resolution Form

## Ohio Graduation Tests Spring 2008 Secure Material Resolution Form

012345 OHIO CITY SD DISTRICT TEST COORDINATOR OHIO CITY SCHOOL DISTRICT 10 NORTH STREET CITY, OH 12345-1999	<b>PHASE I</b> Note any discrepancies between the contents of the shipment and the packing list	<b>PHASE II</b> As packets are opened for distribution, note any duplicate or missing numbers	<b>COMMENTS</b> Check box if there are no discrepancies. Otherwise, note any additional comments/discrepancies.
		DUPLICATE      MISSING	<input type="checkbox"/>

As District Test Coordinator for the Ohio Graduation Tests program, I attest that the information given on this (these) form(s) is accurate and accounts for all secure test booklets sent to my district.

District Test Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Ohio Graduation Tests  
Spring 2008  
Comment Form**

---

**District IRN:** \_\_\_\_\_  
**District Name:** \_\_\_\_\_  
**School IRN:** \_\_\_\_\_  
**School Name:** \_\_\_\_\_

**ATTN: District Test Coordinator**

Please use a photocopy of this form to indicate any irregularities observed during testing and reported to you by your Building Test Coordinators. If necessary, use the back of this form to continue your notes. At the conclusion of testing, please sign your name, date the form, add your telephone number, and make a copy for your records. If you have comments, mail or fax the original form to the address below. If you do not have any comments for your district/school, you may write "No Comments" on the form before sending.

Return completed form to:  
Ohio Department of Education  
Office of Assessment  
25 South Front St., Mail Stop 507  
Columbus, OH 43215  
Fax: 1-614-995-5568

**Please do not use this form to report appeals or invalidations.**

**Comments:**

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Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

## **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 special 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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