

OHIO GRADUATION TESTS



District Test Coordinator's Manual Fall 2007 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.

For Assistance:

Ohio Department of Education (ODE)	1-614-466-0223 1-614-995-5568 (Fax) Ohio Department of Education Office of Assessment 25 S. Front Street, Mail Stop 507 Columbus, OH 43215
American Institutes for Research (AIR)	1-877-231-7809 1-877-231-7813 (Fax) ogthelpdesk@air.org
Data Recognition Corporation (DRC)	Data Recognition Corporation Attn: OGT 8900 Wyoming Avenue Brooklyn Park, MN 55445

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Table of Contents

Highlights for the 2007–2008 OGT Administrations	1
Fall Administration	1
Spring Administration	1
Summer Administration	1
For All OGT Administrations	1
Test Schedule	2
Test Administration	2
Calculators	2
General Information	3
District Test Coordinator Responsibilities	3
Statewide Student Identifier (SSID)	4
Test Security	4
Ethical Use of Tests	6
Scenarios Related to the <i>Standards for the Ethical Use of Tests</i>	7
2007–2008 Ohio Graduation Tests Administration Calendar	8
Fall 2007 Test Administration	8
Guidelines for Test Administration Activities	9
Before Testing	9
Receipt of Test Materials	9
Use of District Overage Materials	10
During Testing	11
Procedures to Follow for Emergency Closing of Schools During Testing	12
Students Who Become Sick	12
After Testing	12
Invalidation of Test Scores	14
Note Regarding Joint Vocational Schools (JVS)	15
Procedures for Rescore/Verification	15
Sample <i>Secure Material Resolution Form</i>	17
Ohio Graduation Tests Comment Form	18
Appendix A – Summary of Test Security Provisions from the Ohio Administrative Code	19
Appendix B – Accommodations and Special Versions	21
Criteria for the Use of Accommodations	21
Definition of a Student with Disabilities	21
Definition of a Student with Limited-English Proficiency	21
Summary of Special Versions for OGT	23

Test Schedule

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

Monday:	reading
Tuesday:	mathematics
Wednesday:	writing
Thursday:	science
Friday:	social studies

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

Calculators must be distributed to students for the mathematics test and should be made available during the science test. 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 test booklets will be provided for each test subject. Except for the writing test, each test contains embedded research items. Student responses to these items will not count toward their scores, but response data will be analyzed for research purposes. These items 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., Fall 2007). Each answer document contains space for all five subjects, and each student should complete all tests taken in the same answer document. **If you have unused answer documents from the Summer 2007 Administration, do not use them for the Fall 2007 Administration. Answer documents from prior administrations cannot be used for future administrations, so please destroy them.**

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 2007–2008. See pages 19–20 (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 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 includes the last eight digits of the human-readable bar code number). Test booklets are shrink-wrapped in packs of 10. 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. Be sure to record all pertinent information regarding replacement of 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 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.

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*

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

2007–2008 Ohio Graduation Tests Administration Calendar

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

Fall 2007 Test Administration October 22–November 4, 2007
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October 5	DRC delivers test materials to District Test Coordinators.
October 11	District Test Coordinators distribute test materials to buildings.
October 22–November 4	Fall Test Administration
October 26	Building Test Coordinators prepare completed answer documents for return to the DTC or for shipment to DRC.
October 29	(8 a.m.–3 p.m.) Automatic pick-up of completed answer documents by UPS 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.
October 30	(8 a.m.–3 p.m.) Automatic pick-up of completed answer documents by UPS at the district location (where materials were shipped) for public districts with more than one testing school within their district.
November 2	In order to be included in the early rosters for seniors, answer documents must be shipped by Friday, November 2.
Oct. 30–Nov. 7	1) District or Building Test Coordinators return all remaining completed answer documents to DRC by UPS. 2) Building Test Coordinators return all used and unused secure test materials (excluding completed answer documents) to their District Test Coordinator.
November 8	District Test Coordinator organizes and returns all secure test materials to DRC.
December 10	Seniors' data available for download.
January 3, 2008	American Institutes for Research (AIR) delivers reports to districts.

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 secure area for receipt and storage of test materials.

Receipt of Test Materials

- After test materials arrive, open the box(es) marked for the district first. 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. Do not open shrink-wrapped items until the day of testing.

- ❑ Find the Secure Test Material Return Instructions. It contains the specific directions for you to follow in order to make proper arrangements for returning secure test materials to DRC after testing.
- ❑ Sort the boxes by building to determine that at least one box of test materials has been received for each building. If there is at least one box per building, proceed with distribution of materials to the Building Test Coordinators as early as possible during the week of October 8 to allow for timely replacement of damaged or missing items.
- ❑ Distribute boxes to Building Test Coordinators. Remind them to save the boxes the test materials came in and use them for returning test materials after test administration.
- ❑ If you did not receive a box for a building that will be administering the test, call the OGT Help Desk toll-free at 1-877-231-7809.
- ❑ 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.
- ❑ 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 displayed on its packing list, 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 booklet (the serial number includes the last eight digits of the human-readable bar code number). A range sheet in each package will identify the range of serial numbers within the package. For your own files, keep a record of the serial numbers of all secure test materials distributed to buildings

from your district overage shipment. 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 17 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. Place the booklets in a manila envelope, write the serial number range of the enclosed test booklets on the envelope, **seal it**, 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 lose or destroy your copy of the *District Packing List*. It is important that you refer to it 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. 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 Secure Material Resolution Form of the test material serial numbers that are distributed to buildings from your overage materials.
- Document any 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 18 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 irregularities.
- Monitor test administration procedures in each building.

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 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 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.

Upon return to school, continue administering the test(s) according to the schedule prescribed by 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 for additional instructions regarding what to do with the "soiled" answer document.

After Testing

- 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 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.

- ❑ **Note:** Students who take the test with procedural accommodations or use a Braille test booklet, a large print test booklet, or an English audio CD must have responses transcribed, verbatim, onto a standard fall 2007 answer document provided by DRC to be scored. Students who use a foreign language audio CD or an oral translator and who respond in a language other than English must have their responses translated into English for scoring. 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.
- ❑ Collect used and unused secure test materials from each building, and return them to DRC by the deadline indicated on the test administration calendar on page 8 of this manual. Non-public schools, community schools, and joint vocational schools are responsible for returning all secure test materials (used and unused) directly to DRC.
- ❑ 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 immediately.
- ❑ Refer to the *Secure Test Material Return Instructions*. These instructions contain specific directions for you to follow in order to make proper arrangements for returning secure test materials to DRC. **Keep shipping receipts in the event that a shipment needs to be traced.** Record the number of boxes shipped on the shipping receipt.
- ❑ Arrange the secure test materials, used and unused, by subject (color code), and place them in order by serial number.
- ❑ Pack the secure test materials in the boxes in which they were delivered to the building.
- ❑ Complete the *Secure Material Resolution Form* (see sample on page 17) and make two copies. Keep the original for your files. Mail or fax one photocopy to each of the following addresses:

Ohio Department of
Education Office of
Assessment
25 South Front Street, Mail Stop
507 Columbus, OH 43215
1-614-995-5568 (FAX)

Ohio Customer Service
Attention: OGT
DRC
13490 Bass Lake Road
Maple Grove, MN 55311
1-866-377-1249 (FAX)

- ❑ Keep your record of secure test material serial numbers that were distributed to buildings for at least one month after receipt of test results.

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 above. 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; and
- The reason the test is being invalidated.

Possible reasons for invalidation include the following:

- 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; or
- The student responded in the wrong section of the answer document.

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

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 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 in the *Building Test Coordinator's Manual*.

For joint vocational schools, the *School Identification Sheets* must be coded with the students' home district IRN and the JVS 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.

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 exchanged, or when a student is not listed in the report at all. **There is no charge for verifications.**

ODE shall notify the scoring contractor, who will examine and rescore 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 Fall 2007 Secure Material Resolution Form

012345 OHIO CITY SD DISTRICT TEST COORDINATOR OHIO CITY SCHOOL DISTRICT 10 NORTH STREET CITY, OH 12345-1999	PHASE I Note any discrepancies between the contents of the shipment and the packing list	PHASE II As packets are opened for distribution, note any duplicate or missing numbers DUPLICATE MISSING	COMMENTS Check box if there are no discrepancies. Otherwise, note any additional comments/discrepancies: <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> </div>
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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
Fall 2007
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:

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 all 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, the district shall notify the State Board of Education of the finding(s) and action(s) taken; and
 - 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; and
- 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); and
- 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 kit.

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.	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.	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.	Two test booklets	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 test booklets (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.

Special Version/ Accommodation	For the student who	Materials needed	After Testing
Foreign Language Audio CD	is an eligible LEP student who needs an audio administration of the test in a foreign language (languages may vary by administration and are not available in the Summer Administration).	Foreign language audio CD(s) and test booklets (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 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 (supplied by DRC) and sent to DRC for translation.
Oral Translation	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 Kit (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 not score answer documents that have not 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" bag.

