



Ohio Achievement Tests



Alternate Assessment for
Students with Disabilities

2008-2009

District Test Coordinator's Manual



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

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Ohio Department of Education
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Columbus, OH 43215-4183
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Pearson
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Iowa City, IA 52245
1 (800) 627-7990, State Code 836

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Important Activities and Dates

- Teachers may have begun to collect evidence of student performance as early as **September 2008**.
- District Test Coordinators (DTCs) receive and immediately account for the shipment of Collection of Evidence (COE) binder kits and ancillary materials from Pearson during the week of **January 12, 2009**.
- The DTCs deliver the COE binder kits to School Test Coordinators (STCs) during the week of **January 19, 2009**.
- Teachers collect all assessment evidence and submit the COE binder kits to the STCs by **March 2, 2009**.
- The STCs package and hand deliver the COE binder kits to the DTCs no later than **March 4, 2009**.
- The DTCs ship the COE binder kits to Pearson no later than **March 6, 2009**.

Important Contact Information

For information regarding receiving and returning the COE binder kits and ordering materials after **January 12, 2009**, please contact:

Pearson

Email: OhioK-8@pearson.com
Phone: 1 (800) 627-7990, state code 836
Fax: (319) 358-4382

For general information regarding Ohio's Grades 3–8 Alternate Assessment for Students with Disabilities, please contact:

Ohio Department of Education

Office of Assessment
Attn: Andrew Hinkle
25 South Front St., MS 507
Columbus, OH 43215-4183
(614) 466-0223

For information regarding the administration of the Grades 3–8 Alternate Assessment for Students with Disabilities, contact your State Support Team (SST).

Overview

These instructions outline the specific responsibilities of the District Test Coordinator (DTC) regarding the Ohio Grades 3–8 Alternate Assessment for Students with Disabilities. The document contains directions for receiving the Alternate Assessment Collection of Evidence (COE) binder kits, distributing the COE binder kits and returning the COE binder kits to Pearson for scoring after the assessment has been completed.

Description of the Alternate Assessment

Ohio's Grades 3–8 Alternate Assessment for Students with Disabilities is designed to evaluate the performance of students with significant cognitive disabilities. Students who are eligible to participate in Alternate Assessments are assessed in Grades 3 and 6 in reading and mathematics; in Grades 4 and 7 in reading, mathematics and writing; and in Grades 5 and 8 in reading, mathematics, science and social studies. The Alternate Assessment allows a collection of materials (e.g., data charts, checklists, work samples) to be submitted as evidence of student performance on tasks aligned to the Ohio Academic Content Standards. For

each student participating in the Alternate Assessment, evidence is collected and organized in a Collection of Evidence binder by his or her teacher.

Each teacher who participates in administering an alternate assessment should have a copy of the Ohio Alternate Assessment for Students with Disabilities Administration Manual to conduct the assessment. This administration manual is available online at: <http://education.ohio.gov/> keyword "Alternate Assessment."

Training

State Support Teams are providing training and technical assistance for school districts on issues related to planning and administering this year's Alternate Assessment for Students with Disabilities.

Responsibilities of the District Test Coordinator

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

- Serve as the contact person between the school district and the Ohio Department of Education (ODE).
- Review the ODE Web site (<http://education.ohio.gov/> keyword "where kids count") regarding your students' accountability to answer questions related to district and school Individual Requisition Numbers (IRNs).
- Become familiar with this District Test Coordinator's Manual and with the School Test Coordinator's Manual.
- Arrange to receive and store the Alternate Assessment materials.
- Take inventory of the school boxes that your district receives.
- Store the materials until they are distributed to the STCs.
- Distribute the school boxes, which contain the COE binder kits and ancillary materials, to the STCs.
- Confirm that the STCs have disseminated the COE binder kits to teachers who requested them.
- Answer any questions that the STCs have about the Alternate Assessment.
- Supply additional materials to schools, as needed.
- Ensure that the STCs return their schools' COE binder kits to you by **March 4, 2009**.
- Package and ship the COE binder kits to Pearson no later than **March 6, 2009**.

Schedule for the Alternate Assessment

Teachers may collect evidence for the Alternate Assessment at any time during the school year. However, all COE binder kits must be completed and submitted to the STC by **March 2, 2009**.

Statewide Student Identifier (SSID) and Ohio’s Achievement Tests

The student identifier field (SID) provides the opportunity for ODE to collect student-level data without jeopardizing student privacy. The SSID System assigns a unique identifier to every student receiving services from Ohio’s public schools. The SSID system is maintained for Ohio by an independent contractor. This contractor works with authorized personnel within Ohio schools to provide, verify and maintain the SSIDs for the state of Ohio. District EMIS coordinators and ITC site (formerly known as “data acquisition sites”) staff are the key local resources for SSIDs. Ohio Revised Code Sec. **3301.0714** authorizes the use of this SSID for appropriate use within Ohio’s assessment and accountability system. This SSID will “follow” students as they move within and between Ohio districts, enabling studies of student progress and performance trends over time. Implementation of the SSID System was completed during the 2002–03 school year. The system has the following functions:

- Prevents the identification of actual student names, social security numbers, or other personal data that could breach individual confidentiality.
- Stores matching data and associated student identifier codes throughout the course of each child’s education.
- Facilitates assignment of individual SIDs or mass assignment of SIDs through batch processing or an online web service.
- Comprehensive information about the SSID may be found online at <http://education.ohio.gov/> keyword “SSID.”

Recent legislation (House Bill 66 and House Bill 530) codify an important step in the integration and use of the SSID in conjunction with Ohio assessment data collection and reporting. Ohio school districts are **required** to submit the SSID for each student tested to the testing contractor as part of the Pre-ID file submission process. Schools that do not use Pre-ID labels will need to be prepared to bubble in the SSID on the demographic sheet of the scorable test materials.

This change, which affects **all** students who are required to participate in Ohio’s assessments (achievement tests, OGT, the OTELA tests, and all **alternate assessments**), began with the October 2006 Grade 3 Reading Achievement test (the only exceptions are students attending chartered non-public schools and who are not required to participate in achievement tests). The SSID is also **required** for students participating in state assessments as part of the EdChoice Scholarship program and attending chartered non-public schools.


Using the Pre-ID Labels

Pre-ID labels are available to districts. In those districts that choose not to take advantage of the Pre-ID or generic student identification labels, all information will need to be gridded in on the back cover of the COESAD.


The preprinted labels contain student name, Pearson student identification number, district IRN, name of district, school IRN, name of school, grade, student demographic information and teacher name. The labels must be aligned carefully for machine scoring. The labels **do not** include LEP or IEP information and boxes J and L will need to be gridded in, if appropriate, for each student. For non-public schools, the District ID may be included in the space provided on the inside back cover of the COESAD.

If the district submitted a Pre-ID file to Pearson, there will be Pre-ID and Generic Labels sent to them. If the district did not submit a Pre-ID file, only Generic Labels will be provided (see samples below).

Pre-ID

PREID NBR: 201930436-1 AASWD
STUDENT, NAME
DIST: 999999 SAMPLE DISTRICT
SCH: 123456 SAMPLE SCHOOL

GRD: 05 DOB: 02/09/1995 SEX: M ETH: 5
DSID: 000903805 ROOM NBR: 123 SPRING 2008

Generic

PREID NBR: 700000163-6 AASWD
DIST: 999999 SAMPLE DISTRICT
SCH: 123456 SAMPLE SCHOOL

NAME: _____ SPRING 2008

Pre-ID Labels

Pre-ID labels are printed for students submitted on the district's Pre-ID file in November/December. These labels are linked to a student's demographic information, even though all of that information is not printed on the label. Test administrators affix Pre-ID labels to the COESAD and Binders **after** the test administration is complete.

Generic Labels

Each school will receive either a combination of Pre-ID and generic labels (if a Pre-ID file was submitted) or generic labels (if no Pre-ID file was submitted). If a school receives Pre-ID labels, the generic labels will be appended to the end of the Pre-ID labels. The generic labels have a write-in space for student name and can be used for any student enrolled in that school that did not receive a Pre-ID Label. Please ensure that the person applying the labels follows the instructions below:

- After testing, place the Generic Label on the COESAD and Binder for which a Pre-ID label is not available.
- Write the student's name in the write-in space on the generic labels.
- Record the student's name with the appropriate label number on the "Generic Label Tracking Roster" provided with the Pre-ID labels.
- Make a photocopy of the roster and provide it to the DTC when returning scorable materials.
- By using a generic label, it is not necessary to grid the student's demographic information. The demographic information must be forwarded to the DTC who will enter the student's demographic information through the Pearson Record Change System.

Entry of Data into Record Changes System

Most student demographic data provided on a Pre-ID file can be entered and edited in the online record change system. These data include:

- Student demographic data (student name, grade, date of birth, gender, ethnicity, etc.).
- Classroom fields required for classroom reporting.
- Reassignment of students to other schools within the District (by updating the building IRN code).

If you have any questions regarding the use of Generic labels or the Record Change System, contact Pearson at (800) 627-7990, State Code 836, or e-mail ohiok-8@support.pearson.com.

Description of Alternate Assessment Materials

Each school's shipment contains the following materials:

- A packing list for the school, which lists the materials shipped to them
- One copy of the *School Test Coordinator's Manual*
- Personalized Pre-ID Label **pairs** (for every student submitted on your Pre-ID file)
 - 1 Binder Pre-ID Label (with student name)
 - 1 Collection of Evidence Student Answer Document (COESAD) Pre-ID Label (with student name)
- Generic Label **pairs** (coverage for students not submitted on Pre-ID file)
 - 1 Binder Generic Label (with write-in space for student name)
 - 1 COESAD Generic Label (with write-in space for student name)
- COE binder kits
- 1 roster

Receipt and Check-In of Alternate Assessment Materials

The COE binder kits and ancillary materials are packaged and identified by school and sent to the district office to arrive during the week of **January 12, 2009**. When the shipment arrives, locate the large envelope that contains your District Test Coordinator AASWD Kit (DTC Kit). The envelope is packaged separately from the school boxes and is labeled District Test Coordinator AASWD Kit.

Open the DTC Kit and verify that it contains the following components:

- District Test Coordinator's Manual for the Alternate Assessment for Students with Disabilities
- School Test Coordinator's Manual for the Alternate Assessment for Students with Disabilities
- Blue return barcode labels and the FedEx labels for returning the Alternate Assessment materials to Pearson

Next, count the number of school boxes you received for each school in your district. Compare that number with the number on the packing list for each school. If there are any discrepancies, notify Pearson immediately. **DO NOT OPEN THE SCHOOL BOXES.**

Each STC will open the school boxes and verify the contents of the school's shipments. Note: You received a copy of each school's packing list so that you can answer questions that your STCs have about their shipments.

Finally, store these assessment materials until you can distribute them to the schools.

Note: If a school does not have a STC, you, as DTC, must perform both functions in the assessment process.

Distribution of Alternate Assessment Materials to School Test Coordinators

Please distribute the COE binder kits and ancillary materials (i.e., school boxes) as soon as you receive and check in the shipment from Pearson during the week of **January 12, 2009**.

NOTE: Each shrink-wrapped Collection of Evidence (COE) binder kit will contain the following components.

2-inch black binder
Resealable plastic pouch
Grade-Specific Scannable Collection of Evidence
Student Answer Document (COESAD)
Checklist for returning AASWD Collection of Evidence

After distributing the shipments of the COE binder kits and ancillary materials to the schools, contact your STCs to confirm that they have verified the contents of the shipment and have distributed the COE binder kits to the teachers who will administer the Alternate Assessment.

Please note that the COESAD's are grade-specific. It is imperative that each student is assessed using the appropriate COESAD. Single COESAD's can be ordered from Pearson if the grade provided is not correct.

Additional Materials Ordering

If schools need additional test materials, it is your responsibility to request them from Pearson. Districts should login to the SchoolHouse Web site (<http://www.ncsschoolhouse.com>) and order materials via the Additional Orders tab. Districts may check the status of an order on the website as well. Districts that require assistance with an additional materials order may contact Pearson at (800) 627-7990, state code 836. The DTC will make requests for additional materials. The STCs are not to contact Pearson directly.

Packaging and Returning Scorable Materials

After the assessment, it is each STC's responsibility to collect and package all scorable (i.e., used) COE Binder Kits for his or her school. The STCs are to return all scorable COE binders to the DTC. STCs will dispose of any unused COE binders and kit components. It is not necessary to save any of these materials. New materials will be provided for each administration. It is very important that the schools follow the return procedures outlined in the School Test Coordinator's Manual so that binders can be received and scored. Assist the STCs as necessary.

Be sure that schools promptly return all binders after the assessment:

- The STCs must return scorable COE Binder Kits to DTCs no later than **March 4, 2009**.
- Carrier Return Labels are contained in the District Test Coordinator Kit.
- DTCs will affix all labels to the boxes.
- DTCs are responsible for shipping all COE Binder Kits to Pearson by **March 6, 2009**.
- Please retain a copy of all tracking numbers. Each box returned to Pearson will have a unique tracking number, which may be accessed via the SchoolHouse Web site link (<http://www.ncsschoolhouse.com>).

When you receive the scorable materials from the STCs after the assessment:

- Count the boxes from each school. The STCs are instructed to number the boxes (e.g., 1 of 3, 2 of 3, 3 of 3) when returning them to the district office. If boxes are missing, contact the responsible STC immediately.
- Remove or cross out (with a marker) any previous labels from the school boxes.
- Confirm that each box is sealed securely with packaging tape.

Instructions for Returning Materials by FedEx Ground


Prepare for pick up of materials:

- Count the number of scorable boxes that are being returned. Remove the carrier labels and sky blue labels from the District Test Coordinator's Kit (see examples). You must use the blue return barcode label in addition to the FedEx label.
- Place a carrier label on each box, along with the sky blue Pearson return label. On the label, in the space marked Dist: Box ___ of ___, fill in the sequence of boxes for the entire district (e.g., Box 1 of 15, Box 2 of 15, Box 3 of 15, etc.)

For a FedEx Ground Pickup of scorable materials:

- Call 1 (800) GO-FEDEX (463-3339)
Press "0"
 - a) Request a Ground pickup.
 - b) Provide Pearson Shipper/Account Number on the label (printed on the return label).
 - c) Provide agent with pickup address.
 - d) A confirmation number for pickup will be given with the date of pickup.

SAMPLE BLUE RETURN BARCODE LABEL

P-0073 S-00020	
DIST: _____	DIST #: _____
DIST: BOX _____ OF _____	
OH GR 3-8 AASWD USED SPRG 09	
PEARSON 2510 NORTH DODGE STREET IOWA CITY, IA 52245	
	
418-950-001 0020090843 ANS	

SAMPLE FEDEX GROUND LABEL

From: DISTRICT TEST COORDINATOR PHOENIX ACADEMY CS 223B JEFFERSON AVE TOLEDO, OH 43604 (419)722-8972	System#: 8784022/GSES02 Account: S *****
TO Pearson 2510 North Dodge St Iowa City, IA 52245 PGMSSN:418712 OH K-8	(319)841-4712 FedEx Ground G (US) SEQ:00000
	
	
(9612131) 6296363 14709316 GND RETURN MGR 3rd PARTY	
TRCK: 6296336314709316	

The tracking number is printed on a peelable sticker. Please peel off the sticker to retain the tracking number for record-keeping purposes. **Please keep all shipping-related paperwork.**

