



Ohio Graduation Tests



Alternate Assessment for
Students with Disabilities

2008–2009

Building Test Coordinator's Manual



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

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IMPORTANT

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

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Important Activities and Dates

- Teachers may have begun to collect evidence of student performance as early as **September 2008**.
- Building Test Coordinators (BTCs) receive the shipment of Collection of Evidence (COE) binder kits and ancillary materials from the District Test Coordinators (DTCs) during the week of **January 19, 2009**.
- The BTCs distribute the COE binder kits no later than **January 23, 2009**, to teachers who requested them.
- Teachers collect all assessment evidence and submit the COE binder kits to the BTCs by **March 2, 2009**.
- The BTCs package and hand deliver the COE binder kits to the DTCs no later than **March 4, 2009**.

Important Contact Information

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

For information regarding the administration of the Ohio Graduation Tests (OGT) Alternate Assessment for Students with Disabilities, contact your school's special education coordinator or your Ohio State Support Team (SST).

Overview

These instructions outline the specific responsibilities of the BTC regarding the OGT Alternate Assessment for Students with Disabilities. The document contains directions for receiving the Alternate Assessment Collection of Evidence (COE) binder kits, distributing the COE binder kits and returning the COE binder kits to the DTC.

Description of the Alternate Assessment

The OGT 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 grade 10 in reading or writing, 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 is an Alternate Assessment administrator should have a copy of the *Ohio Alternate Assessment for Students with Disabilities Administration Manual* to conduct the assessment. This administration manual is available online at: <http://education.ohio.gov/> keyword "Alternate Assessment."

Training

Ohio State Support Teams (SSTs) 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 Building Test Coordinator

As the BTC, you have the following responsibilities related to the OGT Alternate Assessment for Students with Disabilities:

- Serve as the liaison between the school and the DTC.
- Ensure that lines of communication between district of residence and district of service (or service agency) are clear when students are served by a facility that is outside the students' district of residence.
- Review the ODE 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 Building Test Coordinator's Manual.
- Receive and take inventory of the Alternate Assessment materials (i.e., the COE binder kits and ancillary materials).
- Distribute the shrink-wrapped COE binder kits to teachers who have students who are eligible to participate in the Alternate Assessment.
- Ensure that teachers return their COE binder kits to you by **March 2, 2009**.
- Check, package and hand deliver the COE binder kits to the DTC by **March 4, 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 BTC by **March 2, 2009**.

Statewide Student Identifier (SSID) and Ohio Graduation Test

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-identification file submission process. Schools that do not use pre-identification 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.


Description of Alternate Assessment Materials

Each school's shipment contains the following materials:


- School Packing List
- *Building Test Coordinator's Manual* for Alternate Assessment For Students with Disabilities
- Pre-ID Label set:
 - Binder AASWD Pre-ID Label (1)
 - Collection of Evidence Student Answer Document (COESAD) Pre-ID Label (1)
- Generic Label set:
 - Binder AASWD Generic Label (1)
 - Collection of Evidence Student Answer Document Generic Label (1)

SAMPLE AASWD LABELS

Pre-ID

LASTNAME, FIRSTNAME MI		<TEST TYPE>
DISTRICT IRN: 999999	YOUR LOCAL DISTRICT	
SCHOOL IRN: 999999 RM: 12345	YOUR HIGH SCHOOL	
		
P536999 99999999 9		
DIST STID: 9999999999 DOB: MM/DD/YYYY GENDER: F GR: 99 <SEASON> <YEAR>		

Generic

DISTRICT IRN: 999999		<TEST TYPE>
SCHOOL IRN: 999999		YOUR LOCAL DISTRICT
		YOUR HIGH SCHOOL
		
L536999 19999999 9		
<SEASON> <YEAR>		

Please note: The Pre-ID labels and the generic labels are linking labels. The label on the binder and the label on the COESAD must exactly match. The generic labels will have a number on the lower right-hand side. Use the labels next to each other on the sheet of labels, not below one another.

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

2-inch white binder
Entry dividers
Resealable plastic pouch
Scannable Collection of Evidence Student Answer Document (COESAD)
Checklist for returning AASWD Collection of Evidence

Receipt and Check-In of Alternate Assessment Materials

The DTC will deliver your school's COE binder kits and ancillary materials during the week of **January 19, 2009**. These Alternate Assessment materials will be packed in boxes labeled with your school's name. Immediately after the shipment delivery, please take the following steps for receiving and documenting test materials.

- When the shipment arrives, confirm that the boxes have your school's name. If you have received another school's boxes, please notify your DTC immediately.
- Remove the packing list from the box labeled "Packing List Enclosed."
- Count the boxes and verify that the total number of boxes you have received matches the number of boxes specified on your packing list. If there is a discrepancy, notify your DTC immediately.
- Count the materials in your boxes and compare your counts with those on the packing list. If there is a discrepancy, notify your DTC immediately.
- Verify that the number of COE binder kits your school has received is sufficient to assess all students who are eligible to participate in the OGT Alternate Assessment.
- If any materials are missing or damaged, notify your DTC and request replacement materials.
- If you receive additional COE binder kits from the DTC, add them to the COE Binder Kit Tracking Form.
- Keep all boxes in which the Alternate Assessment materials were delivered. You will use these boxes to return the test materials to your DTC after the assessment period. If these boxes are damaged in shipment, use another sturdy box or contact your DTC to request additional boxes.

Distribution of Alternate Assessment Materials to Teachers

Distribute the shrink-wrapped COE binder kits as soon as you receive and check the shipment from your DTC during the week of **January 19, 2009**.

- Immediately after verifying the contents of the boxes, distribute the COE binder kits to teachers who are responsible for administering the Alternate Assessment to eligible students.
- Instruct teachers to check the contents of the COE binder kits as soon as they receive them. Encourage them to notify you immediately if something is missing from a COE binder kit.

- Use the COE Binder Kit Tracking Form to record the distribution and collection of **ALL** COE binder kits to and from teachers. Remember to include any additional COE binder kits that you order and receive from the DTC and distribute to teachers. This will help you account for **ALL** COE binder kits that will be returned to you after the assessment.


Additional Materials Ordering

If teachers require additional COE binder kits or individual kit components (e.g., pre-identification label set, COESAD), the BTC must request materials from the DTC.


Identifying IRNs Associated With Each Collection of Evidence Student Answer Document (COESAD)

When processing COESADs, DRC will gather district and school information using the following priority:

- The Pre-ID label (the Pre-ID label supersedes all gridding). A sample Pre-ID label is shown below.

LASTNAME, FIRSTNAME MI		<TEST TYPE>
DISTRICT IRN: 999999	YOUR LOCAL DISTRICT	
SCHOOL IRN: 999999 RM: 12345	YOUR HIGH SCHOOL	
		
P536999	99999999	9
DIST STID: 999999999 DOB: MM/DD/YYYY GENDER: F GR: 99 <SEASON> <YEAR>		

- If there is no Pre-ID label, the generic label is used to identify the school and district for reporting. (Generic labels supersede District IRN and School IRN gridding only; note that all other fields of the demographic pages of the COESAD (except boxes "C" and "D") must be gridded.) A sample generic label is shown below.

DISTRICT IRN: 999999		<TEST TYPE>
SCHOOL IRN: 999999		YOUR LOCAL DISTRICT
		YOUR HIGH SCHOOL
		
L536999	19999999	9
<SEASON> <YEAR>		

- If a generic label is not used, DRC will use the gridded District IRN and School IRN in boxes "C" and "D" for reporting.
- If no other valid IRN information is available, DRC will default to the district and school associated with the COESAD bar code for reporting.

Post-Assessment Procedures

- Receive all Alternate Assessment materials from teachers by **March 2, 2009**.
- Apply Pre-ID labels or generic labels making sure that the label on the COESAD matches the labels on the binder
- If your teacher has already affixed the labels, check to make sure the labels are correct and match.
- Do NOT use any other labels than the ones supplied to you for AASWD (e.g., OAT or OGT Spring 2009 labels).
- Complete the “Checklist for Returning AASWD Collection of Evidence” for **each** binder to be returned.
- Package and return Alternate Assessment materials to your DTC by **March 4, 2009**.

Receipt and Check-In of Materials From Teachers

Collect the COE binder kits and a copy of the Administrator’s Authorization Form from teachers. (Note: You are not responsible for distributing the Administrator’s Authorization Form to teachers. Teachers will obtain the Administrator’s Authorization Form from Appendix 9 of the *Ohio Alternate Assessment for Students with Disabilities Administration Manual*.)

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

Double-Check Pre-ID and generic Labels

- BINDER LABEL: One personalized Pre-ID or generic label is placed on the upper right corner of the completed binder. This label must **exactly** match the label that is placed on the COESAD.
- COESAD LABEL: One personalized Pre-ID or generic label is placed on the COESAD in the upper right corner on the demographics page. This label must **exactly** match the label that is placed on the binder.
- CONFIRM IRNs: The Pre-ID or generic label contains the District/School IRN for the valid District/School of residency of the student.

Verify Student Demographics (if gridded)

- CONFIRM IRNs: The district/school IRN are gridded to the school district of residency. The district/school IRN must be a valid number from TIDE and must match the labels on both the COESAD and binder. If a generic label is used, do not complete boxes C (District IRN) and D (School IRN).
- INFORMATION IS COMPLETE: If a personalized Pre-ID label is **not** used, all demographic sections are complete and correct.

If any of the above is incorrect, please contact your DTC **before** returning the COE.

Verify Collection of Evidence Data

- Each standard, benchmark, application, task, and evidence type is recorded on the COESAD.
- Within the COESAD, only 1 standard, 1 benchmark, and 1 application are applied for each entry.
- Each standard, benchmark, application, and task is unique.
- Each piece of evidence is labeled with a student name.

Materials Packaging and Return

It is your responsibility to package and return all scorable COE binder kits to the DTC. Scorable COE binder kits must be hand delivered to the DTC by **March 4, 2009**. Unused binder kits are not returned to the DTC.

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

- Pack all scorable COE binder kits into the original shipping boxes.
- If necessary, add crumpled paper or other packing material to the boxes to prevent the contents from shifting during shipping.
- Seal the boxes securely with packaging tape.
- Keep the boxes in secure storage until you can hand deliver them to the DTC. Remember to deliver the boxes to the DTC no later than **March 4, 2009**.
- After you return the Alternate Assessment materials to the DTC, dispose of any unused COE binders and kit components. It is not necessary to save any of these materials. New materials will be provided for each administration.

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