



# Ohio Graduation 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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**IMPORTANT**

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

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Office of Assessment  
Attn: Andrew Hinkle  
25 S. Front St., MS 507  
Columbus, OH 43215-4183  
(614) 466-0223  
(614) 995-5568 (Fax)

Data Recognition Corporation (DRC)  
Attn: OGT AASWD  
8900 Wyoming Avenue  
Brooklyn Park, MN 55445  
(877) 231-7809 (press 1)  
(866) 377-1249 (Fax)

American Institutes for Research (AIR)  
1000 Thomas Jefferson St., NW  
Washington, DC 20007-3835  
(877) 231-7809 (press 2)  
(877) 231-7813 (Fax)  
[ogthelpdesk@air.org](mailto:ogthelpdesk@air.org)

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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 Data Recognition Corporation (DRC) during the week of **January 12, 2009**.
- The DTCs deliver the COE binder kits to Building Test Coordinators (BTCs) during the week of **January 19, 2009**.
- 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**.
- The DTCs ship the COE binder kits to DRC no later than **March 6, 2009**.

## Important Contact Information

For information regarding receiving and returning the COE binder kits, please contact:

**OGT Help Desk**  
(877) 231-7809 (press 1)  
Fax: (877) 231-7813

For general information regarding Ohio's Graduation Tests (OGT) 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 OGT Alternate Assessment for Students with Disabilities, contact your Ohio State Support Team (SST).

## Overview

These instructions outline the specific responsibilities of the DTC 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 DRC for scoring after completing the assessment.

## 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 at 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 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 (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 District Test Coordinator

As the DTC, you have the following responsibilities related to the OGT 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 *Building 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 BTCs.
- Distribute the school boxes, which contain the COE binder kits and ancillary materials, to the BTCs.
- Confirm that the BTCs have disseminated the COE binder kits to teachers who requested them.
- Answer any questions that the BTCs have about the Alternate Assessment.
- Supply additional materials to schools, as needed.
- Ensure that the BTCs return their schools' COE binder kits to you by **March 4, 2009**.
- Package and ship the COE binder kits to DRC 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 BTC by **March 2, 2009**.

## Statewide Student Identifier (SSID) and Ohio's 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.

## Receipt and Check-In of Alternate Assessment Materials

The COE binder kits and ancillary materials are packaged and identified by school and shipped to the district during the week of **January 12, 2009**. 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)*, and *District Test Coordinator AASWD Kit*.

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 the 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”.

The *District Test Coordinator AASWD Kit* contains the following material:

- *District Test Coordinator’s Manual* for the Alternate Assessment for Students with Disabilities
- *Building Test Coordinator’s Manual* for the Alternate Assessment for Students with Disabilities
- DRC Return Box Labels (Ivory)
- UPS-RS (Return Shipping) Labels


The school will receive, in addition to the AASWD binders, the following items:

- Pre-identification label set:
  - Binder Pre-Identification Label (1)
  - Collection of Evidence Student Answer Document (COESAD) Pre-Identification Label (1)


- Generic Label set:
  - Binder AASWD Generic Label (1)
  - Collection of Evidence Student Answer Document (COESAD) Pre-Identification 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	
		
<b>P536999 99999999 9</b>		
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
		
<b>L536999 19999999 9</b>		
<SEASON> <YEAR>		

Please note: The Pre-ID labels and 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.

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 DRC at the OGT Help Desk (877) 231-7809 (press 1) immediately. **DO NOT OPEN THE SCHOOL BOXES.**

Each BTC 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 BTCs 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 BTC, you, as DTC, must perform both functions in the assessment process.**

## Distribution of Alternate Assessment Materials to Building 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 DRC during the week of **January 12, 2009**.

**NOTE: Each shrink-wrapped Collection of Evidence (COE) binder kit 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

After distributing the shipments of the COE binder kits and ancillary materials to the schools, contact your BTCs 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. If the BTCs require additional COE binder kits or individual binder kit components, see Additional Materials Ordering on the following page. The DTC will request **all** additional materials. The BTCs are not to contact AIR or DRC directly.

## Additional Materials Ordering

If schools need additional test materials, it is your responsibility to request them from DRC. There are two methods for ordering additional materials:

- Contact AIR through the TIDE ordering system: <http://www.ohide.org/TIDE>.
- Contact AIR at 1 (877) 231-7809 (press 2).

## 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:

1. 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	
<b>P536999</b>	<b>99999999</b>	<b>9</b>
DIST STID: 999999999 DOB: MM/DD/YYYY GENDER: F GR: 99 <SEASON> <YEAR>		

2. 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	
<b>L536999</b>	<b>19999999</b>	<b>9</b>
	<SEASON>	<YEAR>

3. If a generic label is not used, DRC will use the gridded District IRN and School IRN in boxes "C" and "D" for reporting.
4. 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

After the assessment, it is **very important** that you follow the return procedures outlined in the *District Test Coordinator's Manual* and that you assist the BTCs as necessary. Each BTC is responsible for collecting and packaging all scorable (i.e., used) COE binder kits from his or her school and then hand delivering them to the DTC by **March 4, 2009**. BTCs 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.

You are responsible for shipping the COE binder kits to DRC by **March 6, 2009**.

## Return of Materials to DRC

- When you receive the packaged Alternate Assessment materials from the BTCs, count the boxes you received from each school. Each BTC should have sealed his or her school boxes before returning them to you. If you are missing school boxes, notify the BTC immediately.
- Apply the UPS-RS (return service) label over the existing UPS label.
- Apply an ivory return box label (from your DTC Kit) to each school box being returned (see sample on the following page). You must use the ivory return box label in addition to the UPS-RS label described on page 7. Count the number of boxes you are returning. On the ivory return box label, fill in the section marked COE BINDER MATERIALS BOX \_\_\_ of \_\_\_ (e.g., Box 1 of 5, Box 2 of 5, Box 3 of 5).

### SAMPLE RETURN BOX LABEL (IVORY)

<b>A56538299999999</b>	
<b>R599999 01234567 9</b>	
<b>RETURN BOX LABEL</b>	
<b>FROM:</b>	<b>MIDDLEVILLE (123456)</b>
	<b>MR. JAMES GARNER</b>
	<b>1234 OAK STREET</b>
	<b>CLEVELAND, OH 44114</b>
<b>COE BINDER MATERIALS BOX _____ OF _____</b>	
<hr/>	
<b>TO:</b>	<b>2008 SPRING OHIO AA-SWD</b>
	<b>c/o DATA RECOGNITION CORP</b>
	<b>8900 WYOMING AVE N</b>
	<b>BROOKLYN PARK MN 55445</b>

## Instructions for Returning Materials by UPS

Apply the UPS-RS (return service) label over the existing UPS label on each box you are returning. This label provides tracking information to ensure the delivery of your materials to DRC. Please do not write anything on these labels. UPS will not accept packages with altered labels.

To arrange for a UPS pickup of scorable materials:

### UPS “Return Service” Instructions

1. Your UPS-RS (return service) label(s) should be placed on the top of the box being returned to DRC.
2. **If you have a daily scheduled UPS pick up, you can place the return package with your pickup packages, but segregated for the driver.**
3. If you do not have a daily scheduled UPS pick up, call UPS at 1-866-857-1501. Let them know that you would like to schedule a pick up and that you have a Return Service label(s). Tell the service representative what the tracking number for the return label is. This will let UPS know that DRC will be paying all pick up and return charges. Also, let the service representative know what day and time your package will be ready for pick up.
4. **Please call UPS at least one day before you need a pick up. Same day service is not available in all areas.**

### SAMPLE UPS-RS GROUND LABEL

JOHN DOE ELM CREEK HS 4444 44TH AVE ELM CREEK OH 44801	3 LBS RS	1 OF 1
SHIP TO: CUSTOMER SERVICE (763) 268-2000 DATA RECOGNITION CORPORATION 8900 WYOMING AVENUE BROOKLYN PARK MN 55445		
	MN 559 9-21 	
UPS GROUND		
TRACKING #: 1Z 357 307 90 4050 4795		
		
BILLING: P/P DESC: TEST MATERIAL RETURN SERVICE		
REF 1:EOH811		
US 9.0.49 Eitron LP2346 72.0A 10/2007		

International Shipping Notice: Contents hereunder may be subject to the rules relating to liability and other terms and/or conditions established by the Convention for the Unification of Certain Rules Relating to International Carriage by Air (the "Warsaw Convention") and/or the Convention on the Contract for the International Carriage of Goods by Road (the "CMR").







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