



Ohio Achievement Tests



Alternate Assessment for
Students with Disabilities

2008-2009

School Test Coordinator's Manual



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

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Important Activities and Dates

- Teachers may have begun to collect evidence of student performance as early as **September 2008**.
- School Test Coordinators (STCs) 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 STCs 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 STCs by **March 2, 2009**.
- The STCs 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 Grades 3–8 Alternate Assessment for Students with Disabilities, contact your school’s special education coordinator or your State Support Team (SST).

Overview

These instructions outline the specific responsibilities of the School Test Coordinator (STC) regarding the Ohio Grades 3–8 Alternate Assessment for Students with Disabilities. This 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 District Test Coordinator (DTC).

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 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

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 School Test Coordinator

As the STC, you have the following responsibilities related to the Grades 3–8 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 School 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 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.

Affix Pre-ID labels to the COESAD and Binders **after** the test administration is complete.


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; therefore 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	
STUDENT, NAME	
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.

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 only, 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.

If the DTC instructs the use of the Generic Labels, please follow 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.

Description of Alternate Assessment Materials

Each school's shipment contains the following materials:

- A packing list for your school, which lists the materials shipped to you
- One copy of this *School Test Coordinator's Manual*
- 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 (COESAD) Generic Label (1)
- COE binder kits

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

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 12, 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 inventory of the 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 Box 1.
- 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 Grades 3–8 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 12, 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., Generic label set, COESAD), the STC must request materials from the DTC.

Post-Assessment Procedures

- Receive all Alternate Assessment materials from teachers by **March 2, 2009**.
- Apply Pre-ID labels or confirm that teacher-applied labels were correctly placed.
- 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 2 of the Ohio Alternate Assessment for Students with Disabilities Administration Manual.)

- 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 Data on Pre-ID Labels

- BINDER LABEL: One Pre-ID or generic label is placed on the upper right hand corner of the completed binder. This label must **exactly** match the label that is placed on the COESAD.
- COESAD LABEL: One Pre-ID or generic label is placed on the COESAD in box E on the demographics page. This label must **exactly** match the label that is placed on the binder.
- CONFIRM GRADE: The Pre-ID label and the COESAD are the same grade level.
- CONFIRM IRNs: The Pre-ID 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 IRNs are gridded to the school district of residency. The district/school IRNs must be a valid number from SchoolHouse and must match the labels on both the COESAD and binder.
- INFORMATION IS COMPLETE: If the Pre-ID and/or Record Changes systems will **not** be 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 benchmark, application and task is recorded on the COESAD.
- Within the COESAD, only 1 benchmark and 1 application may be selected for each entry.
- Each 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. Do not return unusual binders to Pearson. New materials will be provided for each administration.

COE BINDER KIT TRACKING FORM

Grades 3–8 Alternate Assessment for Students with Disabilities
Spring 2009

Use this form to track all COE binder kits you distribute to and collect from teachers. Keep this form for your records for at least three months. If an investigation of missing materials is conducted, you will be asked to refer to this form.

When completing this form, please provide the following information:

- The name of the teacher who received the COE binder kit(s)
- The number of COE binder kits that you distributed to the teacher
- The number of COE binder kits that you collected from the teacher
- The number of unused COE binder kits that you disposed of after returning Alternate Assessment materials to your DTC
- Comments that explain discrepancies in the number of COE binder kits distributed and collected

Teacher Name	Number Distributed	Number Collected	Number Disposed	Comments

