



Ohio Achievement Assessments



Alternate Assessment for
Students with Disabilities

2009-2010

District Test
Coordinator's Manual

Department of Education

IMPORTANT

**Please read this before continuing with any other task related to
administration of the Ohio Achievement Assessments AASWD.**

Ohio Department of Education (ODE)

Office of Assessment

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The Ohio Department of Education does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

Important Activities and Dates

- Teachers may have begun to collect evidence of student performance as early as **September 2009**.
- 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 11, 2010**.
- The DTCs deliver the COE binder kits to School Test Coordinators (STCs) during the week of **January 18, 2010**.
- Teachers collect all assessment evidence and submit the COE binder kits to the STCs by **March 1, 2010**.
- The STCs package and hand deliver the COE binder kits to the DTCs no later than **March 3, 2010**.
- The DTCs ship the COE binder kits to Pearson no later than **March 5, 2010**.

Important Contact Information

For information regarding receiving and returning the COE binder kits and ordering materials after **January 11, 2010**, please contact:

OAA Help Desk

Email: ohhelpdesk@air.org

Phone: (888) 944-5001

Fax: (877) 231-7813

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

Ohio Department of Education

Office of Assessment

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

General Overview

These instructions outline the specific responsibilities of the DTC regarding the Ohio OAA 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.

Ohio's OAA 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, 4, 6 and 7 in reading and mathematics; and in Grades 5 and 8 in reading, mathematics and science. 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: education.ohio.gov, search keywords: *Alternate Assessment*.

Training

Ohio State Support Teams (SSTs) provide training and technical assistance for school districts on issues related to planning and administering the 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).
- Coordinate with the district of service, EMIS coordinators and the ODE Office of Accountability to answer questions related to district and school IRNs, where the student's scores will be reported and where they count.
- 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 3, 2010**.
- Package and ship the COE binder kits to Pearson no later than **March 5, 2010**.

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 1, 2010**.

Test Security

The AASWD is subject to the same considerations in terms of test security and ethical practices as Ohio's general assessments. Because the AASWD is not an on-demand paper-and-pencil test, the application of these considerations is somewhat different than that for the general assessments. Empty Collection of Evidence (COE) binders, Collection of Evidence Student Answer Documents (COESADs) and other ancillary materials are not considered secure test materials.

However, once entries are completed and included in the COE for scoring, they are considered secure testing responses. Completed COEs must be treated as secure testing materials. Retaining copies of secure test responses is prohibited under Ohio Administrative and Revised Code.

It must be noted that the COESAD, even when completed, does not contain secure testing responses. Therefore, **making and retaining copies of the COESAD is allowed**. The Office of Assessment encourages teachers to make copies of each student's COESAD for their records. If Entry Sheets or Master Planners are used in planning the COE, these may also be kept as they are not submitted with the COE.

It is required that each piece of evidence be accurate and unique for that individual student. It is understandable and acceptable in some cases for a teacher to do the same task with a group of students. For example, a teacher may take a group of students to see the same movie or students in a small group may complete the same worksheet. However, typically, we would expect to see different results for each student, even if all the students performed the task proficiently. It is a violation of Ohio test security policies to misrepresent evidence submitted in a COE. This type of violation could result in an investigation by the ODE Office of Professional Conduct.

Statewide Student Identifier (SSID) and Ohio's Achievement Assessments

The Statewide Student Identifier (SSID) field 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 SSIDs or mass assignment of SSIDs through batch processing or an online web service.
- Comprehensive information about the SSID may be found online at education.ohio.gov, search 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 assessments, 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 assessments). The SSID is also **required** for students participating in state assessments as part of the EdChoice Scholarship program, Cleveland Scholarship 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 sent to the district office to arrive during the week of **January 11, 2010**. 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 AIR at the OAA Help Desk (888) 944-5001 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.

Description of Alternate Assessment Materials

Each school's shipment contains the following materials:

- One copy of the *School Test Coordinator's Manual*
- School Packing List, which lists the materials shipped to them
- Personalized Pre-ID label **pairs** (for every student submitted on your Pre-ID file)
 - 1 COE 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 COE 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 Generic Label Tracking Roster

Pre-ID and Generic Labels


Pre-ID and Generic labels are available to districts. For districts that use Generic labels, all information will need to be entered into the TIDE Record Change System or gridded in on the back cover of the COESAD. AASWD requires use of Generic or Pre-ID labels to link COESAD and binder.

The labels contain student name, 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 Local 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 AIR, 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).

Sample AASWD Labels

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 2010

Generic

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

NAME: _____ SPRING 2010

Pre-ID Labels

Pre-ID labels are printed for students whose data is submitted in the district's Pre-ID file in November/December. Each label is 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 only 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. A Generic label has a write-in space for a 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 a 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 and/or Generic 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 AIR's TIDE Record Change System, which can be accessed by going to www.oh tide.org.

Entry of Data into Record Change 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.).
- Reassignment of students to other schools within the District (by updating the school IRN code).

If you have any questions regarding the use of Generic labels or the TIDE Record Change System, contact AIR at (888) 944-5001, or email ohhelpdesk@air.org.

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 11, 2010**.

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

2-inch black binder
Entry dividers
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 AIR if the grade provided is not correct.

Ordering Additional Materials

If schools need additional test materials, it is your responsibility to request them from AIR. Districts should login to the TIDE Web site (www.oh tide.org) and order materials via the Additional Orders tab. Districts may check the status of an order on the Web site as well. Districts that require assistance with an additional materials order may contact AIR at (888) 944-5001. The DTC will make requests for additional materials. The STCs are not to contact AIR directly.

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

This student's AASWD should be a collaborative effort between the district of service and the district of residence. In most cases, the district of residence is responsible for administrative functions. These include providing the student's SSID number, ordering assessment materials, identifying the district and building IRN numbers within the district of residence, and submitting the completed COE to the test contractors for scoring. The district of service (e.g., MRDD, residential facility, ESC) plans, collects and assembles evidence for the AASWD.

However, in some unique situations (e.g., students placed by the Department of Youth Services, students placed in a Juvenile Detention Center), the student may not count for the district of residence for accountability purposes. For testing purposes, the student scores are sent to the district and school IRNs that are recorded in the student's record in TIDE. However, it is up to the districts of residence and service, with the assistance of their EMIS coordinators, to identify how the student's scores will be submitted in EMIS.

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

1. Information entered into TIDE supersedes all labels and gridding.
2. The Pre-ID label (the Pre-ID label supersedes all gridding).

3. If there is no Pre-ID label or the Pre-ID label information is incorrect, 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.)
4. If you use a Generic label, you may choose to enter a student's demographic information in TIDE using the TIDE Record Change System rather than gridding the information on the demographic pages of the COESAD. If you choose to use the TIDE Record Change System, you must still grid the student's first and last names (Box B) on the COESAD to ensure proper tracking of the answer documents during processing. For more information on the TIDE Record Change System, see the TIDE User Guide which is posted on www.ohiodocs.org and can also be accessed by logging into TIDE and clicking on (Help).
5. If a Generic label is not used, Pearson will use the gridded District IRN and School IRN in boxes "C" and "D" for reporting. Note that all the other demographic information on the COESAD must also be gridded.
6. If no other valid IRN information is available, Pearson will default to the district and school associated with the COESAD bar code for reporting.

NOTE: Although it is possible to submit a COE without labels, this is not suggested. For processing purposes it is better to submit a COE with labels attached rather than a COE without labels. For the COESAD and Binder to be linked either Pre-ID or Generic labels must be used.

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 3, 2010**.
- 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 5, 2010**.
- 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 TIDE Web site link (www.ohitime.org).

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 "9"
 - 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 10	
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)729-8372	System#: 9784022/GSES02 Account: S *****	Part # 158697-434 8 Part # 158697-434 8
TO Pearson 2510 North Dodge St Iowa City, IA 52245 PGMSSN:418712 OH K-8	(319)841-4712 FedEx Ground G (US) SEQ:00000	Part # 158697-434 8 Part # 158697-434 8
		1 of 1
		
(9612131) 6296363 14709316 GND 3rd PARTY		RETURN MGR
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.**

