



Ohio Graduation Tests



Alternate Assessment for
Students with Disabilities

2009-2010

Building Test Coordinator's Manual

Department of Education

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 2009**.
- 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 18, 2010**.
- The BTCs distribute the COE binder kits no later than **January 22, 2010**, to teachers who requested them.
- Teachers collect all assessment evidence and submit the COE binder kits to the BTCs by **March 1, 2010**.
- The BTCs package and hand deliver the COE binder kits to the DTCs no later than **March 3, 2010**.

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).

General 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 for scoring after completing the 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 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) 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.
- Coordinate with DTC to ensure that district and school Individual Requisition Numbers (IRNs) are accurate for each student.
- 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 1, 2010**.
- Check, package and hand deliver the COE binder kits to the DTC by **March 3, 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 BTC 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 Graduation Test

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 keywords: *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.

Pre-ID and Generic Labels

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

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

The preprinted labels contain student name, student identification number, district IRN, name of district, school IRN, name of school, grade and student demographic information. The labels must be aligned carefully for machine scoring. The labels **do not** include LEP or IEP information; if appropriate, for each student.

If the district submitted a Pre-ID file to AIR, there will be Pre-ID and Generic labels sent to schools. If the district did not submit a Pre-ID file, only Generic labels will be provided at the school level (see samples below).

Sample AASWD Labels

SAMPLE – OGT-AASWD PRE-ID LABEL PAIR

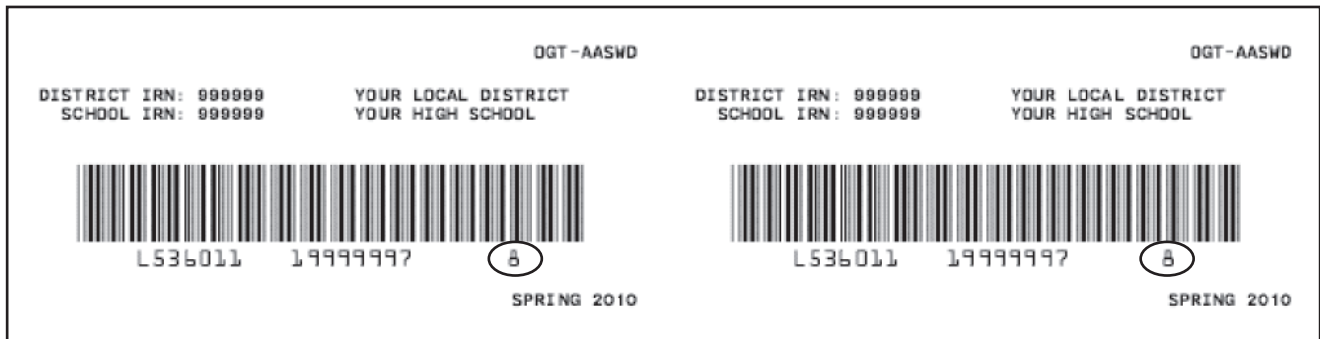


NOTE: The Pre-ID and Generic labels are linking labels. A pair of labels should be used to link the student’s COESAD with their binder. The label on the binder and the label on the COESAD must be identical. The Pre-ID and Generic label pairs will contain three pairs of labels per sheet. **Use the labels next to each other on the sheet of labels, not below one another.** The labels next to each other on the sheet of labels are identical.

Placement of Labels on COESAD and Binder

- Place the binder label on the top right corner of the binder.
- Place the COESAD label on the back cover of the COESAD in the box labeled “Apply AASWD pre-identification or generic barcode label here.”

SAMPLE – OGT-AASWD GENERIC LABEL PAIR



NOTE: The Generic labels will have a unique number at the end of the human readable barcode number. The number on the binder label and the number on the COESAD label must be identical. Each pair of labels includes a bar code that identifies the district and school.

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.

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 the DTC instructs the use of the Generic labels, please follow the instructions below:

- After testing, place a Generic label on the COESAD and Binder for which a Pre-ID label is not available.
- 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.

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 18, 2010**. Immediately after the shipment delivery, please take the following steps for receiving and documenting inventory of the assessment materials:

- Receive assessment materials from your DTC. Each box label references your school name and is sequentially numbered. If you have received another school's boxes, please notify your DTC immediately.
- Remove the School Packing List from the box that has a "Packing List Enclosed" label attached.
- Count the boxes and verify that the total number of boxes you have received matches the number of boxes specified on your packing list. Report **any** discrepancies to 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.
- 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.

Description of Alternate Assessment Materials

Each school's shipment contains the following materials:

- One copy of this *Building Test Coordinator's Manual*
- School Packing List, which lists the materials shipped to you
- 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
 - 1 COESAD Generic label
- COE binder kits

Distribution of Alternate Assessment Materials to Teachers

During the week of **January 18, 2010**, distribute the shrink-wrapped COE binder kits to teachers as soon as you have received and checked the shipment from your DTC.

- Immediately after verifying the contents of the boxes, distribute the shrink-wrapped COE binder kits to teachers who are responsible for administering the Alternate Assessment to eligible students. The teacher must receive one COE binder kit for each student assessed.
- 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 the COE binder kit. The COE binder kits should contain the following components:

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

- Use the *COE Binder Kit Tracking Form* at the end of this manual to record the distribution and collection of all COE binder kits to and from teachers. If you receive additional COE binder kits from the DTC, add them to the *COE Binder Kit Tracking Form*. This will help you account for all COE binder kits that will be returned to you after the assessment.

Ordering Additional Materials

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


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, DRC 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). A sample Pre-ID label is shown below.

LASTNAME, FIRSTNAME MI		OGT-AASWD
DISTRICT IRN: 999999	RM: YOUR LOCAL DISTRICT	
SCHOOL IRN: 999999	YOUR LOCAL SCHOOL	
		
P536011	99999999	9
DIST STID: 123456789 DOB: 01/01/1993 GENDER: F GR: 10 SPRING 2010		

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.) A sample Generic label is shown below.

		OGT-AASWD
DISTRICT IRN: 999999	YOUR LOCAL DISTRICT	
SCHOOL IRN: 999999	YOUR LOCAL SCHOOL	
		
L536011	19999997	8
SPRING 2010		

4. If you use a Generic label and your DTC tells you that student demographic information is being entered through a record-change system, then you will only need to bubble in the student's name on the COESAD (Box B).
5. If a Generic label is not used, DRC will use the gridded District IRN and School IRN in boxes "C" and "D" for reporting. Note that all other demographic information on the COESAD must also be gridded.
6. If no other valid IRN information is available, DRC will default to the district and school associated with the COESAD bar code for reporting.

Receipt and Check-In of Materials From Teachers

It is very important that you follow the return procedures outlined in this manual. It will be your responsibility to collect, pack, and return all scorable (i.e., used) COE binder kits to the DTC by **March 3, 2010**.

- Receive all Alternate Assessment materials from teachers by **March 1, 2010**.
- 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* or online at education.ohio.gov, search key words AASWD)
- Use the *COE Binder Kit Tracking Form* to verify that you have received every COE binder kit that you distributed to teachers. Resolve any discrepancies immediately.
- Confirm that the student COESAD in each scorable (i.e., used) binder kit is correctly labeled and completed. Resolve any problems immediately.
- Apply Pre-ID labels or generic labels making sure that the label on the COESAD matches the labels on the binder.
- If you are using Generic labels, follow the directions regarding Generic label use on page 5 of this manual.
- If your teacher has already affixed the labels, confirm that the label on the COESAD matches the label on the binder.
- Do NOT use any other labels than the ones supplied to you for OGT-AASWD (e.g., OAA or OGT Spring 2010 labels).
- Complete the *Checklist for Returning AASWD Collection of Evidence* for each binder to be returned. A copy of this checklist can be found inside the front pocket of the binder.
- 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.
- Package and return Alternate Assessment materials to your DTC by **March 3, 2010**.
- 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 Pre-ID or Generic label is placed on the top right corner of the completed binder. This label must exactly match the label that is placed on the COESAD. Do not use any other administration label (i.e., OGT, OAA-AASWD).
- COESAD LABEL: One Pre-ID or Generic label is placed on the back cover of the COESAD in the box labeled "Apply AASWD pre-identification or generic barcode label here." This label must exactly match the label that is placed on the COESAD. Do not use any other administration label (i.e., OGT, OAA-AASWD).

- CONFIRM IRNs: The Pre-ID or Generic labels contain the District/School IRN for the valid District/School of residency of the student. If the student has a home district that is different from their attending district, the Pre-ID label will indicate the student's home district and attending school.
- INCORRECT INFORMATION: If any Pre-ID label information is incorrect, do not use it. Apply Generic labels to the binder and COESAD and grid the appropriate information. AASWD requires the use of Pre-ID or Generic labels to link the COESAD and the binder.

Verify Student Demographics (if gridded):

- If Generic labels are used and the student demographic information is being entered through the record-change system, you will only need to bubble in the student's name on the COESAD (Box B).
- If Generic labels are used and the record-change system is not used, verify all demographic sections on the COESAD are complete and correct. 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 page of the COESAD (except boxes "C" and "D") must be gridded.)
- If for any reason Pre-ID or Generic labels are not used, verify all demographic sections are complete and correct. The district/school IRN (boxes "C" and "D") must be valid. Please note that if no valid IRN information is available for reporting, DRC will default to the district and school where the COESAD was shipped.

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.

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

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 3, 2010**. Unused binder kits are not returned to the DTC.

- When packaging any materials for shipment, please observe the following guidelines:
 - Pack all scorable COE binder kits into the original shipping boxes.
 - Use filler (e.g., crumpled paper or bubble wrap) to make sure assessment materials do not shift during transport.
 - Tape boxes securely using heavy-duty shipping tape. It is recommended that you use at least three strips of tape across both the top and the bottom of the box to ensure the security of the contents during shipping. Please remove or cover up any labels still attached to boxes from the original shipment to you.
- Keep the boxes in secure storage until you can deliver them to the DTC. Remember to deliver the boxes to the DTC no later than **March 3, 2010**.
- After you return the scorable Alternate Assessment materials to the DTC, dispose of any unused COESADs, COE binders, and kit components. Do not return unused binders and materials to the DTC. Binders and kit components can be recycled or used for school purposes. New materials will be provided for future administrations.



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