



Ohio Graduation Tests



Alternate Assessment for
Students with Disabilities

2009-2010

District 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.**

Ohio Department of Education (ODE)

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

7303 Boone Avenue

Brooklyn Park, MN 55428

(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)

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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 2009**.
- 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 11, 2010**.
- The DTCs deliver the COE binder kits to Building Test Coordinators (BTCs) during the week of **January 18, 2010**.
- 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**.
- The DTCs ship the COE binder kits to DRC 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:

OGT Help Desk

Email: ogthelpdesk@air.org

Phone: (877) 231-7809

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

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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).

General 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 the assessment has been completed.

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: 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 OGT 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 *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 3, 2010**.
- Package and ship the COE binder kits to DRC 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 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 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 will be shipped to the district during the week of **January 11, 2010**. Your district's shipment should contain the following materials:

- District Packing List
- School Box Range Sheet
- Copies of the School Packing List(s)
- AASWD DTC Kit
- Collection of Evidence (COE) Binder Kit(s) (if ordered at district level)
- Set of Pre-ID Labels (if materials are ordered at the district level)

Please take the following steps in receiving and documenting assessment materials:

- Materials will be delivered via UPS.
- The COE binder kits and ancillary materials are packaged and identified by school and shipped to the district during the week of **January 11, 2010**.
- When test materials arrive, open the box that has a "Packing List Enclosed" label attached. This box contains the School Box Range Sheet, District Packing List, copies of the *School Packing List(s)*, and the *AASWD DTC 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 this 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." **DO NOT OPEN THE SCHOOL BOXES.**
- Find your AASWD DTC Kit. It is in a white Tyvek envelope that can be found in the box containing other administrative materials. The kit contains the following materials:
 - *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)
 - White UPS-RS (Return Shipping) Labels
- DRC has packaged test materials for each building and has supplied you with materials based on the enrollment/material orders and/or Pre-ID information you submitted.
NOTE: COESADs are linked to a specific district and should not be shared with other districts.
- Store these assessment materials until you can distribute them to the schools. Distribute materials to the BTCs the week of **January 18, 2010**. Remind them to save the boxes the assessment materials came in and to use them for returning materials after the assessment is complete.
- 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.

NOTE: If a school does not have a BTC, 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 *Building 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
 - 1 Collection of Evidence Student Answer Document (COESAD) Generic label
- COE binder kits

Pre-ID and Generic Labels

Districts who order materials for their schools at the district level will not receive Generic labels, but will receive Pre-ID labels if they uploaded a Pre-ID file or entered Pre-ID information. Districts who order materials at the school level will receive Pre-ID and Generic labels if they uploaded a Pre-ID file or entered Pre-ID information.

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.

Sample AASWD Labels

SAMPLE – OGT-AASWD PRE-ID LABEL PAIR

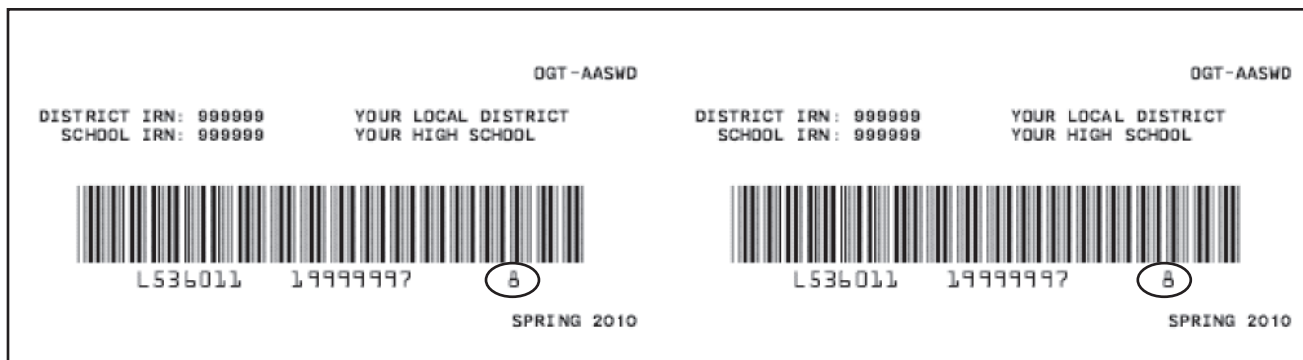


NOTE: The Pre-ID and Generic labels are linking labels. A pair of labels should be used to link the student's COESAD with their binder. The label on the binder and the label on the COESAD must be identical. The Pre-ID and Generic label pairs will contain three pairs of labels per sheet. **Use the labels 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.

Entry of Data into Record Change System

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 building IRN code).

If you have any questions regarding the use of Generic labels or the Record Change System, contact AIR at (877) 231-7809 (press 2), or email ogthelpdesk@air.org.

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 11, 2010**.

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 Ordering Additional Materials below.

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 (877) 231-7809 (press 2). The DTC will make requests for additional materials. The BTCs 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, 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	YOUR LOCAL DISTRICT	
SCHOOL IRN: 999999	RM:	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, 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, DRC 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, DRC 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

It is very important that you follow the return procedures outlined in this 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 delivering them to the DTC by **March 3, 2010**.

BTCs should observe the following guidelines when packaging the COE binder kits:

- 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.

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.

BTCs will dispose of any unused COESADs. Do not save the COESADs. New materials will be provided for future administrations. Unused COE binders do not need to be returned to DRC. Binders and kit components can be recycled or used for district/school purposes.

You are responsible for shipping the scorable COE binder kits to DRC by **March 5, 2010**.

Preparing to Return Assessment Materials

Affix an **IVORY** return box label (from your AASWD DTC Kit) to each school box being returned (see sample Return Box Label below). You must use the ivory return box label in addition to the UPS-RS label described below.

SAMPLE RETURN BOX LABEL (IVORY)

SPRING 2010 OGT-AASWD DIST IRN: 123456
FROM: MIDDLEVILLE SD ADDRESS #1 ADDRESS #2 CITY, OH 99999-9999
TO: Data Recognition Corporation (DRC) 7303 Boone Ave Brooklyn Park, MN 55428

R53601101234567
COE BINDER MATERIALS

Returning Assessment Materials via UPS

- To arrange for a UPS pickup, please call UPS at: 1-866-857-1501.
- Affix a **WHITE** 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.
- Do **not** send any boxes via UPS without a UPS-RS label. Please keep records of your shipments to DRC by keeping the tracking number(s). The UPS-RS number is located directly above the bar code in the middle of the shipping label. It is recommended that you copy each UPS-RS label being used. These tracking numbers do not need to be provided to DRC unless the need should arise.
- Schedule a date and time for pick-up and inform UPS that you have UPS-RS labels. Please schedule your pick-up at least one day in advance. Same day service is not available in all areas.
- Tell the UPS Service Representative the tracking numbers printed on the UPS-RS labels. The service representative will use this number to bill the pick-up and return charges to DRC.
- If you have a daily scheduled UPS pick-up, you may send your return shipment with the rest of your packages; however, please set apart the DRC shipment for the driver.
- Do **NOT** ship by any means other than UPS unless specifically instructed to do so by DRC or ODE.

SAMPLE UPS-RS GROUND LABEL

JOHN DOE ELM CREEK HS 4444 44TH AVE ELM CREEK OH 44801	5LBS RS	1 OF 1
SHIP TO: CUSTOMER SERVICE (763) 268-2000 DATA RECOGNITION CORPORATION 7303 BOONE AVENUE BROOKLYN PARK MN 55428		
	MN 559 9-21 	
UPS GROUND TRACKING #: 1Z 357 307 90 4050 4795		
		
BILLING: P/P DESC: TEST MATERIAL RETURN SERVICE		
REF 1: EOH011		
HS 9.0.49 Eitron LP2348 72.0A 10/2007		

International Shipping Notice: Package Insurable: 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 for the Unification of Certain Rules Relating to International Carriage of Goods by Road (the CMR)



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