



Ohio Graduation Tests



Alternate Assessment for
Students with Disabilities

2011-2012

District Test
Coordinator's Manual

Department of Education

IMPORTANT

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

Ohio Department of Education (ODE)
Office of Assessment and Curriculum
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)
(877) 231-7813 (Fax)
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 2011**.
- 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 9, 2012**.
- The DTCs deliver the COE Binder Kits to Building Test Coordinators (BTCs) as soon as the kits have been received and checked in.
- Teachers collect all assessment evidence and submit the COE Binder Kits to the BTCs by **February 27, 2012**.
- The BTCs package and hand-deliver the COE Binder Kits to the DTCs no later than **February 29, 2012**.
- The DTCs ship the COE Binder Kits to DRC no later than **March 2, 2012**.

Important Contact Information

For information regarding receiving and returning the COE Binder Kits and ordering materials after **January 9, 2012**, please contact:

OGT Help Desk

Email: ogthelpdesk@air.org

Phone: (877) 231-7809

Fax: (877) 231-7813

For general information regarding the Ohio Graduation Tests (OGT) Alternate Assessment for Students with Disabilities, please contact:

Ohio Department of Education

Office of Assessment and Curriculum

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).

General Overview

These instructions outline the specific responsibilities of the DTC regarding the OGT Alternate Assessment for Students with Disabilities. This manual 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 receiving, distributing, collecting, and returning 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 distributed 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 **February 29, 2012**.
- Package and ship the COE Binder Kits to DRC no later than **March 2, 2012**.

NOTE: If a school does not have a BTC, you, as DTC, must perform both functions in the assessment process.

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 **February 27, 2012**.

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 from 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.

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 the Ohio Administrative and Revised Code.

However, 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 and Curriculum 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.

Each piece of evidence must be accurate and unique for each student. It is acceptable 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, we 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. A violation could result in an investigation by the ODE Office of Professional Conduct.

Statewide Student Identifier (SSID) and the Ohio Graduation Tests

The Statewide Student Identifier (SSID) field enables 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 appropriate use of the SSID within Ohio's assessment and accountability system. The 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:

- Preventing the identification of actual student names, Social Security numbers, or other personal data that could breach individual confidentiality
- Storing matching data and associated student identifier codes throughout the course of each child's education
- Facilitating 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) codifies 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 the SSID on the demographic page of the COESAD.

This change, which affects **all** students who are required to participate in Ohio's assessments (achievement assessments, Ohio Graduation Tests (OGT), the Ohio Test of English Language Acquisition (OTELA), and all **Alternate Assessments**), began with the October 2006 Grade 3 Reading Ohio Achievement Test. The only exceptions are students who are attending chartered non-public schools and who are not required to participate in achievement assessments. The SSID is also **required** for students attending chartered non-public schools and participating in state assessments as part of the EdChoice Scholarship program and the Cleveland Scholarship program.

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 9, 2012**. 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

Please take the following steps to receive and document 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 9, 2012**.
- 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 (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 Return Shipping (UPS-RS) Labels
- DRC has packaged test materials for each building and has supplied you with materials based on the material orders.
NOTE: If COESADs are ordered at the district level, COESADs are linked to the district and can be used for all schools within that district. If COESADs are ordered at the school level, they are linked to the school and should not be shared with other schools or districts.
- Store these assessment materials until you can distribute them to the schools. Distribute materials to the BTCs the week of **January 16, 2012**. 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 your BTCs have about their shipments.

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 the school
- Personalized Pre-ID label **pairs** (for every student whose data were submitted on the 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 whose data were not submitted on the Pre-ID file)
 - 1 COE Binder Generic label
 - 1 Collection of Evidence Student Answer Document (COESAD) Generic label
- Collection of Evidence (COE) Binder Kit(s)

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.

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

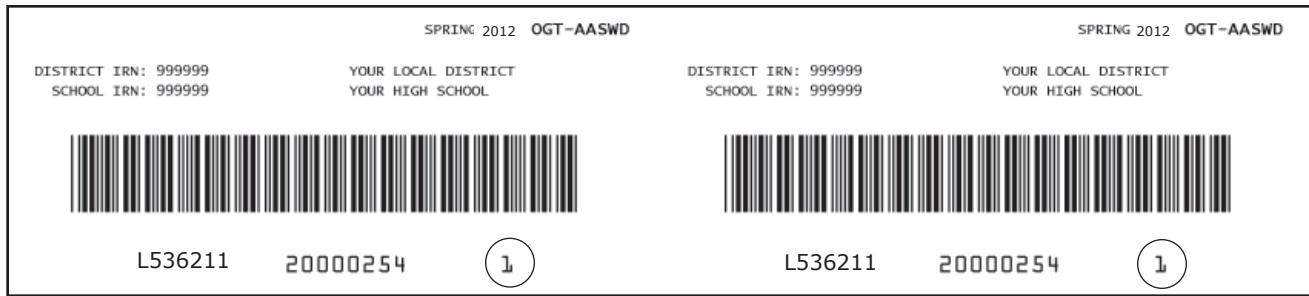
2-inch white binder
Entry dividers
Resealable plastic pouch
Scannable Collection of Evidence Student Answer Document (COESAD)
Checklist for returning the AASWD Collection of Evidence
OGT Alternate Assessment for Students with Disabilities Administrator's Authorization Form

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 log in 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 request additional materials. The BTCs may not contact AIR directly.

OGT-AASWD Generic Label Pair



NOTE: The Generic labels 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 barcode that identifies the district and school.

Entry of Data into the TIDE Record Change System

Student demographic data provided on a Pre-ID file can be entered and edited in the online TIDE 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 using the move students feature (pre-reporting record change window only).

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


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

The 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 contractor for scoring. The district of service 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's scores may not count for the district of residence for accountability purposes. For testing purposes, the student's 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 COESADs are processed, district and school information is gathered using the following priority:

1. Information entered into TIDE supersedes all labels and gridding.
2. 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	
		
P536211	00000243	6
DIST STID: 999999999 DOB: MM/DD/YYYY GENDER: M GR: 10 SPRING 2012		

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.

		SPRING 2012 OGT-AASWD
DISTRICT IRN: 999999	YOUR LOCAL DISTRICT	
SCHOOL IRN: 999999	YOUR LOCAL SCHOOL	
		
L536211	20000253	3

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 page 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 document 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).

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 **February 29, 2012**.

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.

Document and confirm with your BTCs the number of boxes containing scorable binders and the number of scorable binders being returned to DRC. You will be asked to provide this information if the need should arise. Each BTC should have sealed his or her school boxes before returning them to you.


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 2, 2012**.

Preparing to Return Assessment Materials

Affix an **IVORY** DRC return box label (from your *AASWD DTC Kit*) to each school box being returned for scoring (see sample below). Districts must use the DRC return box label in addition to the **WHITE** UPS-RS label described on page 10.


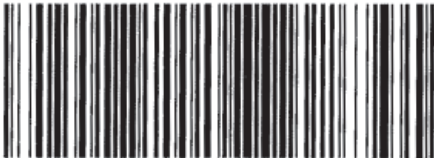
Sample Return Box Label (Ivory)

SPRING 2012 HIGH SCHOOL 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

R53621101234567
COE BINDER MATERIALS

Returning Assessment Materials via UPS

- To arrange for a UPS pickup, please call UPS at (866) 857-1501. (Do **NOT** call the UPS general pickup number found on the UPS Web site.)
- Affix a **WHITE** UPS-RS 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 barcode in the middle of the shipping label. It is recommended that you copy each UPS-RS label you use. These tracking numbers do not need to be provided to DRC unless requested.
- Schedule a date and time for pickup and inform UPS that you have UPS-RS labels. Please schedule your pickup 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 pickup and return charges to DRC.
- If you have a daily scheduled UPS pickup, 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 SMITH ELM CREEK 4444 44TH AVE COLUMBUS OH 43260	18 LBS	1 OF 1
RS		
SHIP TO: CUSTOMER SERVICE (877) 231-7809 DRC 111 OH XXXXXX 7303 BOONE AVE N. BROOKLYN PARK MN 55428		
	MN 559 9-16	
		
UPS GROUND		
TRACKING #: 1Z 97V 29X 90 5700 7668		
		
BILLING: P/P DESC: OH High School Materials RETURN SERVICE		
Project #: EOH211 REF 2:XXXXXX		
<small>WB 12.0.17 Zebra Z4MPiu 05.0A 07/2010</small>		



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