



Ohio Achievement Assessments



Alternate Assessment for
Students with Disabilities

2011-2012

District Test
Coordinator's Manual

Department of Education

IMPORTANT

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

Ohio Department of Education (ODE)
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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 Pearson 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 Pearson 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:

OAA Help Desk

Email: ohhelpdesk@air.org

Phone: (888) 944-5001

Fax: (877) 231-7813

For general information regarding the OAA 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 OAA 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 Achievement Assessments (OAA) 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 Pearson for scoring after the assessment has been completed.

The 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 receiving, distributing, collecting, and returning the OAA 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 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 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 Pearson 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 Achievement Assessments

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 sheet 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 are packaged and identified by school and sent to the district office to arrive during the week of **January 9, 2012**. 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 *DTC Kit AASWD 2012*.

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
- *Building Test Coordinator's Manual* for the Alternate Assessment for Students with Disabilities
- Blue return barcode labels and the UPS 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 a box, or boxes, are missing from the shipment, track the shipment on the TIDE website. If unable to resolve, or if there are other discrepancies found, notify Pearson by way of the OAA Help Desk, (888) 944-5001, immediately. **DO NOT OPEN THE SCHOOL BOXES.**

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.

Finally, store these assessment materials until you can distribute them to the schools.

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 in the Pre-ID file)
 - 1 COE Binder Pre-ID label (with student name)
 - 1 COESAD Pre-ID label (with student name)
- Generic label **pairs** (coverage for students whose data were not submitted in the 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

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 Pearson during the week of **January 9, 2012**.

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 the AASWD Collection of Evidence
OAA 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.

Please note that the COESADs are grade-specific. It is imperative that each student is assessed with the appropriate COESAD. Single COESADs can be ordered via the TIDE additional orders tab 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 log in to the TIDE Web site (www.ohftide.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 request additional materials. The BTCs may not contact AIR directly.


Pre-ID and Generic Labels

Pre-ID and Generic labels are available to districts. Each school will receive either a combination of Pre-ID and Generic labels or only Generic labels. If the district submitted a Pre-ID file to AIR or if students were added during the Pre-ID submission window, both Pre-ID and Generic labels will be sent to the district. If the district did not submit a Pre-ID file, only Generic labels will be provided. **AASWD requires the use of Pre-ID or Generic labels to link the COESAD and binder.**


If a school receives Pre-ID labels, the Generic labels will be appended to the end of the Pre-ID label sheets. For districts that use Generic labels, all information will need to be gridded in on the back cover of the COESAD or entered into the TIDE Record Change System. Neither Pre-ID labels nor Generic labels contain information recorded in boxes J (ELL Identified), K (Migrant Status), and L (Entry Linked to IEP?) of the COESAD. Boxes J and K must be gridded, if appropriate, for each student. Box L must be gridded for all students. For non-public schools, the Local District ID may be included in the space provided on the inside back cover of the COESAD. The labels must be placed carefully for machine scoring. It is the responsibility of the BTC to ensure that all COEs are correctly labeled.

Sample AASWD Labels

Pre-ID

PREID NBR : 201930436-1 AASWD
STUDENT, NAME
DIST : 999999 SAMPLE DISTRICT
SCH : 123456 SAMPLE SCHOOL

GRD : 05 DOB : 02/19/2001 SEX : M ETH : 5
DSID : 0000903805 ROOM NBR : 123 SPRING 2012

Generic

PREID NBR : 900000163-6 AASWD
DIST : 999999 SAMPLE DISTRICT
SCH : 123456 SAMPLE SCHOOL

NAME : _____ SPRING 2012

Pre-ID Labels

Pre-ID labels are printed for students whose data are submitted in the district's Pre-ID file during the submission window. The Pre-ID labels contain student demographic information including student name, student identification number, District IRN, name of district, School IRN, name of school, and grade. Each label is linked to a student's demographic information as recorded in TIDE, even though all of that information is not printed on the label. Building test administrators affix Pre-ID labels to the COESAD and binders **after** the test administration is complete.

Generic Labels

A Generic label has a write-in space for a student name and can be used for any student enrolled in that school who 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 Generic labels.
- Make a photocopy of the roster and provide it to the DTC with the scorable materials. Do not return the roster to Pearson.
- When a Generic label is used, it is not necessary to grid the student's demographic information if the TIDE Record Change System is used. 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 at www.oh tide.org.

Entry of Data into the TIDE Record Change System

Most 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 (888) 944-5001 or email ohhelpdesk@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 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 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 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 (Help).

Packaging and Returning Scorable Materials

After the assessment, it is each BTC's responsibility to collect and package all scorable (i.e., used) COE Binder Kits for his or her school. The BTCs are to return all scorable COE binders to the DTC. BTCs 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 *Building Test Coordinator's Manual* so that binders can be received and scored. Assist the BTCs as necessary.

Be sure that schools promptly return all binders after the assessment:

- The BTCs must return scorable COE Binder Kits to DTCs no later than **February 29, 2012**.
- Carrier Return Labels are contained in the *District Test Coordinator AASWD Kit*.
- DTCs will affix all labels to the boxes.
- DTCs are responsible for shipping all COE Binder Kits to Pearson by **March 2, 2012**.
- 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.ohitide.org).

When you receive the scorable materials from the BTCs after the assessment:

- Count the boxes from each school. The BTCs are instructed to number the boxes (e.g., Box 1 of 3, Box 2 of 3, Box 3 of 3) when returning them to the district office. If boxes are missing, contact the responsible BTC immediately.
- Remove or cross out (with a marker) any previous labels on the school boxes.
- Confirm that each box is sealed securely with packaging tape.

Instructions for Returning Materials by UPS Ground

Prepare for pickup of materials:

- Count the number of scorable boxes that are being returned. Remove the carrier labels and sky blue Pearson return barcode labels from the *District Test Coordinator AASWD Kit* (see examples). You must use the sky blue Pearson return barcode label in addition to the UPS label.
- Place a carrier label on each box, along with the sky blue Pearson return barcode 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.).


To schedule a scorable pickup at the district office, please follow the procedures below:

For a Ground Pickup

Call UPS at 1-800-823-7459.

- Tell the UPS representative that you are calling for a pickup request for Pearson and will be using Pearson's "return service."
- Provide the UPS account number on the bottom right side of the UPS return label that is showing on the tear-off tab.
- Provide UPS with the address where packages are to be picked up.
- Provide UPS with an estimated number of packages available for pickup.
- Once the pickup is confirmed, the school/district will receive a confirmation number from UPS. The DTC should refer to this number if there are questions or changes to the pickup request.

SAMPLE SKY BLUE PEARSON RETURN BARCODE LABEL

P-0073 S-00020		
DIST: _____	DIST #: _____	
DIST: BOX _____ OF _____		
OH GR 3-8 AASWD USED SPRG 12		
PEARSON 2510 NORTH DODGE STREET IOWA CITY, IA 52245		
		
418-230-001	0020090843	ANS

SAMPLE UPS GROUND LABEL

(319) 841-4712
PEARSON
9200 EARHART LANE SW
CEDAR RAPIDS IA 52404

1 LBS 1 OF 1
RS

SHIP TO: (319) 841-4712
PEARSON
2510 NORTH DODGE ST
IOWA CITY IA 52245

 **IA 522 0-10**


UPS GROUND
TRACKING #: 1Z 1Y3 635 90 0032 2314



BILLING: P/P
DESC: PGMSSN
RETURN SERVICE

SEQ NO: 00000
CUU 10.2 Z4M + 18.5V 07/2011

TRACKING NUMBER: 1Z1Y36359000322314

For material pickup call UPS at 800-823-7459.
Request Pearson pickup using acct # XXXXXX.

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.**

