



# Ohio Achievement Assessments



Grades 3–8 Reading & Mathematics  
Grades 5 & 8 Science

District Test  
Coordinator's Manual  
Spring 2012

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## Spring 2012 Test Schedule

| Date   | Activity  |
|--|---|
| By April 9, 2012   | Receive test materials from Pearson.  |
| April 16, 2012   | Receive Pre-ID labels from Pearson.   |
| April 16–May 18, 2012                                    | Pre-Processing Record Change window.  |
| April 23–May 11, 2012                                    | Test administration dates.  |
| May 4, 2012  | DTCs send all “Early Return” scorable materials to Pearson.                             |
| May 4–8, 2012  | DTCs send all “Regular Return” scorable materials to Pearson by prearranged pickup.     |
| By May 11, 2012  | DTCs send all make-up scorable materials to Pearson after make-up testing is completed. |
| When testing is complete, but no later than May 14, 2012 | DTCs return nonscorable secure materials to Pearson.                                    |
| May 30 & May 31, 2012                                    | Pre-Reporting Record Change window.   |

## Important Contact Information

| For information about. . .  | Contact. . .  |
|---|---|
| <ul style="list-style-type: none"> <li>The Ohio Achievement Assessments or testing policy</li> </ul>                                | Ohio Department of Education<br>Office of Assessment and Curriculum<br>Phone: (614) 466-0223<br>Fax: (614) 995-5568<br>Website: <a href="http://education.ohio.gov">education.ohio.gov</a>  |
| <ul style="list-style-type: none"> <li>Accommodations</li> </ul>  | Ohio Department of Education<br>Office for Exceptional Children<br>Phone: (614) 466-2650<br>Toll Free: (877) 644-6338<br>Fax: (614) 387-0968<br>Website: <a href="http://education.ohio.gov">education.ohio.gov</a><br>Keywords: <i>Office for Exceptional Children</i> |
| <ul style="list-style-type: none"> <li>Receiving and returning shipments</li> <li>Returning the Material Resolution Form</li> </ul> | Pearson<br>Phone: (888) 944-5001<br>E-mail: <a href="mailto:OhioK-8@support.pearson.com">OhioK-8@support.pearson.com</a>  |
| <ul style="list-style-type: none"> <li>Ordering additional materials</li> <li>Ordering optional services</li> </ul>                 | American Institutes for Research (AIR)<br>Phone: (888) 944-5001<br>E-mail: <a href="mailto:ohhelpdesk@air.org">ohhelpdesk@air.org</a>   |

## General Overview

This manual outlines the specific responsibilities of the District Test Coordinator (DTC) for the Spring 2012 administration of the Grades 3–8 Ohio Achievement Assessments (OAA). Included are instructions for receiving and distributing test materials, collecting and returning all test materials (scorable and nonscorable) to Pearson, and disposing of other materials. The Spring 2012 Grades 3–8 Ohio Achievement Assessments will be distributed, retrieved and scored by Pearson. This Ohio *District Test Coordinator’s Manual* (DTC manual) will be used for the following achievement assessments:

- Grades 3–8 reading and mathematics
- Grades 5 and 8 science

Due to cuts to the Ohio Department of Education (ODE) budget, administration of the grades 4 and 7 Writing assessments and grades 5 and 8 Social Studies assessments will be suspended for this school year (2011–2012).

DTCs should be aware of several security protocols, packaging procedures and operational practices for the Spring 2012 Ohio Achievement Assessments.

**Form SV** must be used by the student with any special version (Read-Aloud Script, English Audio CD, Braille, Large Print, Bilingual, Foreign-Language CD, and Language-Translation Script). Forms from the spiraled packet **must not** be used. If forms from the spiraled packets are used, this will be discovered during testing by the students and will cause confusion and frustration. The full supplemental instructions for all special versions and accommodations appear in Appendix C in this manual and will not be included with the individual special version test materials. In addition, Foreign-Language CD packages will include English Audio CDs.

Test booklets will be **spiraled** within shrink-wrapped packages. Multiple forms of test booklets will be assigned to each test building.

There will be field-test questions. Each test booklet will contain identical “operational” test questions used for assigning scores to students. Each test form, however, will have **different** embedded sets of field-test questions that will be used for future item development purposes (field-test items **are not used** in calculating student scores).

Within a classroom, there may be several different forms of a test booklet for distribution. Tests should not be taken from spiraled packets to use with special versions. In test administration settings where accommodations are provided (for example, using an English Audio CD to provide a read-aloud accommodation), **Form SV** should be utilized for all tested students who use special versions. This can only be accomplished by ensuring that **sufficient quantities of Form SV** test booklets are ordered when ordering special versions of tests.

Because tests will be **spiraled**, there are certain procedures that **must be followed** for testing in grades 5 through 8. On the first day of testing, students should write their names on the front of the test booklet and on the front and back of the answer document. Each test booklet and answer document should be returned to the same student on the subsequent days of testing. It should be carefully checked that an answer document with student responses is given to the correct student. Because there may be several different forms within a test building, **it is essential** that Box J (Form) be bubbled accurately on the back of the answer document. It is recommended that staff, not students, bubble the information on the demographic pages.

Student test booklets (grades 3 and 4) and answer documents (grades 5–8) contain a box (**Box “G”**; see **below**) labeled “Testing Group Number” on the back cover. **A testing group is defined as any location within the school where an OAA administration (of any size) is being conducted.** The testing group number **must** be assigned to a **testing location**, not a Test Administrator. It is very important to complete the “Testing Group Number” box.

| Testing Group Number |   |   |      |   |   |         |   |   |
|----------------------|---|---|------|---|---|---------|---|---|
| Reading              |   |   | Math |   |   | Science |   |   |
| 1                    | 0 | 7 | 1    | 0 | 7 | 5       | 2 | 7 |
| 0                    | 0 | 0 | 0    | 0 | 0 | 0       | 0 | 0 |
| ●                    | 1 | 1 | ●    | 1 | 1 | 1       | 1 | 1 |
| 2                    | 2 | 2 | 2    | 2 | 2 | 2       | ● | 2 |
| 3                    | 3 | 3 | 3    | 3 | 3 | 3       | 3 | 3 |
| 4                    | 4 | 4 | 4    | 4 | 4 | 4       | 4 | 4 |
| 5                    | 5 | 5 | 5    | 5 | 5 | ●       | 5 | 5 |
| 6                    | 6 | 6 | 6    | 6 | 6 | 6       | 6 | 6 |
| 7                    | 7 | ● | 7    | 7 | ● | 7       | 7 | ● |
| 8                    | 8 | 8 | 8    | 8 | 8 | 8       | 8 | 8 |
| 9                    | 9 | 9 | 9    | 9 | 9 | 9       | 9 | 9 |

The district must designate a person or persons to assign testing group numbers to all testing locations within each school. The purpose of assigning a testing group number to a **testing location** is to aid in identifying a cohort of students quickly and easily should an anomaly occur during testing, such as defective materials being discovered after the test was administered.

The sample Testing Group Roster in Appendix A may be used to assign and/or record testing group numbers. This roster is also available for download from [www.ohiodocs.org](http://www.ohiodocs.org).

Use of testing group numbers is **required** but not the use of the Testing Group Roster. For example, schools may develop their own spreadsheet or use a local database to organize the testing group information. Regardless of the method used to assign testing group numbers, any documentation should be kept at either the school(s) or the district for one year after the test administration. DTCs should discuss with their BTCs the best place to keep this documentation. A DTC may be asked to make this information available after the test administration. If test booklets or answer documents are returned for scoring **without Box “G” completed**, the DTC may be contacted to provide the information.

The testing group number documentation **should NOT** be returned to Pearson or to ODE unless requested.

Use of a **Header Sheet is required**. Separate headers are not required for each class or small group administration. One per grade per school is sufficient. On the Header Sheet, Box 4 labeled “Contact Name” may be completed with the name of any person who has knowledge of the testing process at the school. The district must maintain a list showing which TA administered the tests for each class. The Header Sheet does **not** generate teacher score reports.

## Responsibilities of the District Test Coordinator

The DTC is responsible for coordinating the Spring 2012 administration of the Ohio Achievement Assessments in the district. The DTC’s primary responsibilities include the following:

- Distribute test material shipments to schools.
- Help the BTCs prepare for testing.
- Train the BTCs in test security and test-materials handling, and answer any questions they have about the test administration. Use the *Ohio Statewide Assessment Program Rules Book* and the Ohio Statute when training BTCs.
- Distribute information from the monthly K–8 newsletter.
- Collect all scorable materials from the BTCs within the requested return dates. Scorable materials are the test booklets (grades 3 and 4) and answer documents (grades 5–8) in which students have recorded their responses with a No. 2 pencil.

- Return all test materials (scorable and nonscorable) to Pearson within the requested return dates. Separate scorable and nonscorable materials. **Any scorable materials in the district's shipment of nonscorable materials will be reported later than the date on which the reports are due in the district.** Nonscorable secure materials are **unused** test booklets for grades 3 and 4 and all test booklets for grades 5–8; Braille, Large-Print and Bilingual test booklets; Foreign-Language CD materials; English Audio CD materials; Language-Translation materials; cassette tapes; Read-Aloud Scripts; and grade 8 Mathematics Reference Sheets that have student-written calculations. Unused answer documents, unmarked grade 8 Mathematics Reference Sheets, *Directions for Administration Manual*, and the BTC and DTC manuals are not secure documents and can be destroyed. Remember to use the correct **color** label on each box. Incorrect labeling may send tests that need to be scored to the nonscorables site. This will place scorable tests in the late batch. Late batch results are returned at a later date than the initial distribution of results.
- Ensure that state and district test security procedures (including the return of all test booklets to Pearson at the completion of testing) are followed at all times. All test booklets, both used and unused, are considered secure materials at all times. ODE's Standards for the Ethical Use of Tests are included in the *Directions for Administration Manual* and can also be found on the Internet; log on to [education.ohio.gov](http://education.ohio.gov) and search keywords: *Ohio Administrative Code*.
- Distribute test results to the BTCs.

Specific responsibilities for distributing the test materials to the schools include the following:

- Take inventory of the number of school boxes received.
- Take inventory of the district's overage shipment. The DTC will use these overage materials to supplement a school's shipment of test materials if necessary. For example, a school might have an increase in enrollment in grade 3, the BTC could find a shortage in the school's shipment, or a test booklet could be defective or damaged. It is the DTC's responsibility to ensure that all schools have enough test materials to test every eligible student.
- Securely store materials until they can be distributed to the BTCs.
- Supply materials, including overage, to schools as needed.
- Order additional materials from the **TIDE** website, if necessary.

## Testing Schedule and Time Allotments

The Spring 2012 administration of the Grades 3–8 Ohio Achievement Assessments will take place **April 23 through May 11, 2012**, which includes make-up testing. Districts may set their own schedules for administering the tests during that time, as long as each test is completed within one school day and all schools in the district test on the same day. BTCs will coordinate make-up testing schedules.

Districts may **choose** to begin the initial administration on any day within the first two weeks. Initial administration is when the entire grade level is tested. Make-up testing is done the third week and may also be done on days in between testing. The tests may be administered on nonconsecutive days. Testing materials will arrive in districts on or about **April 9, 2012**. This will allow districts two weeks to distribute materials to buildings if the district has decided to begin testing on **April 23**.

While districts will have choices in the Spring 2012 administration, there are conditions that **must** be followed:

- The starting date for each grade-level test administration **must** be the same districtwide;
- All schools within a district **must** test the **same grade-level content area** on the **same day**;
- The testing sequence **must** be reading, mathematics, and science;
- Any make-up tests given during the week of **May 7 must** be returned by **Friday, May 11**;

- All materials **must** be returned by the Friday of the week after all the tests are initially administered **but no later than Friday, May 4** (subject to the “rolling pickup” provision below). The return schedule for the initial test administration, excluding make-up testing, is based on K–12 school enrollment as follows:
  - Less than 2,500 students, no later than **Friday, May 4**
  - Between 2,500 and 7,000 students, no later than **Monday, May 7**
  - More than 7,000 students, no later than **Tuesday, May 8**

To ensure that all students have sufficient time to complete the test, the time allotment for the Ohio Achievement Assessments is 2½ hours, excluding breaks. Please note that students with disabilities may have extended time if documented in an IEP or 504 Plan, although the test must be completed in one school day. Students identified as English Language Learners (ELLs) may have extended time and/or the use of a printed or hand-held electronic dictionary while taking the assessment. Computer-based dictionaries are **not** allowed. More detailed information about testing students with accommodations or special versions of the test is contained in Appendix B.

## Test Security

**Maintaining test security is one of the most important responsibilities of the DTC.** At all times, the district’s and the state’s written procedures for protecting secure test materials should be followed.

- DTCs are responsible for instructing the BTCs to act in accordance with all security requirements while they are in possession of test materials.
- DTCs are responsible for training the BTCs in proper test administration procedures and the correct procedures for test preparation. In turn, the BTCs are responsible for training all Test Administrators (TAs) and monitors.
- DTCs are responsible for ensuring the security of all test materials while they are in their possession.

The secure test materials consist of the following:

| Scorable   |
|--|
| <ul style="list-style-type: none"> <li>• Test booklets (grades 3 and 4) with test questions, student information and student responses</li> <li>• Answer documents (grades 5–8) with student information and student responses</li> </ul>  |
| Nonscorable  |
| <ul style="list-style-type: none"> <li>• Unused test booklets for grades 3 and 4</li> <li>• All test booklets for grades 5–8</li> <li>• All used test booklets for grades 3 and 4 and answer documents for grades 5–8 that contain student responses that should not be scored (e.g., a soiled answer document)</li> <li>• Braille test booklets</li> <li>• All Large Print test booklets (with or without student responses)</li> <li>• Foreign-Language CD materials</li> <li>• English Audio CD materials</li> <li>• Language-Translation materials</li> <li>• All cassette tapes (with or without student responses)</li> <li>• Read-Aloud Scripts</li> <li>• All Bilingual test booklets (with or without student responses)</li> <li>• Grade 8 Mathematics Reference Sheets containing student-written calculations</li> </ul> |

It is illegal and unethical to reproduce or disclose any of these materials or cause them to be reproduced or disclosed in any format. Test security is vital for the administration of the Ohio Achievement Assessments. The DTC is responsible for ensuring the security of not only the physical test booklets and CDs but also the individual test questions and other materials. The DTC's responsibility for maintaining the security of the test booklets, answer documents, audio CDs, test questions, and other secure materials continues even after the test booklets and answer documents have been returned to Pearson.

Under Ohio law, releasing any test questions or other contents of a test to students or helping students cheat in any other way may be punishable by invalidation of test scores, termination of employment, suspension of certificates to teach, and/or prosecution. Violations of test security provisions in the district's written procedures may be punishable by penalties specified by the district. To review the Ohio Administrative Code and the *Ohio Statewide Assessment Program Rules Book* on the Internet, log on to [education.ohio.gov](http://education.ohio.gov), and search keywords: *Ohio Administrative Code* and *Assessment Program Rules Book*. A summary of test security provisions from the Ohio Administrative Code appears in Appendix D.

All electronic devices (cell phone, iPod, etc.) must be collected from students prior to the test administration. Students **must** be told that electronic devices are prohibited during the test administration. Use of an electronic device during a test administration is a security violation. TAs should turn off their cell phones so as not to disturb the students.

**Note:** District personnel are prohibited from viewing the test booklet or completed answer document unless they are assisting with a special version administration.

The following are **security violations** (this is not an exhaustive list).

Before or during an administration:

- Reviewing the test before the administration and creating a study guide or in some way releasing the test questions to the students;
- Describing the test questions in a letter, discussing the test questions or photocopying the test questions prior to the public release of test questions when they are posted on the ODE website;
- Standing by a student's desk and indicating in some manner that the student's answer is incorrect, blank or deficient.

After the administration:

- Discussing test questions with colleagues or students after the test has been administered but before the test is released to the public, which may affect students who were absent or allow students to change answers on a test in the same booklet;
- Describing the test questions in a letter, discussing the test questions or photocopying the test questions prior to the public release of test questions when they are posted on the ODE website;
- Altering a student's response after the student has turned in the test booklet or answer document.

At any point, DTCs who believe that a violation of test security has occurred must follow the procedures established by their school district for handling alleged test security violations.

The secure test materials must be protected from loss, theft and reproduction in any medium. Unique identification numbers are encoded on all secure materials. These numbers are used to track secure materials and to verify that they have been returned to Pearson after testing. The tracking system identifies which test materials are shipped to which district and school. After each test administration, Pearson generates a security report that lists any unreturned secure test materials. A follow-up is done for these materials, and the results of the security report are shared with ODE. If any secure materials shipped to a district are determined to be missing when the materials are returned to Pearson, ODE will require the DTC to account for them.

## Documenting Discrepancies of Secure Materials

The Material Resolution Form (see sample in Appendix A) should be used to report any discrepancies with **secure** materials. These discrepancies include:

- Discrepancies between the beginning and ending sequence numbers of the test booklets received and the corresponding sequence numbers printed on the District Overage Security Checklist (see sample in Appendix A);
- Discrepancies discovered when the test booklets are received by the BTC;
- Discrepancies discovered if the shrink wrap containing the tests is broken prior to testing day.

The DTC will complete the Material Resolution Form for all test booklets distributed to the district and its schools. The form is included in the shipment of the district's overage materials. The DTC should return a copy of this form to Pearson **only if there are discrepancies**. The BTCs will be instructed to call the DTC to report any discrepancies in their shipments. Instructions for completing this form follow:

- Note any school or district overage discrepancies in the appropriate column on the Material Resolution Form.
- Count the number of test booklets received, and check the beginning and ending sequence numbers of the test booklets in the district's shipment against the test booklet numbers on the District Overage Security Checklist. Note any discrepancies in the column labeled Phase I on the Material Resolution Form.
- Report school shipment discrepancies in the Phase II column. The BTCs will take inventory of their own shipments and will report any discrepancies to the DTC.
- After testing, if you have discrepancies, make two copies of the Material Resolution Form. Return one copy to ODE at the address on the inside front cover of this manual. Return the other copy to Pearson with the nonscorable test materials. DTCs should keep the original for their records for at least two months after the administration. **If there are no discrepancies, do not return the Material Resolution Form.**

Districts may use whatever method they choose to keep track of the test booklets. An optional form — the District Overage Security Checklist — is provided in the district's overage shipment. It is available to help the DTC monitor the test booklets from the district's overage shipment that is provided to schools. The form lists the security number of each test booklet sent in the district's overage shipment. **The form should not be returned to Pearson.**

A School Security Checklist is included in each school's test shipment so that the BTCs can monitor the test booklets and answer documents received for their schools. It lists all secure materials assigned to a given school. The DTC can require the BTCs to complete the forms and give the DTC a copy. This is an optional form for district use only. This form should not be returned to Pearson.

## Accelerated Testing

Students who are placed in a higher grade may be administered tests in the subjects in which they are receiving accelerated instruction. The Ohio Revised Code charges all districts with the adoption of a district student acceleration policy. Testing rules for students subject to district student acceleration policies may be found at [education.ohio.gov](http://education.ohio.gov); search keywords: *Testing Policy for Subject-Accelerated Students*. These rules provide guidance about required or optional accelerated testing during the initial and subsequent years of accelerated instruction.

Because subject-accelerated students are being administered Ohio Achievement Assessments in multiple grade levels, it is essential that they are identified as accelerated testers. Failure to identify accelerated testers **will** delay the delivery of score reports. For each subject in which a student is an accelerated tester, the DTC or BTC must indicate that the student is an accelerated tester and provide the accelerated grade level. DTCs must identify accelerated testers using one of the following three methods:

- Provide the accelerated testing indicator and grade level for each subject in the Pre-ID file submission. The provided Pre-ID labels will contain the accelerated testing information and should be used.
- Enter the accelerated testing indicator and grade level within Box R on the demographic page.
- Enter the accelerated testing indicator and grade level within the Record Change module of **TIDE**.

For whole-grade accelerated students, nothing is to be marked on the test booklet or answer document, Pre-ID file or TIDE Record Change module. This student should take the enrolled grade-level test.

For questions regarding the test administration procedures for accelerated testers, please contact the Office of Assessment and Curriculum at (614) 466-0223.

## Ordering Additional Materials

If schools need additional test materials, it is the DTC's responsibility to request them. Any increase of materials ordered will have to be approved by ODE. Please allow time for this procedure.

If additional materials are required, districts will log in to **TIDE** ([www.oh tide.org](http://www.oh tide.org)) and order materials via the Additional Orders tab. Districts may check the status of an order periodically to monitor when the request has been approved by ODE. Districts that require assistance with an additional materials order may contact AIR at (888) 944-5001 or e-mail [ohhelpdesk@air.org](mailto:ohhelpdesk@air.org).

## Basic Guidelines for Test Administration

Consider the items below when scheduling and administering the Ohio Achievement Assessments:

- Students are allowed a maximum of 2½ hours to take each test during the **April 23 through May 11** testing period.
- The Grade 3 Mathematics Achievement Assessment requires students to use a ruler. Rulers are not included in the district's shipment.
- The Grade 5 Mathematics Achievement Assessment requires students to use a protractor. Protractors are not included in the district's shipment.
- Students may use calculators on the Grades 6–8 Mathematics Achievement Assessments. Calculators are not included in the district shipment. Schools must ensure that each student uses only the appropriate type of calculator. Criteria for acceptable calculators can be found in the *Building Test Coordinator's Manual* on pages 20 and 21.
- The grade 8 test booklet contains a Mathematics Reference Sheet for use on the Grade 8 Mathematics Achievement Assessment. The Mathematics Reference Sheet is located before the mathematics test and is perforated for easy removal.
- Students who have been identified as English Language Learners (ELLs) may be allowed extended time (although the test must be completed in one school day) and the use of a printed or hand-held electronic dictionary (but not a computer dictionary).

- Students may require accommodations in test administration procedures if these accommodations are consistent with what is regularly provided to the students for testing in the classroom and are specified in an Individualized Education Program (IEP) or 504 Plan.
- Home-educated students are taught at home and are not enrolled in the district's schools. It is the district's decision to allow a home-educated student to test with district students. A blank Header Sheet should be used for home-educated students who will take the test with the district's students. The BTC will grid the Header Sheet with a special code, which is the District IRN followed by "999999" for the School IRN. This code allows these tests to be scored and the results kept separate from the district's results. Please use the **TIDE** website to order a blank header for home-educated students during the Additional Order window.

**Note:** Students who take a test with procedural accommodations or use a special version (e.g., Braille, Large Print, Bilingual) or the Language Translation **must** have their responses and demographic information transcribed verbatim into a **Form SV** test booklet (grades 3 and 4) or the answer document (grades 5–8) to be scored. Always have a witness present when transferring the responses to the second test booklet or answer document. The Form SV test booklet or scannable answer document must be returned to Pearson with the scorable materials. The students' original test booklets or answer documents (marked with a large "X" and the words "**Do Not Score**" across the front and back covers) must be returned to the DTC with the nonscorable secure materials. Any scorable materials not marked "Do Not Score" but returned with nonscorable materials will be processed in the late batch. Separate sheets added to the test booklet or answer document will **not** be scored. If additional sheets are used, they are secure materials and must be returned with the nonscorable materials.

## Before Testing

### Establishing a Testing Schedule

Administration of the Grades 3–8 Ohio Achievement Assessments must take place during the **April 23 through May 11, 2012**, testing window. The testing window is a three-week period. The first two weeks are for the initial test administration, during which an entire grade level in a district tests the same subject on the same day. The third week is for make-up testing. Make-up testing may also be done on days in between testing. Any make-up test given the week of **May 7 must** be returned by **Friday, May 11**.

### Receiving, Checking In and Distributing Test Materials

The test materials are packaged by school and will arrive in the district office about two weeks before testing. The district will also receive a shipment of district overage test materials, which will be used to supplement materials at the schools, if needed. When the shipment arrives, count the number of boxes received and verify that the total number of boxes matches the number of boxes listed on the packing lists. If there is a discrepancy, first track missing box(es) on **TIDE**. If there is no resolution after one business day, call Pearson at (888) 944-5001.

**DO NOT OPEN THE SCHOOL BOXES.** The BTCs will verify the contents of the schools' shipments. Do not open or take inventory of any school's shipment even though there is a copy of the Packing List for each school in the district. The Packing List should be used to answer questions that the BTCs have about their shipments.

**Note:** Pre-ID and Generic labels are in a separate shipment arriving one week after test materials.

Schools that ordered special versions of the test (Read-Aloud Script, Braille, Large Print, Bilingual, English Audio CD, Foreign-Language CD, Language Translation) will receive these materials in their shipment in boxes marked with a bright "Special Versions" label. These boxes should be distributed to schools immediately upon arrival in the district.

Test booklets are sent to schools in shrink-wrapped spiraled packages. Shrink-wrapped spiraled packages should not be opened until the day of administration, and test booklets **must not** be taken from these spiraled packets to use with special versions.

## Taking Inventory of the District's Overage Shipment

Upon receipt of the district's overage shipment, open it and take inventory of the contents as follows:

- On the Packing List, place a check mark next to each item to verify the correct quantity of each item listed.
- Overage test booklets are shrink-wrapped in sets of five. Take inventory of the test booklets by checking that the range of security numbers on the District Overage Security Checklist matches the security numbers of the booklets received. **Do not open the shrink-wrapped packages.** Instead, check the security numbers of the first and last booklets, which are clearly visible through the shrink-wrapped packages, and then count the spines of the booklets to verify that each package contains the correct number.
- If there is a discrepancy or if any materials are missing from the district shipment, notify Pearson **immediately**.
- Complete the Material Resolution Form Phase I column when receiving the materials and the Phase II column when distributing the materials to schools. Note on the form any missing or duplicate sequence numbers. Information on completing the form and a sample form are in Appendix A. **If there are no discrepancies, do not return the Material Resolution Form.**
- **Only the DTC may perform this procedure.** It may be necessary to break packages of shrink-wrapped test booklets or answer documents before the first day of testing to meet a building's needs. Place the booklets in a large envelope, write the serial number range of the enclosed test booklets on the envelope, **seal it**, record the range of serial numbers assigned to the building, and have the envelope delivered to the building. **The BTC or TA may not open the envelope(s) until the first day of testing.** Security must be maintained, and test contents may **not** be shared.
- Retain the District Packing List, the Material Resolution Form and the District Overage Security Checklist if any of these materials have been used to track materials sent to schools. This information will be necessary when packaging and returning materials after testing.

Place the district's overage materials and all school test materials (including the sealed envelopes) in locked storage until they can be distributed to the schools.

### Pre-ID and Generic Labels

Every school will receive identification labels. This shipment will arrive one week after test materials. These labels will either be a combination of Generic and Pre-ID labels if a Pre-ID file was submitted or if students were added during the Pre-ID submission window, or they will be only Generic labels if no Pre-ID file was submitted. If the school receives Pre-ID labels, the Generic labels can be found at the end of the Pre-ID labels. The Generic labels have a space to write the student's name and can be used for any student who did not receive a Pre-ID label.

If the Generic labels are used, it is imperative that schools record the student's name with the appropriate label number on the Generic Tracking Roster provided with the Pre-ID labels. Student demographic information must be entered through the AIR Record Change System in **TIDE** ([www.oh tide.org](http://www.oh tide.org)). The Pre-Processing Record Change window for updating student demographic information in the Pre-ID file is **April 16–May 18, 2012**.

If DTCs wish to take advantage of this service, they will need to notify the BTCs to follow the instructions in the *Building Test Coordinator's Manual*:

- After testing, place the Generic label on scorable documents for which a Pre-ID label is not available.
- Using a No. 2 pencil, write the student's name in the write-in space on the Generic label.
- Record the student's name with the appropriate label number on the Generic Label Tracking Roster provided with the Pre-ID labels.
- Make a photocopy of the Generic Label Tracking Roster and provide it to the DTC when returning scorable materials.
- If the BTC uses 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 the **TIDE** Record Change System.

If districts choose not to use the Generic labels, notify BTCs to discard the Generic labels and instead hand-grid student demographic data on the test booklets (grades 3 and 4) or answer documents (grades 5–8).

### 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.);
- Classroom fields required for classroom reporting;
- Reassignment of students to other schools within the district (by updating the building IRN code). (This is available only during the Pre-Reporting Record Change window.)

Data must be provided in the classroom fields for a district to receive teacher classroom reports.

**Note:** If districts choose not to use Generic labels for students without Pre-ID labels, they will have a final opportunity to update student demographic data, including classroom information, in the final Pre-Reporting Record Change window **May 30 and 31, 2012**.

For questions about the use of Generic labels or the **TIDE** Record Change System, contact AIR at (888) 944-5001 or e-mail [ohhelpdesk@air.org](mailto:ohhelpdesk@air.org).

### Training Building Test Coordinators

**Distribute building test materials at least one week before the test administration date to give the BTCs time to train the TAs.**

A primary responsibility of the DTC is to ensure that the BTCs — who will train the TAs — have been trained in security, test administration and materials-handling procedures.

In order to train the BTCs, do the following:

- Before training the BTCs, become familiar with the testing schedule and procedures described in the *Building Test Coordinator's Manual* and the *Directions for Administration Manual (DFAM)* for the achievement assessments. Also become familiar with the Ohio Achievement Assessment materials and the *Ohio Statewide Assessment Program Rules Book*.

- Conduct training sessions for all BTCs in the district. Review the instructions contained in the DFA. Discuss the test security requirements, the forms for keeping track of test materials and the procedures for returning test materials (scorable and nonscorable) after testing. Discuss the schedules for testing and for returning test materials.
- Discuss the method for collecting testing group number information with the BTCs. Determine whether this information will be retained by the school or district.
- Remind the BTCs that all unused test booklets, along with all special versions of the tests (including audio CDs), are secure and must be returned after testing.
- Advise the BTCs to keep all boxes in which the test materials were delivered. They will use these boxes to return the test materials (scorable and nonscorable) and the unused materials to the district office when testing is complete. If these boxes have been damaged, instruct the BTCs to use sturdy replacement boxes or to ask their DTCs to contact Pearson to order additional boxes.
- Remind BTCs to separate scorable and nonscorable materials. The yellow or magenta labels should be used only for the scorable material. Mixing the scorable with the nonscorable material could result in a delay of receipt of reports.

### Distributing Test Materials to Building Test Coordinators

The test materials for all schools will be delivered to the district at the same time. The school boxes contain test booklets, answer documents, administration manuals, precoded Header Sheets, and other materials necessary for testing. Pre-ID and Generic labels will arrive in a separate shipment.

When the shipment of materials arrives, sort the boxes by school to determine that at least one box has been received for each school. If at least one box is designated for each school, proceed with distributing the materials to the schools.

As soon as possible after distributing the materials to the schools, call all BTCs and ask them to confirm that they have received the quantity of materials that they require for testing.

If any BTC needs extra materials, supply them from the district's overage shipment. Remember to note on the District Overage Security Checklist the serial numbers of any test booklets sent to a BTC.

Ensure that each BTC verifies the contents of his or her shipment against the Packing List immediately on receiving the shipment and reports any discrepancies or shortages immediately.

If additional materials are needed beyond those in the district's overage shipment, complete an additional order through [www.ohide.org](http://www.ohide.org). The DTC must make all requests for extra materials. The BTCs may not contact AIR directly. Be sure to allow sufficient time for ODE to review/approve the order and for Pearson to ship the materials before testing begins.

### On Test Day

- Remind the BTCs **not to open shrink-wrapped packages until test day** and to keep all test materials in a secure location when they are not being used for testing. No unauthorized person may have access to the test materials. Advise school personnel about appropriate security of test materials while they are in the school.
- Check that the BTCs have all the materials they need and that they are following all test security and materials-handling procedures.
- Be available on test day to answer questions that arise during testing.

- Remind BTCs and TAs not to take tests from spiraled packets for use with special versions. **Form SV** is to be used with all special versions.
- Remind BTCs and TAs to complete the Test Administrator Comment Form found at [www.ohiodocs.org](http://www.ohiodocs.org).

## After Testing

- BTCs will return labeled boxes of scorable student test booklets and answer documents directly to the DTC. In addition, all nonscorable secure materials will be returned to the DTC, including unused test booklets and all special versions of the test.
- Receive scorable and nonscorable test booklets from schools for return to Pearson.
- Receive unused answer documents, unmarked grade 8 Mathematics Reference Sheets, *Directions for Administration Manuals*, and BTC manual(s) from the BTC(s) for disposal. The DTC manual should also be destroyed.
- Enter the Generic label information (if used) into the **TIDE** Record Change System.
- Return materials for early return schools no later than **May 4**.
- Return all scorable test booklets and answer documents to Pearson on the prearranged pickup date between **May 4 and 8**. For complete instructions, see pages 16 and 17.
- Return the district's overage and nonscorable materials to Pearson after testing has ended and no later than **May 14**.
- Complete and return the Material Resolution Form to Pearson only if there are discrepancies. It is not necessary to use this form if there are no discrepancies.
- Complete the Test Administrator Comment Form, which is found at [www.ohiodocs.org](http://www.ohiodocs.org). Do **NOT** use a paper form. These are no longer collected. Complete a comment form only if there are comments.

## Students Who Become Sick

A student who becomes ill and vomits on her or his test booklet or answer document and is able to continue the test should be given a new test booklet or answer document so that she or he can continue. Later, the student's responses and demographic information must be transcribed into the new test booklet or answer document, which will be the copy of the test to be scored. The soiled test booklet or answer document should be placed in a zip-lock bag with the barcode written on the zip-lock bag and returned to the DTC with the unused materials. BTCs have been advised to contact the DTC about this situation so the DTC can document the test booklet or answer document barcode on the Material Resolution Form.

A student who becomes ill and vomits on her or his test booklet or answer document and is not able to continue the test should not be given a new test booklet or answer document until a decision is made. The TA should note the time elapsed, put the soiled test booklet or answer document in a zip-lock bag with the barcode written on the zip-lock bag, seal the bag, and return it to the DTC. The district will decide whether the student will continue the test when she or he returns to school or the test will be invalidated. If the student continues the test at a later time, the student must resume the test at the place where she or he stopped. The time must be determined from the total 2½ hours. The completed responses must be transcribed from the soiled test booklet or answer document into a new one. Always have a witness present when transcribing responses to the second test booklet or answer document.

## Invalidating Scores

Invalidations **must** be submitted for the Spring 2012 administration **online** through **TIDE** during the **two-day period of May 30 and 31**. (Instructions for invalidating student scores in the Pre-Reporting Record Change System are included in the **TIDE** user's guide, which is available for download.)

The following examples reflect some, but not all, possible reasons to invalidate a test:

- Test security is compromised by an administrator.
- The student is discovered cheating (must be invalidated).
- The student started but did not complete the test because of illness (district's choice to invalidate or have the student complete the test). The student may complete the test when he or she returns to school, if within the test window.
- An accommodation is given that was not noted on the IEP or 504 Plan prior to the test administration.
- An accommodation was not given that should have been.

If the student's score is invalidated, the BTC should package and return the student's test booklet or answer document with the other scorable materials, following regular packaging directions in the *Building Test Coordinator's Manual*. This does not include the test booklets or answer documents of students who vomited on them (see directions above for returning these test booklets or answer documents).

**Note:** After districts receive the test results, AIR will not invalidate test results. At that time, invalidations must be submitted through EMIS.

## "Do Not Score" Test Booklets or Answer Documents

A very small number of test booklets or answer documents containing student responses should be designated as "Do Not Score." The following examples reflect some, but not all, possible reasons that a test should not be scored:

- Student responses have been transcribed into another document that will be scored. Students who write responses in a language other than English have their responses translated and transcribed into a second test booklet or answer document. The original test booklet or answer document, containing responses in a language other than English, will not be scored.
- The test booklet or answer document is found to be defective.
- Inappropriate marks have been made by the student on the test booklet or answer document.

To ensure that a test booklet or answer document is not scored, mark a large "**X**" and the words "**DO NOT SCORE**" across the front and back covers. The BTC should package and return the student's "Do Not Score" test booklet or answer document with the other **nonscorable** materials, following regular packaging directions in the *Building Test Coordinator's Manual*. Any scorable materials not marked "Do Not Score" and returned with nonscorable materials **will be processed in the late batch**.

## Packaging and Returning Scorable Materials

After testing, it is each BTC's responsibility to collect, inventory and pack all test materials (both scorable and nonscorable) for his or her school. The BTCs are to return all test materials (scorable and nonscorable) to the DTC. It is **very important** that schools follow the return procedures outlined in the *Building Test Coordinator's Manual* so that test booklets or answer documents can be received and scored expeditiously. Any scorable materials in the district's shipment of nonscorable materials will be reported later than the date when the regular reports are due in the district. Assist the BTCs as necessary.

Be sure that schools promptly return all test materials after testing:

- For early return schools, scorable materials are to be picked up **at the designated address on May 4**. (In order to meet this pickup date, it is recommended, but not required, that DTCs collect early return materials from BTCs on **May 3**.)

- For regular return schools, scorable materials are to be picked up **at the designated address** on the prearranged pickup date between **May 4 and May 8**. (In order to meet this pickup date, it is recommended, but not required, that DTCs collect regular return materials from BTCs on **May 3**.)
- **Please retain a copy of all tracking numbers.**

Receive the scorable materials from the BTCs after testing:

- 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 or are not numbered, contact the responsible BTC immediately.
- Confirm that each box has a **yellow** (regular return) or **magenta** (early return) Pearson return label affixed.\*
- Unless the district is assigned a motor freight carrier, confirm that each box has a carrier label attached.
- Confirm that each box is sealed securely with packaging tape.
- Confirm that the correct color label was used for scorable material boxes and nonscorable material boxes. Use of the incorrect label will send scorable tests to the wrong site, and it will place scorable tests in the late batch. The **green** labels must be used for nonscorable materials only. For this reason, the BTC kits do not contain green labels.

**\*Note:** If DTCs prefer to receive and label their schools' scorable materials boxes, they can request a copy of the yellow and/or magenta labels by calling Pearson by **Monday, April 23**. Please note that this is an optional, non-standard procedure that is not documented in the *Building Test Coordinator's Manual*. BTCs have received yellow/magenta labels as part of their initial shipment. For this non-standard procedure, it will be the DTC's responsibility to work with the BTCs to ensure that boxes are returned to Pearson sorted, numbered and labeled correctly.

Prepare for pickup of materials:

- Boxes must be ready for pickup when the carrier arrives.** Please make sure that a district staff member is available for the prearranged pickup between **8:00 a.m.** and **4:00 p.m.** on **May 4** (early return) and between **May 4 and 8** (regular return).
- If make-up testing has not taken place before the prearranged pickup or if the scorable materials pickup must be rescheduled, please refer to the instructions on pages 24 and 25 for procedures to arrange or reschedule a pickup.

## Packaging and Returning Nonscorable Materials

Be sure that schools promptly return nonscorable materials after testing.

- The BTCs must return *nonscorable* materials to the DTC no later than **May 11**.
- The DTC must return the *nonscorable* secure materials to Pearson no later than **May 14**.

Receive the nonscorable materials from the BTCs after testing:

- Count the boxes from each school. If boxes are missing, contact the responsible BTC immediately.
- If there are discrepancies, complete, sign and date the Material Resolution Form and make two copies. Return one copy to ODE at the address on the inside front cover of this manual, return the other copy to Pearson in the district shipment, and keep the original for your records.
- Use the original shipping boxes, locate sturdy boxes, or contact Pearson to order additional boxes to return the test materials. Remove any previous labels or markings from the boxes. If returning

materials in a box that Pearson has not provided, please use an ECT 44 (275 lb) rated box. Do not overfill the box. Be sure to use filler if the materials do not completely fill the box.

- Take inventory of and package the district's overage shipment. If there are discrepancies, place a copy of the Material Resolution Form on top. Add crumpled newspaper or packaging material so that the contents do not shift in transit.
- Seal the boxes securely with packaging tape. Apply a **green** nonscorable return label (from the DTC's materials) on top of each box being returned. Apply these labels in addition to the UPS Ground labels with the Cedar Rapids address so that Pearson can ascertain quickly that it has received materials from your district after testing. A sample of the label is shown on page 19.
- Count the number of boxes being returned. On the label, in the space marked Box \_\_\_ of \_\_\_, fill in the sequence of boxes (e.g., Box 1 of 5, Box 2 of 5, Box 3 of 5). Do not write anything else on the return shipping labels. Number the boxes for the **entire** district shipment.

**Do not destroy any secure test materials. All secure test materials MUST be returned to Pearson.**

If UPS nonscorable return materials were received:

- Locate the green envelope labeled "Nonscorable Return Materials," and remove the UPS Ground labels with the Cedar Rapids address (see the sample label in Appendix A).
- Place a UPS label and **green** Pearson return label on each box. On the label, indicate Box 1 of 5, Box 2 of 5, and so on. Do not write anything else on the label.

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

- For a Ground Pickup:

Call UPS at 1-800-823-7459

- a) Tell the UPS representative that you are calling for a pickup request for Pearson and will be using Pearson's "return service."
- b) Provide the UPS account number on the bottom right side of the UPS return label that is showing on the tear-off tab.
- c) Provide UPS with the address where packages are to be picked up.
- d) Provide UPS with an estimated number of packages available for pickup.
- e) 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.

Pickups should be scheduled 24 to 48 hours in advance. There may be delays in pickup time based on the pickup location.

- Be sure that a district staff member is available from 8:00 a.m. to 4:00 p.m. on the pickup date. Please plan to return the nonscorable materials to Pearson no later than **May 14**.


After returning the nonscorable test materials, destroy any extra UPS labels. They cannot be used for any other shipments.

If a Motor Freight Bill of Lading was received:

- One business day before planning to ship the unused materials, contact the assigned shipping carrier to schedule the pickup. A DTC may schedule the pickup online through the carrier's website or by calling the toll free number, which can be found on the Bill of Lading (see sample Bill of Lading in Appendix A).
- Make sure that someone from the district office will be available between 8:00 a.m. and 5:00 p.m. on the pickup date. The driver will sign the Bill of Lading, and the DTC will receive a copy for his or her records.

Please plan to return all nonscorable secure materials to Pearson no later than **May 14**. No scorable documents are to be returned in this shipment. Any scorable materials in the district's shipment of nonscorable materials will be reported later than the date the regular reports are due in district.

**SAMPLE**  
NONSCORABLE RETURN-SHIPPING LABEL (GREEN)

|   |                |
|---|----------------|
| DISTRICT NAME _____   | DIST IRN _____ |
| 1234 GREEN STREET<br>ANYPLACE, OH 12345   |                |
| BOX _____ OF _____  |                |
| <b>OH GR 3-8 UNUSED Spring 2012</b><br><b>Pearson</b><br><b>7405 Irish Drive SW</b><br><b>Cedar Rapids IA 52404</b> |                |
|                                    |                |
| <b>418-220-002 0005380344 SEC</b>   |                |

# APPENDIX A

## FORMS AND LABELS

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Sample Testing Group Roster

Sample Material Resolution Form

Sample District Overage Security Checklist

Instructions for Returning Scorable Materials for Districts Assigned UPS

Sample UPS Labels

Instructions for Returning Scorable Materials for Districts Assigned a Dedicated Freight Carrier (e.g., K2 Logistics)

Sample Label or Bill of Lading

Instructions for Returning Nonscorable Materials

Sample (Ground) Bill/Label

**SAMPLE**

TESTING GROUP ROSTER

**Testing Group Roster  
OAA Spring 2012**



AMERICAN INSTITUTES FOR RESEARCH®



District Name: \_\_\_\_\_

District IRN: \_\_\_\_\_

School Name: \_\_\_\_\_

School IRN: \_\_\_\_\_

| Testing Group Number* | Test Location | Subject | Date and Time Test Administered | Comments |
|-----------------------|---------------|---------|---------------------------------|----------|
| 001                   |               |         |                                 |          |
| 002                   |               |         |                                 |          |
| 003                   |               |         |                                 |          |
| 004                   |               |         |                                 |          |
| 005                   |               |         |                                 |          |
| 006                   |               |         |                                 |          |
| 007                   |               |         |                                 |          |
| 008                   |               |         |                                 |          |
| 009                   |               |         |                                 |          |
| 010                   |               |         |                                 |          |

\*Test groups will not be used to compile score report data.

**Districts should retain this list. Do not return it with the test materials.**

Optional Use. Districts may create their own form to record the testing group numbers.

**SAMPLE**

OHIO GRADES 3–8 ACHIEVEMENT ASSESSMENTS:  
 SPRING 2012 MATERIAL RESOLUTION FORM

| 12345<br>SAMPLE SCHOOL DISTRICT<br>DISTRICT TEST COORDINATOR<br>456 SOMEPLACE STREET<br>ANYWHERE, OH 44444   | <b>PHASE I</b><br><br>Note any discrepancies between the contents of the shipment and the Packing List | <b>PHASE II</b><br><br>As packets are opened for distribution, note any duplicate or missing numbers |                | <b>COMMENTS</b>   |
|--|--|--|----------------|---|
|  |  | <b>DUPLICATE</b>   | <b>MISSING</b> |   |
| GRADE 03<br>DISTRICT OVERAGE   |  |  |                | <input type="checkbox"/> Check if there were no discrepancies |
| 000001<br>SCHOOL BUILDING 1  |  |  |                | <input type="checkbox"/> Check if there were no discrepancies |
| 000002<br>SCHOOL BUILDING 2  |  |  |                | <input type="checkbox"/> Check if there were no discrepancies |
| 000003<br>SCHOOL BUILDING 3  |  |  |                | <input type="checkbox"/> Check if there were no discrepancies |
| As District Test Coordinator for the Ohio Grades 3–8 Achievement Assessments program, I attest that the information given on this (these) form(s) is accurate and accounts for all secure test booklets sent to my district. |  |  |                |   |
| _____<br>District Test Coordinator Signature   |  | _____<br>District IRN  |                | _____<br>Date   |

Material Resolution Form

**It is not necessary to use this form if there are no discrepancies.** Use this form to record any discrepancies between the test booklet sequence numbers and the numbers on the District Overage Security Checklist.

When the district overage shipment arrives, count the number of test booklets received, and check the beginning and ending sequence numbers of the test booklets in the district shipment against the test booklet numbers on the District Overage Security Checklist. Note any discrepancies in the column labeled Phase I. The BTCs will take inventory of their own shipments and will report any discrepancies to their DTCs. Report those school shipment discrepancies in the Phase II column.

After testing (if there are discrepancies), return a copy to Pearson with the nonscorable test materials. Keep the original for at least two months after the administration.

SAMPLE

OHIO GRADES 3-8 ACHIEVEMENT ASSESSMENTS:  
DISTRICT OVERAGE SECURITY CHECKLIST



**Ohio Achievement Assessment**  
**Grades 3-8**  
**Spring 2012**

DISTRICT OVERAGE SECURITY  
CHECKLIST

OPTIONAL USE

Deliver To: 044444011111  
DISTRICT NAME

Ship To: 044444011111  
DTC NAME  
DISTRICT NAME  
DISTRICT ADDRESS  
CITY, OH 07649

The following list contains the security numbers of all secure test booklets that are in your district overage shipment. We have provided this form to help you record where you have assigned test booklets from your district shipment and to account for secure materials not returned. The use of this form is OPTIONAL.

NOTE: **Unused** Grade 5-8 Answer Documents are no longer secure and do not need to be tracked or returned.

BEFORE THE ASSESSMENT

Write the name of the school in the "Assigned To" column where test booklets were distributed. If you did not distribute any overage to schools, write "Not Distributed."

AFTER THE ASSESSMENT

Write the date when the test booklets were returned in the "Returned by District" column. Provide an explanation for any secure materials not included in the return shipment. If you require additional space for your explanation, write on the back of the form.

We recommend you keep this form for your records for a minimum of two months after receipt of your score reports since you are accountable for any secure materials that are missing after the security numbers have been electronically verified at Pearson. You will need to refer to it if an investigation of missing materials is required. DO NOT return this form with your test materials.



Overage for TEST BOOKLET, GR 6 READING/MATH - SECURE PK-5

| Security Number(s) | Assigned To | Returned by District | Reason booklet is not being returned | Comments |
|--------------------|-------------|----------------------|--------------------------------------|----------|
| 003838001          |             |                      |                                      |          |
| 003838002          |             |                      |                                      |          |
| 003838003          |             |                      |                                      |          |
| 003838004          |             |                      |                                      |          |
| 003838005          |             |                      |                                      |          |
| 003838006          |             |                      |                                      |          |
| 003838007          |             |                      |                                      |          |
| 003838008          |             |                      |                                      |          |
| 003838009          |             |                      |                                      |          |

## Instructions for Returning Scorable Materials for Districts Assigned UPS

- Carrier return labels are contained in the **Building** Test Coordinator Kit.
- BTCs will apply carrier return labels (along with the yellow/magenta labels) to each box before delivering scorable materials to DTCs. The carrier labels used for the scorable materials must have the Iowa City address.
- Early return schools (those with magenta labels) will have a label for Saturday delivery to Pearson. This label may be different from those received by regular return schools. It is important that all early return schools use the Saturday return labels provided in the BTC Kit.
- DTCs will confirm that all labels have been applied correctly before the scheduled pickup.
- 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** website link.
- If you do not have enough labels, do not photocopy labels. UPS will not accept packages with photocopied labels. Each box being returned must have a label. If you need more labels, order them through TIDE.

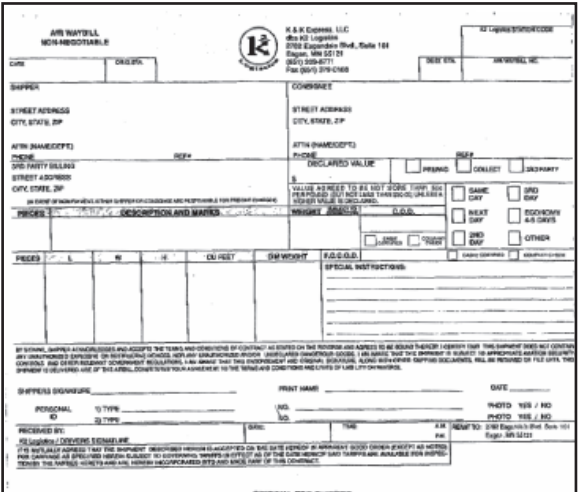
### Sample UPS Labels

| Carrier                             | Sample Label  | Applying UPS Label  | To confirm or reschedule pickup, DTCs contact:  |
|-------------------------------------|---|---|---|
| UPS<br>(Early Return)<br>(Magenta)  |  <p>Peel off tracking number and retain for your information</p>  | <p><b>BTC affixes 1 UPS "Saturday Delivery Label" (from BTC Kit) to each box</b></p> <p>The label will list the following address:</p> <p><b>Pearson<br/>2510 N. Dodge Street<br/>Iowa City, IA 52245</b></p> | <p>Call UPS at 1-800-823-7459</p> <p>Tell the UPS representative that you are calling for a pickup request for Pearson and will be using Pearson's "return service."</p> <p>Provide the account number from the bottom of the label.</p> <p>Provide the pickup address and the estimated number of boxes.</p> |
| UPS<br>(Regular Return)<br>(Yellow) |  <p>Peel off tracking number and retain for your information</p> | <p><b>BTC affixes 1 UPS "Ground Label" (from BTC Kit) to each box</b></p> <p>The label will list the following address:</p> <p><b>Pearson<br/>2510 N. Dodge Street<br/>Iowa City, IA 52245</b></p>            | <p>Call UPS at 1-800-823-7459</p> <p>Tell the UPS representative that you are calling for a pickup request for Pearson and will be using Pearson's "return service."</p> <p>Provide the account number from the bottom of the label.</p> <p>Provide the pickup address and the estimated number of boxes.</p> |


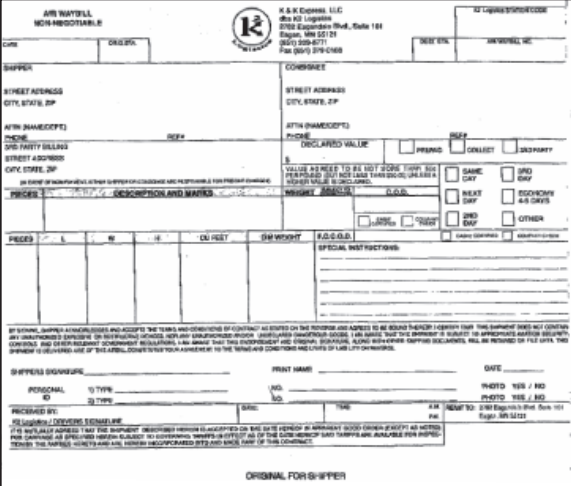
## Instructions for Returning Scorable Materials for Districts Assigned a Dedicated Freight Carrier (e.g., K2 Logistics)

- The Motor Freight bills of lading are contained in the **District** Test Coordinator Kit. There will be one copy for the scheduled pickup and one copy for a make-up shipment. A third copy will be provided for early return materials, if applicable.
- BTCs need only apply the colored (yellow/magenta) return labels before delivering scorable materials to DTCs. (There will be no airbills/labels in the BTC Kits.)
- DTCs will provide the Motor Freight bill of lading to the carrier during their prearranged pickup.

### Sample Label

| Carrier | Sample Label or Bill of Lading   | Applying Bill of Lading Label  | To confirm or reschedule pickup, DTCs contact:  |
|---------|--|--|---|
| K2      |  | <p>DTC receives only Bill of Lading for:</p> <ul style="list-style-type: none"> <li>• Early Return Shipment, if applicable</li> <li>• Regular Return Shipment</li> <li>• Make-up returns</li> <li>• Nonscorable materials (see page 26)</li> </ul> | <p>1-888-886-0780<br/>or<br/>www.k2assessments.com<br/>or<br/>k2assessments@k2logistics.com</p> |

# Instructions for Returning Nonscorable Materials

| Carrier | Sample (Ground) Bill/Label (located in DTC Kit)  | Applying the (Ground) Bill/Label from the DTC Kit  | To schedule nonscorable pickup contact:   |
|---------|--|--|---|
| UPS     |  <p>1 LBS<br/>RS</p> <p>SHIP TO:<br/>SECURITY<br/>12301 441-4712<br/>PEARSON<br/>7405 IRISH DRIVE SW<br/>CEDAR RAPIDS IA 52404</p> <p>IA 524 0-10</p> <p>UPS GROUND<br/>TRACKING #: 1Z 826 43C 00 7656 1604</p> <p>SHIP FROM:<br/>PEARSON<br/>7405 IRISH DRIVE SW<br/>CEDAR RAPIDS IA 52404</p> <p>Peel off tracking number and retain for your information</p> | <p><b>DTC affixes 1 UPS Ground label (from DTC Kit) to each box.</b></p> <p>The label will list the following address:</p> <p><b>Pearson<br/>7405 Irish Drive, SW<br/>Cedar Rapids, IA 52404</b></p> | <p><b>Call UPS at 1-800-823-7459.</b></p> <p>Tell the UPS representative that you are calling for a pickup request for Pearson and will be using Pearson's "return service." Provide the account number from the bottom of the label. Provide the pickup address and the estimated number of boxes.</p> |
| K2      |  <p>Bill of Lading form with fields for shipper, consignee, description, and special instructions.</p>   | <p><b>DTC receives only one Bill of Lading for the nonscorable shipment</b></p>  | <p><b>At least one day in advance of desired pickup date, call/e-mail or request pickup via website:</b></p> <p>1-888-886-0780<br/>or<br/>k2assessments@k2logistics.com<br/>or<br/>www.k2assessments.com</p>  |

# APPENDIX B

## STUDENTS WITH IDENTIFIED DISABILITIES — STUDENTS IDENTIFIED AS ENGLISH LANGUAGE LEARNERS

### General Information

#### Definition of an Accommodation

An accommodation is defined as a change in the testing environment, procedures or presentation that does not alter what the test measures or the comparability of scores. The purpose of accommodations is to enable students to participate in an assessment in a way that allows knowledge and skills, rather than disabilities, to be assessed.

#### Definition of a Student With Identified Disabilities (IEP or 504 Plan)

A student with a documented disability is one who has been evaluated and found to meet the eligibility criteria for enrollment in special education as defined by the Individuals with Disabilities Education Act (IDEA '97) or one who has a disability covered under Section 504 of the Rehabilitation Act of 1973.

#### Criteria for the Use of Accommodations

A student may require accommodations in test administration procedures if these accommodations are consistent with what is regularly provided to the student for testing in the classroom and they are specified in the Individualized Education Program (IEP) or 504 Plan. If the person providing the accommodation is also administering the statewide test, that person must be a licensed/certificated employee of the district.

Accommodations should be made to facilitate participation by students with disabilities or limited English proficiency. However, any accommodation that gives a student an advantage is not considered allowable because it does not allow valid assumptions to be made from the results.

Students with disabilities who have an IEP or have been evaluated under Section 504 may be provided accommodations during the administration of statewide tests. The Ohio Administrative Code defines four criteria for allowable accommodations:

- The accommodation must be typically provided to the student in the classroom for classroom and districtwide tests. In addition, the accommodation must be documented in the student's IEP or 504 Plan.
- The accommodation cannot change the content or structure of the test. For example, the TA may not convert open-ended questions to multiple-choice questions.
- The accommodation cannot change what the test is intended to measure. For example, the TA is not permitted to read the passages from a reading test because this would change the test from a measure of reading skills to a measure of listening skills. The use of assistive technologies (e.g., calculator on the mathematics test, word processor on the writing test) does not change what a test is intended to measure.
- The accommodation cannot change or enhance the student's response. For example, a scribe may record only the actual response provided by the student. Some students who have more pronounced coordination and fine-motor disabilities are unable to produce written work in the classroom without the assistance of a scribe or certain augmentative communication devices. If such an accommodation is provided in the classroom, the IEP team may determine that the accommodation should be provided to the student at the time of testing. School staff should use caution when providing these accommodations because the potential exists to exceed the criteria for allowable accommodations. That is, the scribe could enhance the student's response and thereby create an inaccuracy in test results.

## Definition of a Student Identified as an English Language Learner (ELL)

To be classified as an English Language Learner (ELL), a student must:

- be between the ages of 3 and 21;
- be enrolled in an elementary or secondary school;
- be a non-native English speaker, whether born in the United States or another country;
- show impaired classroom performance or ability to meet state standards for achievement on tests because of his or her difficulty speaking, reading, writing, or understanding English.

Please note that a student must be formally identified as ELL before any accommodations or exemptions are allowed. The formal assessment is **not** the Ohio Test of English Language Acquisition (OTELA). All ELL students are allowed the use of a print or hand-held electronic dictionary (but not a computer-based dictionary) and/or may receive extended time to complete the test although the test must be completed in one school day.

Additionally, those ELL students who have been enrolled in a U.S. school for less than 3 years and are at the beginning or intermediate level in reading and writing are eligible to receive additional accommodations. The following special versions may be used to provide the accommodation:

- English Audio CD — This is a recorded “read-aloud” administration of the test in English.
- Bilingual Test Booklet — This is a test booklet with the text of the test printed in English and Spanish on facing pages.
- Foreign-Language CD — This is a “read-aloud” administration of the test in Japanese or Spanish.
- Language-Translation Script — This is a script the oral interpreter uses to ensure that the correct portions of the test are read aloud.
- Read-Aloud Script — This is a script the TA uses to ensure that the correct portions of the test are read aloud.

**Note: The reading passages, including the word bank on the reading tests, cannot be read aloud in English or translated into another language.** This is to ensure that the tests are an accurate measure of the student’s reading. The Read-Aloud Script and Language-Translation Script have been developed for this reason.

Finally, ELL students who have been enrolled in U.S. schools for one year or less are eligible for an exemption from taking the reading test but must take an English language proficiency test (given locally) to measure how well they are learning English. In Ohio, this test is the OTELA. All ELL students must continue taking the OTELA until they demonstrate proficiency in English. ELL students must take the OAA for mathematics and science.

The following table lists the special versions of the OAA that are available.

### Special Versions Summary

| Test Materials              | For the student who:   | After the administration, the Test Administrator will...  |
|-----------------------------|--|---|
| Read-Aloud Script           | needs a read-aloud administration in English and is an eligible IEP/504 Plan or ELL student.                                 | verify that the student has used the Form SV test booklet (grades 3 and 4) or the answer document (grades 5–8) to record responses.   |
| English Audio CD            | needs a read-aloud administration in English and is an eligible IEP/504 Plan or ELL student.                                 | verify that the student has used the Form SV test booklet (grades 3 and 4) or the answer document (grades 5–8) to record responses.   |
| Large Print                 | has difficulty reading text in a standard-sized font and/or needs to highlight text and is an eligible IEP/504 Plan student. | transcribe the student's multiple-choice and constructed responses to the Form SV test booklet (grades 3 and 4) or the answer document (grades 5–8).  |
| Braille                     | reads classroom materials in Braille and is an eligible IEP/504 Plan student.  | transcribe the student's multiple-choice and constructed responses to the Form SV test booklet (grades 3 and 4) or the answer document (grades 5–8).  |
| Bilingual Test Booklet      | reads classroom materials in Spanish and is an eligible ELL student.   | translate and transcribe the student's multiple-choice and constructed responses to the Form SV test booklet (grades 3 and 4) or the answer document (grades 5–8).  |
| Foreign-Language CD         | needs an oral administration in Japanese or Spanish and is an eligible ELL student.  | verify that the student has used the Form SV test booklet (grades 3 and 4) or the answer document (grades 5–8) to record responses.   |
| Language-Translation Script | needs an oral administration in a language not available on CD (see above) and is an eligible ELL student.                   | ensure that the language translator translated and transcribed the student's constructed responses into the Form SV test booklet (grades 3 and 4) or the answer document (grades 5–8). Ensure that the student's responses to multiple-choice items are also in this transcribed test booklet/answer document.* |

\*Note: For each test, the student's responses to the multiple-choice and constructed-response questions must all appear in the same test booklet (grades 3 and 4) or answer document (grades 5–8), which will be scored. For this reason, it is recommended that the student answer the multiple-choice (MC) questions in one of the two test booklets in the materials and make his or her written responses in the other test booklet. The written responses must then be translated and transcribed into the test booklet or answer document with the MC responses.

# APPENDIX C

## SUPPLEMENTAL INSTRUCTIONS

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Supplemental Instructions for a Read-Aloud Script

Supplemental Instructions for an English Audio CD

Supplemental Instructions for a Large-Print Test Booklet

Supplemental Instructions for a Braille Test Booklet

Supplemental Instructions for a Bilingual Test Booklet

Supplemental Instructions for a Foreign-Language CD

Supplemental Instructions for a Language-Translation Script and Materials

## Supplemental Instructions for a Read-Aloud Script

The Read-Aloud Script is to be used by the TA to provide a read-aloud accommodation to a student or group of students. This version may be administered to any eligible ELL student or student who has an IEP or 504 Plan specifying an oral reading of a test.

Materials required for a Read-Aloud Script administration:

- a Read-Aloud Script for each grade;
- a Form SV test booklet (for grades 3 and 4);
- a Form SV test booklet and scannable answer document (for grades 5–8);
- these supplemental instructions.

**Note:** Use only the materials provided. Do not use test materials from the district overage or the building test materials. These forms will not be the same because the tests are spiraled. The Read-Aloud Script and Form SV test booklet **must** be used with the read-aloud accommodation.

### Use of the Form SV Test Booklet and Scannable Answer Document

The Test Administrator will read the Read-Aloud Script as the student listens. The student will record his or her responses in the Form SV test booklet (grades 3 and 4) or the answer document (grades 5–8). The TA will **not** use the Form SV to administer the test.

### Providing a Read-Aloud Accommodation

Only a student identified as an eligible ELL student or having an IEP or 504 Plan may have a read-aloud accommodation. **The reading passages, which include the word bank, must not be read aloud.** To do so would invalidate the test. The student must read the reading passages without any assistance. Additional test administration time is not a requirement for this accommodation but may be used as an ELL, IEP or 504 accommodation. Directions may differ slightly from those in the general test booklet. Please follow the supplemental instructions as well as the instructions in the *Directions for Administration Manual*. All student responses must be in **English** to be scored.

### After the Test Administration

The sections below must be completed for students using a Pre-ID label or a Generic label:

- Sections N, O and P on the inside back cover of the Form SV test booklet with the student responses for grades 3 and 4;
- Section J on the back cover and sections N, O and P on the inside back cover of the answer document with the student responses for grades 5–8. The form in section J must be marked “SV.”

The Form SV test booklet (grades 3 and 4) or the answer document (grades 5–8) into which the student responses were recorded must be returned to the BTC with the other scorable test materials.

**Note:** Pages or separate sheets added to the test booklet will **NOT** be scored.

Return the Read-Aloud Script used by the Test Administrator and any extra test materials to the BTC with the rest of the school’s **nonscorable** materials.

## Supplemental Instructions for an English Audio CD

The English Audio CD provides a recorded read-aloud administration of the test. A read-aloud is an accommodation in which the test is read aloud to a student or group of students. This version may be administered to any eligible ELL student or student who has an IEP or 504 Plan specifying an oral reading of a test or to a student who requests it in lieu of a Foreign-Language CD version of a test.

Materials required for an English Audio CD administration:

- an English Audio CD;
- a Form SV test booklet (for grades 3 and 4);
- a Form SV test booklet and scannable answer document (for grades 5–8);
- these supplemental instructions.

**Note:** Use only the materials provided. Do not use test materials from the district overage or the building test materials. These forms will not be the same because the tests are spiraled. The Form SV test booklet **must** be used with the English Audio CD.

### Use of the Form SV Test Booklet and Scannable Answer Document

The student will listen to the English Audio CD. The student will record his or her responses in the Form SV test booklet (grades 3 and 4) or the answer document (grades 5–8).

### Administering a Test Using an English Audio CD

Only students identified as eligible ELLs or having an IEP or 504 Plan may use the English Audio CD. As with the general test materials, these accommodation materials **must** be securely stored between administrations. Directions may differ slightly from those in the general test booklet. Please follow the supplemental instructions as well as the instructions in the *Directions for Administration Manual*.

A CD player is required to administer the tests. Directions and questions are recorded as separate tracks on the disc. A track listing for the disc is provided on the disc case. It is not advisable to allow young children to operate the CD player because it is necessary for the recording to be paused between questions to allow time to respond. Therefore, when testing younger students, the TA should operate the CD player to minimize administration problems. Older students may be allowed to operate the CD player and may be tested while wearing headphones.

Additional test administration time is not a requirement for this accommodation but may be used as an ELL, IEP or 504 accommodation. The CD may be paused at any time during the administration to give a student time to complete a response, and all questions may be repeated as many times as the student wants.

### After the Test Administration

The sections below must be completed for students using a Pre-ID label or a Generic label:

- Sections N, O and P on the inside back cover of the Form SV test booklet with the student responses for grades 3 and 4;
- Section J on the back cover and sections N, O and P on the inside back cover of the answer document with the student responses for grades 5–8. The form in section J must be marked "SV."

The Form SV test booklet (grades 3 and 4) or the answer document (grades 5–8) into which the student responses were recorded must be returned to the BTC with the other scorable test materials.

**Note:** Pages or separate sheets added to the test booklet will NOT be scored.

Return the English Audio CD and any extra test materials to the BTC with the rest of the school's **nonscorable** materials.

## Supplemental Instructions for a Large-Print Test Booklet

The Large-Print test booklet is to be used by students whose IEP or 504 Plan specifies the use of Large-Print materials. The Large-Print tests are printed in 18-point type.

Materials included with the Large-Print test booklet:

- an 8½- x 11-inch Large-Print test booklet for each subject;
- a Form SV test booklet (for grades 3 and 4);
- a scannable answer document (for grades 5–8);
- these supplemental instructions.

**Note:** Use only the materials provided. Do not use test materials from the district overage or the building test materials. These forms will not be the same because the tests are spiraled. The Form SV test booklet **must** be used with the Large-Print test booklet.

### Use of the Form SV Test Booklet and Scannable Answer Document

The student responses are transcribed from the Large-Print test booklet to a Form SV test booklet (grades 3 and 4) or an answer document (grades 5–8) for scoring.

### Administering a Test Using a Large-Print Test Booklet

Only students identified as having an IEP or 504 Plan may use the Large-Print test booklet. As with the general test materials, these test booklets **must** be securely stored between administrations. Additional time is not a requirement for this accommodation but may be an IEP or 504 accommodation. Directions may differ slightly from those in the regular print test booklet. Please follow the supplemental instructions as well as the instructions in the *Directions for Administration Manual*.

The student may respond directly in the Large-Print test booklet, a scorable Form SV test booklet (grades 3 and 4), or a scorable answer document (grades 5–8).

**Note:** Page numbers in the Large-Print booklet differ from those in the Form SV test booklet. PLEASE CHECK THE PAGE NUMBER REFERENCES.

### After the Test Administration

If the student responded in the Large-Print test booklet, the student responses for multiple-choice and constructed-response questions must be transcribed verbatim into the scorable Form SV test booklet (grades 3 and 4) or scannable answer document (grades 5–8). This must be done by a licensed/certificated school or district employee with a witness present during the transcription. The Form SV test booklet (grades 3 and 4) or answer document (grades 5–8) into which the answers were transcribed must be returned to the BTC with the other scorable test materials.

The sections below must be completed for students using a Pre-ID label or a Generic label:

- Sections N, O and P on the inside back cover of the Form SV test booklet with the student responses for grades 3 and 4;
- Section J on the back cover and sections N, O and P on the inside back cover of the answer document with the student responses for grades 5–8. The form in section J must be marked "SV."

**Note:** Pages or separate sheets added to the test booklet will NOT be scored.

Return the Large-Print test booklet (which may or may not have student responses) and any extra test materials to the BTC with the rest of the school's **nonscorable** materials. Note: The Large-Print test booklet will **NOT** be scored even if it has student responses. A rescore request **will not be accepted** for Large-Print test booklets that have student responses that have not been transferred to the Form SV test booklet (grades 3 and 4) or answer document (grades 5–8). Please transcribe student responses into the Form SV test booklet (grades 3 and 4) or answer document (grades 5–8).

## Supplemental Instructions for a Braille Test Booklet

The Braille test booklet is to be used by students whose IEP or 504 Plan specifies the use of Braille materials. The Braille test booklet consists of comb-bound, 11½- x 11-inch single-sided Braille pages.

Materials included with the Braille test booklet:

- a comb-bound Braille test booklet for each subject;
- a Form SV test booklet into which the student's answers will be transcribed (for grades 3 and 4);
- a Form SV test booklet for the TA's use (for grades 5–8);
- a scannable answer document (for grades 5–8);
- these supplemental instructions.

**Note:** Use only the materials provided. Do not use test materials from the district overage or the building test materials. These forms will not be the same because the tests are spiraled. The Form SV test booklet must be used with the Braille test booklet.

### Use of the Form SV Test Booklet and Scannable Answer Document

The student responses are transcribed from the Braille test booklet to a Form SV test booklet (grades 3 and 4) or an answer document (grades 5–8) for scoring.

### Administering a Test Using a Braille Test Booklet

Only students identified as having an IEP or 504 Plan may use the Braille test booklet. As with the general test materials, these test materials **must** be securely stored between administrations. Additional time is not a requirement for this accommodation but may be an IEP or 504 accommodation. Directions may differ slightly from those in the general test booklet. Please follow the supplemental instructions as well as the instructions in the *Directions for Administration Manual*.

The grade 8 Braille test booklet contains a Braille version of the Mathematics Reference Sheet. This is a separate booklet, which is included with the Braille test booklet and may be removed for use during the test administration.

### After the Test Administration

The student responses for multiple-choice and constructed-response questions must be transcribed verbatim into the scorable Form SV test booklet (grades 3 and 4) or the answer document (grades 5–8). This must be done by a licensed/certificated school or district employee with a witness present during the transcription. The Form SV test booklet (grades 3 and 4) or scannable answer document (grades 5–8) into which the student responses were transcribed must be returned to the BTC with other scorable test materials.

The sections below must be completed for students using a Pre-ID label or a Generic label:

- Sections N, O and P on the inside back cover of the Form SV test booklet with the student responses for grades 3 and 4;
- Section J on the back cover and sections N, O and P on the inside back cover of the answer document with the student responses for grades 5–8. The form in section J must be marked "SV."

**Note:** Pages or separate sheets added to the test booklet will NOT be scored.

Return the Braille test booklet and any extra test materials to the BTC with the rest of the school's **nonscorable** materials.

## Supplemental Instructions for a Bilingual Test Booklet

The Bilingual test booklet is to be used by eligible ELL students who are literate in Spanish. This test booklet presents the test material in Spanish on the right-hand page and the corresponding English translation on the facing left-hand page. Please note that the reading passages are not translated into Spanish because the intent of the test is to assess the student's ability to read English text. The reading passages, including the word bank, may **NOT** be read aloud in Spanish or English.

Districts that use the Bilingual test booklets may use a translator but will **NOT** be reimbursed for the translator. These materials are packaged by grade. The bilingual materials contain enough resources to administer the test to one student.

Materials included with the Bilingual test booklet:

- a Bilingual test booklet for each subject;
- a Form SV test booklet (for grades 3 and 4 only) for the student's responses in English;
- two scannable answer documents, one in which the student responds, and one into which a school employee translates and transcribes the student's responses (for grades 5–8);
- these supplemental instructions.

**Note:** Use only the materials provided. Do not use test materials from the district overage or the building test materials. These forms will not be the same because the tests are spiraled. The Form SV test booklet must be used with the Bilingual test booklet.

### Use of the Form SV Test Booklet and Scannable Answer Document

The student responses are translated (if necessary) and transcribed from the Bilingual test booklet to the Form SV test booklet (grades 3 and 4) or an answer document (grades 5–8) for scoring.

### Administering a Test Using a Bilingual Test Booklet

Only students identified as eligible ELLs may use the Bilingual test booklet. As with the regular test materials, these materials **must** be securely stored between administrations. Additional time is not a requirement for this accommodation but may be an ELL accommodation. Directions may differ slightly from those in the general test booklet. Please follow the supplemental instructions as well as the instructions in the *Directions for Administration Manual*.

The student may respond to the constructed-response items in English or Spanish; however, only student responses in English will be scored.

### After the Test Administration

The student responses for multiple-choice and constructed-response questions must be translated into English (if necessary) and transcribed verbatim into the scorable Form SV test booklet (grades 3 and 4) or scannable answer document (grades 5–8). This must be done by a licensed/certificated school or district employee with a witness present during the transcription. The Form SV test booklet (grades 3 and 4) or answer document (grades 5–8) into which the student responses were transcribed must be returned to the BTC with other scorable test materials. Return the original test booklet (grades 3 and 4) or answer document (grades 5–8) with the nonscorable materials. Test booklets and answer documents with student responses in Spanish will **NOT** be scored.

The sections below must be completed for students using a Pre-ID label or a Generic label:

- Sections N, O, and P on the inside back cover of the Form SV test booklet with the student responses in English for grades 3 and 4;
- Section J on the back cover and sections N, O and P on the inside back cover of the answer document with the student responses in English for grades 5–8. The form in section J must be marked “SV.”

**Note:** Pages or separate sheets added to the test booklet will NOT be scored.

Return the Bilingual test booklet and any extra test materials to the BTC with the rest of the school’s **nonscorable** materials.

## Supplemental Instructions for a Foreign-Language CD

The Foreign-Language CD is to be used by ELL students who are eligible to use a translated version of the test. These CDs are intended for use in lieu of the language translator option for two languages: Japanese and Spanish. These materials are available for single-student and group administrations, by grade level.

Districts that use the Foreign-Language CDs may also use a translator but will NOT be reimbursed for the translator. These materials are packaged by grade and language. The Foreign-Language CD materials contain enough resources to administer the test to one student.

Materials required for the Foreign-Language CD administration:

- an English Audio CD;
- a Foreign-Language CD;
- a Form SV test booklet (for grades 3–8);
- a scannable answer document (for grades 5–8);
- these supplemental instructions.

**Note:** Use only the materials provided. English Audio CDs will be included with all Foreign-Language CD packages in case a student would prefer to listen to a test in English rather than in his or her native language. Do not use test materials from the district overage or the building test materials. These forms will not be the same because the tests are spiraled. The Form SV test booklet must be used with the Foreign-Language CD.

### Use of the Form SV Test Booklet and Scannable Answer Document

The student will listen to the Foreign-Language CD. The student will record his or her responses in the Form SV test booklet (grades 3 and 4) or the answer document (grades 5–8).

### Administering a Test Using a Foreign-Language CD

Eligible ELLs may use the Foreign-Language CD. As with the regular test materials, these materials **must** be securely stored between administrations. Additional time is not a requirement for this accommodation but may be an ELL accommodation. Directions may differ slightly from those in the general test booklet. Please follow the supplemental instructions as well as the instructions in the *Directions for Administration Manual*.

The student may respond to the constructed-response items in English or in his or her native language. These responses will then be scored and translated (as necessary) by Pearson.

A CD player is required to administer the tests. Directions and questions are recorded as separate tracks on the disc. A track listing for the disc is provided on the disc case. It is not advisable to allow young children to operate the CD player because it is necessary for the recording to be paused between questions to allow time to respond. Therefore, when testing younger students, the TA should operate the CD player to minimize administration problems. Older students may be allowed to operate the CD player and may be tested while wearing headphones.

The recorded tests are not timed. The student should be given as much time as reasonably necessary to respond to the questions. The CD may be paused at any time during the administration to give the student time to complete a response, and all questions may be repeated as many times as the student wants. The Form SV test booklet (grades 3 and 4) or the scannable answer document (grades 5–8) into which the student responses are written must be returned to the BTC with other scorable materials. Return the CDs and any extra test materials to the BTC with the rest of the school's **nonscorable** materials.

## After the Test Administration

The sections below must be completed for students using a Pre-ID label or a Generic label:

- Sections N, O and P on the inside back cover of the Form SV test booklet with the student responses for grades 3 and 4;
- Section J on the back cover and sections N, O and P on the inside back cover of the answer document with the student responses for grades 5–8. The form in section J must be marked “SV.”

**Note:** Pages or separate sheets added to the test booklet will NOT be scored.

Return the foreign-language CDs and any extra test materials to the BTC with the rest of the school’s **nonscorable** materials.

## Supplemental Instructions for a Language-Translation Script and Materials

The Language Translations are intended for students identified as English Language Learners (ELLs) who are eligible to take a translated version of the test and whose native language is not one of the two languages for which recorded versions of the test are available (Japanese and Spanish). These materials are packaged by grade. The materials needed to administer the test to one student are included.

**Note:** If a student requires a language translation of a test for which a CD is available, it is the district's or school's responsibility to arrange for and pay for that translation.

Materials included for a Language Translation:

- a Language-Translation Script of each test;
- an English Audio CD;
- two Form SV test booklets (for grades 3 and 4);
- a Form SV test booklet and two scannable answer documents (for grades 5–8);
- blank C-120 (two hours recording time) audiocassettes for recording each test administration (one per subject);
- a copy of the Language Translator Report Form for each subject;
- a postage-paid envelope (containing forms to be completed by the translator) for returning the Language Translator Report Form and other translator paperwork;
- these supplemental instructions.

**Note:** Use only the materials provided. Do not use test materials from the district overage or the building test materials. These forms will not be the same because the tests are spiraled. The Form SV test booklet **must** be used with the language translation.

### Use of the Form SV Test Booklet and Scannable Answer Document

The student responses are translated and transcribed from the Form SV test booklet or the answer document used by the student to the Form SV test booklet (grades 3 and 4) or the scannable answer document (grades 5–8) for scoring. This step is not necessary if the student responds in English.

### Administering a Test Using a Language Translation

Eligible ELL students may have a language translation of the test. As with the general test materials, these materials **must** be securely stored between administrations. Additional time is not a requirement for this accommodation but may be an ELL accommodation. Directions may differ slightly from those in the general test booklet. Please follow the supplemental instructions as well as the instructions in the *Directions for Administration Manual*.

Language translation administrations involve three people: the student being tested, the person performing the translation of the test into the student's native language (most likely someone from outside the school although it cannot be a family member or a close family friend) and a TA (a school employee who holds a license/certificate/permit issued by ODE). The TA may also be the translator provided another school or district employee is present. An audiocassette recorder is required to record the translated portion of the test administration. It is recommended that the recording be paused when no one is speaking.

The translator will read the Language-Translation Script and translate it aloud into the student's native language. The translator must not deviate from the script. The student may ask the translator to translate only those directions or questions that seem unclear in their written form. The translated test administration must be tape-recorded using the supplied audiocassettes. The student's name must be printed on each used audiocassette tape after the test administration. The student may respond to the constructed-response questions in English or in his or her native language.

Designate one Form SV test booklet (grades 3 and 4) or scannable answer document (grades 5–8) as scorable, and have the student respond to multiple-choice questions in this Form SV test booklet (grades 3 and 4) or scannable answer document (grades 5–8). If the student plans to answer the constructed-response questions in a language other than English, he or she must write these responses in the other Form SV test booklet (grades 3 and 4) or scannable answer document (grades 5–8).

## After the Test Administration

The translator must translate the student’s responses into English and transcribe them into the scorable Form SV test booklet (grades 3 and 4) or the scannable answer document (grades 5–8) in which the student marked his or her answers to the multiple-choice questions. This must be done by a licensed/certificated school or district employee with a witness present during the transcription. The Form SV test booklet (grades 3 and 4) or answer document (grades 5–8) into which the student responses were transcribed must be returned to the BTC with other scorable test materials. Test booklets and answer documents with student responses in other languages will NOT be scored. AIR will reimburse translators or districts \$100 per student per test administered.

The sections below must be completed for students using a Pre-ID label or a Generic label:

- Sections N, O and P on the inside back cover of the Form SV test booklet with the student responses in English for grades 3 and 4;
- Section J on the back cover and sections N, O and P on the inside back cover of the answer document with the student responses in English for grades 5–8. The form in section J must be marked “SV.”

The district/school and the translator must complete and sign the Language Translator Report Form. The translator and school should retain one copy each. The third copy should be mailed to American Institutes for Research (the testing contractor) in the postage-paid envelope included with the materials.

In addition, the translator must sign the documents enclosed in the return envelope to ensure payment. These documents consist of the following:

- **IRS Form W-9:** Request for Taxpayer Identification and Certification.
- **Nondisclosure Agreement:** This form is a security requirement. Translators may **not** perform the language translations if they do not read and agree to the contents of this form. Complete the sections that are shaded in yellow (the date on the first page and the signature and date on the last page).
- **IRS Form W-8BEN:** To be completed **only** if the translator is a nonresident alien.

A preaddressed, postage-paid envelope is enclosed for your convenience in returning these signed forms along with a completed copy of the Language Translator Report Form to AIR.

Ensure that the student’s name is printed on the second test booklet (grades 3 and 4) or scannable answer document (grades 5–8) that contains the student’s foreign-language responses, as well as the audiocassette(s) used to record the test administration. The used test booklet or answer document should be placed in the zip-lock bag with the audiocassettes and the rest of the materials and returned to the BTC. It will be returned to the DTC with the rest of the school’s nonscorable materials.

**Note:** Pages or separate sheets added to the test booklet will NOT be scored.

Return the scorable Form SV test booklet (grades 3 and 4) or scannable answer document (grades 5–8) and any extra test materials to the BTC with the rest of the school’s **nonscorable** materials.

# APPENDIX D

## SUMMARY OF TEST SECURITY PROVISIONS FROM THE ADMINISTRATIVE CODE

Rule 3301-13-05 of the Ohio Administrative Code establishes test security provisions for the achievement assessments. To review the Ohio Administrative Rule 3301-13-05 on the Internet, log on to [codes.ohio.gov/oac/3301-13-05](http://codes.ohio.gov/oac/3301-13-05).

Those provisions are summarized below:

- All test questions and all other materials are considered secure and subject to the provisions of Sections 3319.151 and 3319.99 of the Ohio Revised Code and Rule 3301-13-05 of the Administrative Code.
- The Ohio Revised Code prohibits the disclosure of test questions, paraphrases, facsimiles, or any other material that would assist a pupil in taking the Grades 3-8 Ohio Achievement Assessments.
- Only authorized personnel are permitted access to secure test materials.
- Persons designated as District Test Coordinators, Building Test Coordinators and Test Administrators are responsible for ensuring that all test security provisions are met.
- By **October 1** of each year, written procedures and penalties shall be communicated to all district employees and students.
- The district must adopt written procedures to protect the security of test materials; these procedures shall include the following:
  - Identify authorized persons who are to be present during testing and who shall have access to secure material.
  - Specify handling and tracking procedures in both the district and the buildings.
  - Specify procedures for investigating any alleged test security violations and penalties for confirmed violations.
  - Specify procedures for determining whether to invalidate a student's test score.
  - The school district shall notify the ODE if a security violation is suspected and include the finding(s) and action(s) taken.
  - Specify how written procedures will be communicated annually to employees and students in the district.
- After determining that a test security violation has occurred, the district board and/or State Board of Education may seek the maximum penalty pursuant to Section 3319.151 of the Ohio Revised Code.
- All school and district employees shall cooperate with the ODE in any investigation of a test security violation.
- Prior to taking action for a test security violation, the State Board of Education shall give notice of any action and provide an opportunity for an individual to respond and present a defense.







