

OHIO GRADUATION TESTS



Building Test Coordinator's Manual 2005 – 2006 School Year



Important:

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

For Assistance:

Check with your District Test Coordinator first if you have any questions.

Ohio Department of Education (ODE)	614-466-0223 614-995-5568 (Fax) Ohio Department of Education Office of Assessment 25 S. Front Street, Mail Stop 507 Columbus, OH 43215	Administration, Rules, Regulations, and Security Problems
Questar Educational Systems (Questar)	866-OHIO OGT 866-644-6648 866-688-0419 (Fax) CustomerService@QuestarEd.com Questar Educational Systems Attn: OGT 5550 Upper 147 th Street West Apple Valley, MN 55124	Test Material Requests, Reports, Pre-ID, and Optional Services

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Highlights for the 2005-2006 OGT Administrations

Fall Administration (October 24-November 6, 2005)

Students in grade 11 who have not passed all required tests **should** participate.

Students in grade 12 or in an adult high school program, or who have completed curriculum requirements and have not passed all required Ninth-Grade Proficiency Tests, **may** participate. According to House Bill 493, signed by Governor Taft in February 2005, these students may meet Ninth-Grade Proficiency Test requirements by passing the OGT in the same subject.

Students in grade 10 or below should not participate.

Spring Administration (March 13-26, 2006)

All students in grade 10 should participate.

Students in grade 11 who have not passed all required tests **should** participate.

Students in grade 12 or in an adult high school program, or who have completed curriculum requirements and have not passed all required Ninth-Grade Proficiency Tests, **may** participate.

Students in grade 9 or below should not participate.

Summer Administration (July 10-31, 2006)

Summer testing is optional. Students, schools and districts may elect to participate or not participate. Participating schools and districts do not have to offer all five tests.

Students who have completed grade 10 or grade 11 and have not passed all required tests **should** participate.

Students who have completed grade 12, are in an adult high school program, or who have completed curriculum requirements and have not passed all required Ninth-Grade Proficiency Tests, **may** participate.

Students who were not in grade 10 or above during the preceding school year should not participate.

Students who are enrolled in school are required to complete ten hours of intervention for each subject tested. Students who plan to take both the OGT and the Ninth-Grade Proficiency Test in the same subject are only required to have ten hours of intervention.

Test Schedule

During the Fall and Spring administrations, the following sequence will apply during the first week of administration:

Monday: Reading
Tuesday: Mathematics
Wednesday: Writing
Thursday: Science
Friday: Social Studies

Makeup tests are administered during the second week of administration. Students may also take makeup tests during the first week after the first day that test was administered. Except for students taking a makeup test, all students testing in a particular subject should be tested on the same day.

During the Summer administration, all testing must be completed within a two-week (14 consecutive days) window. Districts that plan to test more than one subject should follow the sequence used during the Fall and Spring administrations. Testing may begin on any day, and makeup tests can be given anytime after the first day that test was administered. Except for students taking a makeup test, all students testing in a particular subject should be tested on the same day.

Test Administration

Students may **not** take more than one test on the same day, and are allowed up to 2-1/2 hours to complete each test unless additional time is granted due to Individualized Education Plan (IEP), Section 504 Plan, or Limited-English Proficiency (LEP) accommodations. Students who plan to take the OGT and the Ninth-Grade Proficiency Test in the same subject may take only one test per day.

Intervention

Students still enrolled in school are required to complete ten hours of intervention for each subject before taking any test in the Summer administration. Students who plan to take the OGT and the Ninth-Grade Proficiency Test in the same subject are only required to have a total of ten hours of intervention per subject.

Calculators

Calculators must be distributed to students for the Mathematics test and should be made available during the Science test. Calculators should be shared with mathematics teachers prior to the test administration so that students will have the opportunity to become familiar with the OGT calculator. Only OGT calculators may be used during the Mathematics and Science tests.

General Information

The purpose of this manual is to outline your responsibilities as Building Test Coordinator. Additionally, this manual includes specific instructions for the receipt and return of secure test materials to Questar and for the disposal of other test materials.

Separate color-coded test booklets will be provided for each test subject. Except for the Writing test, each test contains embedded research items. Student responses to these items will not count toward their scores, but response data will be analyzed for research purposes. These items are not identified in any way.

Use the OGT answer documents provided to you by Questar prior to each administration. Answer documents are administration-specific, so be sure to use the appropriate answer document as indicated at the upper right corner of the front cover (e.g., Fall 2005). Each answer document contains space for all five subjects, and each student should complete all tests taken in the same answer document. **Please destroy any unused answer documents from previous administrations; they cannot be used for future administrations.**

Building Test Coordinator Responsibilities

Following are some of the specific responsibilities of the Building Test Coordinator:

- Train all test administrators and monitors in proper test administration procedures.
- Receive test materials from your District Test Coordinator, provide for secure storage and distribute/collect test materials each day.
- Provide storage and distribution of OGT calculators.
- Promptly return completed answer documents to Questar.
- Return test booklets and other non-scorable materials to your District Test Coordinator.
- Ensure state and district test security procedures are followed in the building.
- Ensure that the test administrators act in accordance with all security requirements while they are in possession of test materials.

Test Security

All test security procedures previously established for the OGT and for the Ninth-Grade Proficiency Tests will apply in 2005-2006. See pages 7 and 16 (Appendix A) for additional information on test security.

Maintaining test security is one of your most important responsibilities as Building Test Coordinator. Your district's written procedures for protecting the security of test materials should be followed at all times. The secure test materials include the test booklets (including Large Print and Braille), English language and foreign language CDs, completed answer documents and other materials that contain student information or responses. It is illegal and unethical to reproduce or disclose any of this material, or to cause material to be reproduced or disclosed in any format. Each test contains questions and other material that will be used on future forms of the test. Therefore, security is vital for future administrations as well as the current administration. You are responsible for ensuring the security not only of the physical test booklets, but also of the content of those booklets. Your responsibility to maintain the security of the test questions and materials does not end when materials are returned.

You should be aware that, under Ohio law, releasing any test question or other content of a test to students or assisting students to cheat in any way may be punishable by invalidation of test scores, termination of employment, suspension of license to teach, and/or prosecution. Investigations involving breaches in security (violating the Ohio Administrative Code) must be documented and submitted to the Ohio Department of Education within ten days. A summary of state security provisions included in Rule 3301-13-05 of the Administrative Code can be found in Appendix A of this manual. Violations of test security provisions contained in your district's written procedures may be punishable by penalties specified by your district. If you have questions or concerns about your responsibility for test security, consult your Board-adopted policy first.

As Building Test Coordinator, you are responsible for the security of all testing materials while they are in your possession. You are also responsible for ensuring that your test administrators act in accordance with all security requirements while they are in possession of test materials. Additionally, you are responsible for training all test administrators and monitors in proper test administration procedures. Test materials should be kept in a secure location when they are not in use. Only persons authorized by the district should have access to test materials. Under **no** circumstances should students have access to test materials prior to or after a testing session is completed.

All test booklets for the OGT are secure documents and must be protected from loss, theft and reproduction in any medium. A unique eight-digit identification number (serial number) and barcode are printed on the cover of each booklet. Test booklets are shrink-wrapped (shrink-wrap quantities per set may vary by administration), and a range sheet on each package identifies the range of serial numbers within the package. You are expected to maintain test security by using the serial numbers to account for **all** test booklets before, during and after test administration until the time you return them to your District Test Coordinator.

Questar maintains a record of the serial numbers of all test booklets shipped to your building. When testing has been completed, all **used and unused** test booklets must be returned. Questar will use a barcode scanner to account for all test booklets by serial number and provide a record of missing test booklets to the District Test Coordinator and to ODE. If any test booklet that was distributed to your school is determined to be missing, you will be required by to account for it.

For each administration of the Mathematics test, districts will receive a shipment of *Mathematics Reference Sheets*. Since the reference sheets are not secure test materials unless students write on them, any unused reference sheets may be retained by the district. This sheet is available for download as well from the ODE Web site at:
<http://www.ode.state.oh.us/proficiency/PDF/OGT%20Math%20Reference%20Sheet.pdf>.

Ethical Use of Tests

Pursuant to the requirements of Amended Substitute House Bill 152 (July 1993), the State Board of Education has adopted *Standards for the Ethical Use of Tests*. (See Ohio Administrative Code, 3301-7-01.) These Standards guide those who are engaged at any stage of the assessment process in performing their responsibilities with honesty, integrity, due care and fairness to all. The Standards ensure the integrity of the assessment process and the reliability and validity of inferences made from the assessment results.

The Standards are designed to govern assessment practices related (but not limited) to state graduation testing, standardized achievement testing, and any other grade-level or age-level assessment conducted building-wide or district-wide.

The Standards are grouped according to various stages inherent in the assessment process as follows: (1) standards associated with communicating the ethical standards to and monitoring the educational practices of staff members who are assigned assessment responsibilities, (2) standards associated with practices in preparing students for an assessment, (3) standards associated with administration and scoring of assessments and (4) standards associated with the interpretation and/or use of assessment results.

Examples of ethical and unethical or inappropriate assessment practices are provided in the Standards for the Ethical Use of Tests. These examples provide a guide for identifying general areas of unethical practices that can occur at each stage of the assessment process and can be helpful during staff in-services related to assessment. Some of these examples can be found on the following page. These examples are not intended to serve as an exhaustive list of all possible unethical practices. Good professional judgment must be used when determining whether an assessment practice not listed in the Standards may be unethical. If you have any questions, please contact the Ohio Department of Education.

Scenarios Related to the Standards for the Ethical Use of Tests

Is this activity or behavior an ethical practice?	Yes	No
Using the state-provided practice tests as the sole method of preparing students for the tests without teaching the benchmarks measured by the tests.		X
Using the state-provided practice tests as an activity after students have received instruction on the benchmarks and item formats.	X	
Making a copy of the graduation tests and/or preparing a student study guide based on the tests.		X
Preparing students for the graduation tests by incorporating the graduation benchmarks in the appropriate subject curriculum.	X	
Copying the vocabulary words from a secure published test that will be administered and incorporating them into language arts instruction.		X
Changing answers that students have written or bubbled in.		X
Using the results of the graduation tests as one of the sources of information on which to evaluate the effectiveness of curriculum.	X	
Hinting to a student to reconsider any answers given on a test.		X
Encouraging students who are not reading at grade level to stay home during the reading portion of a standardized achievement test and/or coding these lower-performing students out of the district summaries so as to exclude their scores from being reported to the public.		X
Correcting student responses so as to ensure a student a place in a gifted program.		X
Setting a testing schedule that limits students from receiving the maximum time allowed for the test.		X
Providing teachers and counselors with information they need to interpret test results.	X	
Revealing the test scores of one student to another student.		X

Test Booklet Security Information

Test booklets for the Ohio Graduation Tests are **secure documents**. A unique eight-digit identification number (serial number) and barcode are printed on the cover of each test booklet. Questar records the serial numbers of booklets packaged for your district. Questar provides ODE and your district with a record of return that includes any missing serial numbers. **To maintain test security, you must be able to account for all test booklets before, during and after test administration.** Each day after testing all test materials must be accounted for, collected and secured overnight.

Just before testing begins, open each shrink-wrapped package of test booklets and verify that all serial numbers in the range listed are included on the package range sheet. **On that same day**, report to your District Test Coordinator any discrepancies you find in the packages, including whether the serial number range on the range sheet was inaccurate or if the number of booklets inside the package was incorrect.

Any of the following occurrences must be reported **immediately** to your District Test Coordinator:

- Destruction of a test booklet during testing (supply the unique eight-digit serial number of the destroyed booklet to the District Test Coordinator);
- Loss or theft of test booklet (supply the eight-digit serial number of the test booklet to the District Test Coordinator);
- Discovery of a damaged or defective test booklet (supply the eight-digit serial number of the test booklet to the District Test Coordinator); and
- Discovery of missing or duplicate serial numbers on any test booklets.

If you are aware that an impropriety has occurred or a student responded to a test in the wrong section, contact your District Test Coordinator immediately. Do **not** write notes on, or attach notes to, the answer document.

All test booklets (including duplicate numbers, damaged, defective, etc.) must be returned to your District Test Coordinator.

2005-2006 Ohio Graduation Tests Administration Calendar

As Test Coordinator, you must administer and monitor the schedules that follow.

Fall 2005 Test Administration October 24-November 6, 2005
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September 9, 2005	Enrollment forms due at Questar.
September 14	Pre-ID files due at Questar.
October 10	Questar delivers test materials to District Test Coordinators.
October 13	District Test Coordinators complete <i>Additional Materials Request Form</i> and distribute test materials to buildings.
October 24- November 6	Fall Test Administration
October 28	Building Test Coordinators prepare completed answer documents for shipment to Questar.
October 31	(8 a.m. - 3 p.m.) Automatic pick-up of completed answer documents by UPS at each building.
November 1-7	1) Building Test Coordinators return all remaining completed answer documents to Questar by UPS. 2) Building Test Coordinators return all test booklets and other used materials (excluding completed answer documents) and all unused test materials to their District Test Coordinator.
November 8	District Test Coordinator organizes and returns all test booklets to Questar.
January 5, 2006	Questar delivers final reports.

Spring 2006 Test Administration March 13-26, 2006
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January 3, 2006	Questar delivers enrollment forms to District Test Coordinators.
January 16	Enrollment forms due at Questar.
February 3	Pre-ID files due at Questar.
February 27	Questar delivers test materials to District Test Coordinators.
March 2	District Test Coordinators complete <i>Additional Materials Request Form</i> and distribute test materials to buildings.
March 13-26	Spring Test Administration
March 17	Building Test Coordinators prepare completed answer documents for shipment to Questar.
March 20	(8 a.m. - 3 p.m.) Automatic pick-up of completed answer documents by UPS at each building.
March 21-27	1) Building Test Coordinators return all remaining completed answer documents to Questar by UPS. Note: To be included in the early rosters for seniors, answer documents must be shipped by the automatic pick-up date of March 20, 2005. 2) Building Test Coordinators return all test booklets and other used materials (excluding completed answer documents) and all unused test materials to their District Test Coordinator.
March 28	District Test Coordinators organize and return all test booklets to Questar.
May 15	Questar delivers preliminary senior rosters.
May 25	Questar delivers final reports.

Summer 2006 Test Administration July 10-31, 2006

May 15, 2006	Questar delivers enrollment forms to District Test Coordinators.
June 2	Enrollment forms due at Questar.
June 26	Questar delivers test materials to District Test Coordinators.
July 10-31	Summer Test Administration
July 10-August 1	Test Coordinators collect and ship completed answer documents to Questar.
July 11-August 2	District Test Coordinators organize and return all test booklets to Questar.
September 29	Questar delivers final reports.

Guidelines for Test Administration Activities

The items listed below should be considered when scheduling and administering the Ohio Graduation Tests:

- No student may take more than one test per day.
- No student may take any test more than once during each administration.
- Students are allowed up to 2-1/2 hours to complete each test. If scheduling arrangements allow for less than 2-1/2 hours for each test and a student is not finished, that student must be allowed to continue that same test (for up to 2-1/2 hours) on that same day.
- Limited-English Proficient (LEP) students may use a dictionary and be permitted additional time (up to one full school day) to complete each test.

Recent federal legislation (ESEA) includes **all** students in district and state accountability calculations except those students who have been in the district less than one year. This means that students who have been exempted from the individual consequences of passing tests required for graduation **will** be included in Local Report Card calculations.

If a student with disabilities takes a state graduation test, the test should be administered under all normal testing conditions with the exception of those accommodations **specifically** documented in the student's IEP or Section 504 Plan. Any accommodation **must** be specified **before** the student takes the test. Accommodations should always be related to the student's specific disability and should never invalidate the inferences one may draw from the student's performance. A student should never be allowed to take an operational state graduation test for practice.

Before Testing

- Establish a schedule for each day of test administration, including provisions for students who need additional time beyond the amount scheduled.
- Ensure that the appropriate number of test administrators (or monitors) will be available for assignment to examination rooms on each day a test is administered, so that the required 1 to 30 ratio is met, as defined in Rule 3301-13-02 of the Ohio Administrative Code.
- Provide appropriate training for test administrators (monitors) on test administration procedures.
- Provide appropriate training for test administrators (monitors) on the state and district test security procedures. These procedures are to be followed in the building at all times. Rule 3301-13-05 of the Ohio Administrative Code establishes test security provisions. Contact your District Test Coordinator for local security procedures. A summary of this rule is located on page 16 (Appendix A) of this manual.
- Reserve a secure area for receipt and storage of test materials.

Receipt of Test Materials

- Receive test materials from your District Test Coordinator. Compare types and quantities of materials received to your testing needs. Report **any** discrepancies to your District Test Coordinator **immediately**. Test booklets are shrink-wrapped within each subject (shrink-wrap quantities per set may vary by administration). **Do not remove the shrink-wrap until the first day of test administration.** Each package contains a range sheet that shows the range of serial numbers contained in that package.
- Place test materials in secure storage.
- Save the box(es) your test materials were delivered in for return of materials to your District Test Coordinator when testing is completed.
- Conduct test orientation activities. Provide a copy of the *Administration Manual* and an answer document to the test administrators for review prior to the test administration. Do not distribute copies of the test booklets at this time.
- Instruct test administrators on the procedures for collection and accounting for test materials. Communicate provisions for secure overnight storage of all test materials. Monitor this process throughout testing.

During Testing

- Distribute test materials to test administrators at the beginning of each test day.
- Follow security guidelines documented in your district test security procedures.
- Report any irregularities before, during or after test administration to your District Test Coordinator. Always provide as much information as possible in the case of irregularities.
- Monitor daily test administration with impromptu visits to rooms where tests are being administered.
- Organize test materials received from your test administrator(s).

Students Who Become Sick

If a student becomes ill and is unable to continue testing on the scheduled test day, the administrator should collect the student's test materials and note how much of the 2-1/2 hours has elapsed. The student should then complete the test on another day during the optional test administration period, if possible, using the remaining time not to exceed a total testing time of 2-1/2 hours. Tests that are not completed may be invalidated, at the district's discretion. Responses in a "soiled" answer document should be transcribed into a new answer document. Please contact Questar for additional instructions regarding what to do with the "soiled" answer document.

After Testing

After testing, it will be your responsibility to collect, pack, and return completed answer documents according to the instructions in your *Return Kit Packet – Answer Documents*. Test booklets (used and unused) and other secure test materials should be returned to your District Test Coordinator according to the instructions in this manual, in addition to any supplemental instructions that may be provided by your District Test Coordinator.

Preparing and Returning Completed Answer Documents

All completed answer documents must be promptly returned to Questar undamaged. All student responses, including written responses, must be recorded in the standard OGT answer document provided by Questar. **Responses not recorded in the appropriate answer document will not be scored.** Use the following checklists to prepare completed answer documents for scoring.

- Collect all test materials from test administrators.
- Separate completed answer documents from other materials (such as unused answer documents, test booklets, teachers' directions, etc.).
- Separate answer documents for students who will need to continue testing during the testing period. Place these in a secure location.
- Stack completed answer documents by grade and group of students. Place a completed *School Identification Sheet* on top of each stack of completed answer documents.
- Please refer to the *Answer Documents – Shipping Instructions* provided in your Return Kit Packet for detailed instructions.

Remember to keep records of your shipment. If you have any questions about these procedures, please call Questar Customer Service toll-free at 1-866-644-6648.

Preparing and Returning Test Booklets

All test booklets must be accounted for after the completion of testing and returned to your District Test Coordinator for verification of secure materials.

- Arrange all test booklets, **used and unused**, by subject (color code) and order them by serial number, including any that may have been provided to you by your District Test Coordinator to make up for shortages.
- Follow other guidelines for returning test booklets that may have been provided to you by your District Test Coordinator.
- Return all used and unused test booklets, in serial-number order, to the location designated by your District Test Coordinator.
- Contact your District Test Coordinator regarding the disposal of other used and unused non-secure test materials. Do **not** save these materials; new materials will be provided for future test administrations. However, after testing is complete,

keep the unused (unmarked by students) *Mathematics Reference Sheets* to use for instructional purposes; they are not secure material. *Mathematics Reference Sheets* that have student-written calculations on them are secure and must be returned with the other secure materials.

Invalidation of Test Scores

Building Test Coordinators should contact their District Test Coordinators regarding procedures to invalidate a student's score prior to reporting. In order to invalidate a score, the District Test Coordinator must send a letter or form to the Ohio Department of Education, within one week after the end of the test administration.

Possible reasons for invalidation are:

- student cheated;
- student did not complete test;
- student took same test during same administration;
- student passed same test during previous administration;
- procedures were not followed; or
- student responded in the wrong section of the answer document.

A student whose test is invalidated will be reported as INV on the *Roster of Student Performance*. An electronic copy of the invalidation form is located under "Forms" at: http://www.ode.state.oh.us/proficiency/documents_forms.

Note: Questar cannot invalidate test results after the scores have been reported. Any corrections to reported scores must take place at the local level.

Note Regarding Joint Vocational Schools (JVS)

To avoid delays in scoring and reporting, it is very important that Building Test Coordinators complete the *School Identification Sheets* (header sheets) correctly. Specific instructions for completing the *School Identification Sheets* are included on page 14 of this manual.

For joint vocational schools, the *School Identification Sheets* must be coded with the students' home district IRN and the JVS school IRN. The JVS district IRN should not be used. If the *School Identification Sheets* are completed correctly, both the joint vocational school and the home district will receive a copy of the student's results.

Instructions for Completing the *School Identification Sheet*

- A sample *School Identification Sheet (Header)* is presented on page 15 of this manual.
- *School Identification Sheets* are enclosed with your test materials, which will be preprinted and pregridded with your school/building and district names and IRNs. **If you do not have enough *School Identification Sheets*, please do not photocopy them, as they are scannable documents. Instead, call Questar Customer Service toll-free at 1-866-644-6648.**
- You must complete a *School Identification Sheet* for each grade and group of students that will be scored. Separate groups must be made by building (e.g., High School Building).
- All sections of the *School Identification Sheet* must be completed.

The following information will help you complete the *School Identification Sheet*:

- **Number of Answer Documents under this ID sheet** – Enter the actual number of completed answer documents included for scoring under each *School Identification Sheet*. Do not include blank answer documents (discard any blank/unused answer documents).
- Print your name, write your phone number, sign your name and date the bottom of each *School Identification Sheet*.

SCHOOL IDENTIFICATION SHEET

PLEASE PRINT

District Name _____

School Name _____

County Name _____



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If you do not have enough School Identification Sheets, please do not photocopy them, as they are scannable documents. Instead, call Questar Customer Service toll-free at 866-644-6648.

MARKING INSTRUCTIONS

- Use only soft lead pencil (NO. 2).
- Do NOT use ink or ball point pen.
- Make heavy black marks that completely fill in the circles.
- Erase completely any marks that you wish to change.
- Make NO stray marks on this sheet.
- Fill in the Building Test Coordinator's name, phone number and date.

CORRECT MARK



INCORRECT MARKS



Grade: _____

DISTRICT IRN					
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

SCHOOL IRN					
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

Number of Answer Documents under this ID sheet			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

FOR SCORING USE ONLY			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

To help you organize the completed answer documents for return to Questar for scoring, please group the students according to grade and write in the grade in the space above.

Students will be reported according to the grade indicated in the pre-ID label information. If the pre-ID label information is not present, the student will be reported according to the grade bubbled into the grade grid on the front of the answer document.

Note regarding Joint Vocational Schools (JVS): The School Identification Sheet must be coded with the JVS school IRN and the home district IRN. The JVS district IRN should **NOT** be used.

Building Test Coordinator's Name (please print) _____ Phone Number () _____

Signature _____ Date _____

Appendix A – Summary of Test Security Provisions from the Ohio Administrative Code

Rule 3301-13-05 of the Ohio Administrative Code establishes test security provisions for the graduation tests. A summary of those provisions is listed below.

- All test questions and all other materials are considered secure and subject to the provisions of Sections 3319.151 and 3319.99 of Ohio Revised Code and Rule 3301-13-05 of Ohio Administrative Code. **Revised Code prohibits the disclosure of test questions, paraphrases, facsimiles, or any other material that would assist a pupil taking the Ohio Graduation Tests.**
- By **October 1** of each year, written procedures and penalties shall be communicated to all district employees and students.
- Persons designated as District and Building Test Coordinators and test administrators are responsible for ensuring that all test security provisions are met.
- Only authorized personnel are permitted access to secure test materials.
- The district must establish written procedures to protect the security of test materials and these procedures shall include the following:
 - Identify authorized persons to be present during testing and have access to secure material;
 - Specify handling and tracking procedures in both the district and building;
 - 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;
 - Specify that, within **ten days** of determining that a test security violation has occurred, the district shall notify the State Board of Education of the finding(s) and action(s) taken; and
 - Specify how written procedures will be communicated annually to employees and students in the district.
- After determination 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 Ohio Revised Code.
- Each district shall cooperate with the State Board in any investigation of a test security violation.
- Prior to taking action for a test security violation, the State Board shall give notice of any action and provide an opportunity for an individual to respond and present a defense.
- Each Joint Vocational School administering the graduation tests shall comply with this rule.

Appendix B – Accommodations and Special Versions

Criteria for the Use of Accommodations

A student may require accommodations in test administration procedures. Accommodations must be consistent with what is regularly provided to the student for testing in the classroom. Accommodations are specified in the IEP or Section 504 Plan. If the person providing the accommodation is also administering the statewide test, then that person must be a licensed/certified 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 for valid assumptions to be made from the results.

Definition of a Student with Disabilities

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 Act (IDEA 97)* or one who has a disability covered under Section 504 of the *Rehabilitation Act of 1973*.

Definition of a Student with Limited-English Proficiency

In order to be classified as Limited-English Proficient (LEP), 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; and
- show impaired classroom performance or ability to meet state standards for achievement on tests due to his or her difficulty speaking, reading, writing or understanding English.

All LEP students are allowed the use of a dictionary and may receive extended time to complete the tests.

Additionally, LEP students who have been enrolled in a United States school for fewer than three years and are at the beginning or intermediate level in Reading and Writing are eligible to receive one of the following accommodations based on availability:

- Read Aloud – A read-aloud administration of the test in English;
- English Language CD – An English audio recording of the test is available for the Fall and Spring administrations;
- Foreign Language CD – Foreign language audio recordings of the test are available for the Fall and Spring administrations (languages may vary by administration); and
- Oral Translation – An oral interpreter who reads the test aloud in the student's native language and translates responses into English. ODE will reimburse for oral

translations during the Spring administration only, and then only for languages that are **not** available on CD. ODE will not reimburse for any reason during the Summer and Fall administrations. However, a translator may be used during any administration, at the school or district's expense.

Immediately after testing, answer documents for the students who use foreign language CDs and complete their written responses in their native language should be placed into a separate envelope marked "Early Return" (supplied by Questar) and sent to Questar for translation.

Note: In order to provide an accurate measure of students' understanding of the subject matter being assessed, passages on the Reading test may **not** be read aloud to the students, and students' responses on the Writing test may **not** be translated from another language into English.

Finally, LEP students who have been enrolled in United States schools for one year or less are exempted from taking the OGT Reading and Writing tests, but must take an English-language proficiency test (given locally) to measure how well they are learning English. All LEP students must continue taking the English-language proficiency test until they demonstrate proficiency in English. This test does not substitute for the OGT as a graduation requirement.

Summary of Special Versions for OGT

For each test, the student's responses to the multiple-choice and constructed-response questions must all appear in the same answer document to be scored. The Building Test Coordinator is responsible for returning all scorable (completed answer documents) to Questar.

Special Version/ Accommodation	For the student who	Materials needed	After Testing
Large Print	has difficulty reading text in a standard-size font and/or needs to highlight text.	Large print test booklets (ordered from Questar)	The test administrator will transcribe the student's multiple-choice and constructed responses into a regular answer document. The test administrator will return scorable (transcribed answer document) and non-scorable (test booklets) material to the Building Test Coordinator.
Braille	reads classroom materials in Braille.	Braille test booklets (ordered from Questar)	The test administrator will transcribe the student's multiple-choice and constructed responses into a regular answer document. The test administrator will return scorable (transcribed answer document) and non-scorable (test booklets) material to the Building Test Coordinator.
Read Aloud	needs a read-aloud administration of the test in English.	Two Form 1 test booklets (ordered from Questar)	The test administrator will collect test materials and return the scorable (completed answer document) and non-scorable (test booklets) material to the Building Test Coordinator.
English Language CD	needs an audio administration of the test in English (not available in the Summer).	English language CD(s) and test booklets (ordered from Questar); Audio CD player (supplied by school)	The test administrator should verify that the student's multiple-choice and constructed responses are marked/written in a regular answer document. The test administrator will return scorable (completed answer document) and non-scorable (test booklets and English language CDs) material to the Building Test Coordinator.
Foreign Language CD	is an eligible LEP student and needs an audio administration of the test in a foreign language (available languages may vary by administration, and are not available in the Summer).	Foreign language CD(s) and Form 1 test booklets (ordered from Questar); Audio CD player (supplied by school)	The test administrator should verify that the student's multiple-choice and constructed responses are marked/written in a regular answer document. The student must respond in English for the Writing test, but is permitted to answer in his/her native language for the Reading, Mathematics, Science, and Social Studies tests. The test administrator will return scorable (completed answer document) and non-scorable (test booklets and foreign language CDs) material to the Building Test Coordinator. Note: Immediately after testing, the student's completed answer document should be placed into a separate envelope marked "Early Return" (supplied by Questar) and sent to Questar for translation.
Oral Translation	is an eligible LEP student and needs an oral administration of the test in a language not available on CD. (ODE reimburses oral translators for Spring administration only.)	Oral Translation Kit (ordered from Questar); Tape recorder (supplied by school)	The test administrator should verify that the translator has recorded in English the student's responses to Reading, Mathematics, Science, and Social Studies tests into one scorable answer document that includes the student's multiple-choice and constructed responses. The Writing test must be written in English by the student and may not be translated. The test administrator will return the scorable answer document to the Building Test Coordinator. Note: Questar will not score answer documents that have not been translated into English. Test booklets, Oral Translation scripts, and English audio CDs are all considered secure materials and must be returned to Questar. Any answer documents that are used but should not be scored may be returned via the "Do Not Score" bag.

