

OHIO GRADUATION TESTS



District 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:

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 District 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.**

District Test Coordinator Responsibilities

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

- Prepare Building Test Coordinators for test administration.
- Receive test materials from Questar and distribute to Building Test Coordinators.
- Conduct a training session for Building Test Coordinators.
- Ensure that Building Test Coordinators promptly return all completed answer documents to Questar for scoring.
- Collect test booklets from Building Test Coordinators and return all test booklets, as well as any other non-scorable materials to Questar.
- Receive and distribute test results.
- Ensure state and district test security procedures are followed at all times; after test completion and during the return of test materials to you and to Questar.

Test Security

All test security procedures previously established for the OGT and for the Ninth-Grade Proficiency Tests will apply in 2005-2006. See page 17 (Appendix A) for additional information on test security.

Maintaining test security is one of your most important responsibilities as District 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 District 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 the Building Test Coordinators act in accordance with all security requirements while they are in possession of test materials. Additionally, you are responsible for training all Building Test Coordinators 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 before or after a testing session.

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 Questar. Be sure to record all pertinent information regarding replacement of missing test booklets to the buildings on the *Material Resolution Form*.

Questar maintains a record of the serial numbers of all test booklets shipped to your district. 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 you and to ODE. If any test booklet that was shipped to your district is determined to be missing, you will be required 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 as 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

2005-2006 Ohio Graduation Tests Administration Calendar

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

<p style="text-align: center;">Fall 2005 Test Administration October 24-November 6, 2005</p>
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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

- Conduct a training session for Building Test Coordinators. Remind them to review their *Building Test Coordinator's Manual* immediately.
- Reserve a secure area for receipt and storage of test materials.

Receipt of Test Materials

- After test materials arrive, open the box(es) marked for the district first. Questar sent an enrollment form to you asking for information regarding your test material needs. Based on your reply, Questar has packaged test materials for each building and has supplied you with district overage materials. The overage materials are packaged separately. They are to be used if any building needs additional or replacement materials.
- If applicable, find the supplemental shipment of calculators. (The shipment of calculators was based on the enrollment data provided by districts to EMIS.) Determine which building(s) require additional calculators. **Note:** This applies to the Spring administration only.

- Find the *Return Kit Packet – Test Booklets*. It contains the specific details for you to follow in order to make proper arrangements for returning test booklets to Questar after testing.
- Sort the boxes by building to determine that at least one box of test materials has been received for each building. If there is at least one box per building, proceed with distribution of materials to the Building Test Coordinators as early as possible during the weeks of October 10, February 27, and June 26 to allow for timely replacement of damaged or missing items.
- Distribute boxes to Building Test Coordinators. Remind them to save the boxes the test booklets came in and use them for returning test booklets after test administration.
- If you did not receive a box for a building that will be administering the test, call Questar toll-free at 1-866-OHIO OGT (1-866-644-6648).
- Remind the Building Test Coordinators that they are to return test booklets to you in serial number order; their compliance will make this process much less time-consuming for you.
- Record all pertinent information regarding replacement of missing test booklets on the *Material Resolution Form*, as well as information about missing or duplicate serial numbers as soon as possible after distribution of materials to the buildings.

Use of District Overage Materials

- Check materials in the district overage shipment against the *Packing List*. Make sure that all test materials and ancillary materials (e.g., shipping labels) are enclosed and are provided in the specified quantities. **Do not open any shrink-wrapped packages of test booklets at this time.**
- If a building shipment does not contain the quantity of booklets displayed on its packing list, distribute test materials from your overage shipment. Test booklets are shrink-wrapped within each subject (shrink-wrap quantities per set may vary by administration). A unique eight-digit identification number (serial number) and barcode is printed on the cover of each booklet. A range sheet in each package will identify the range of serial numbers within the package. For your own files, keep a record of the serial numbers of all test booklets distributed to buildings from your district overage shipment. Keep this record for at least one month after receipt of test results.

Since test booklets are secure and must be accounted for at all times, the following procedure must be used in the replacement of missing, damaged, or defective test booklets in any building:

- 1) Replace the shortage for the building with test booklets from your overage shipment. Record the information about this replacement on the *Material Resolution Form*. See page 15 of this manual for a sample of this form.
 - 2) It may be necessary to break packages of shrink-wrapped test booklets to meet the building's needs. Place the booklets in a manila envelope, write the serial number range of the enclosed test booklets on the envelope, **seal it**, record for your files the range of serial numbers assigned to the building, and have the envelope delivered to the building. The Building Test Coordinator shall open the envelope on the first day of testing.
 - 3) Do not lose or destroy your copy of the district overage *Packing List*. It is important that you refer to it when returning the secure test booklets after testing is completed.
- If your district overage shipment cannot accommodate the need for replacement materials, contact Questar by calling 1-866-OHIO OGT (1-866-644-6648) or by completing your *Additional Materials Request Form* and faxing it to Questar's toll-free fax at 1-866-688-0419, Attn: Ohio Customer Service. Please try to consolidate your requests for additional materials to one phone call or fax transmission. As District Test Coordinator, it is your responsibility to contact Questar for replacement materials; only requests from District Test Coordinators will be honored.

During Testing

- Keep unused materials in **locked**, secure storage until all testing is completed. Unauthorized persons may **not** have access to the test materials.
- Provide Building Test Coordinators with additional materials as needed. Keep a record on your *Material Resolution Form* of the test booklet serial numbers that are distributed to buildings from your overage materials.
- Document any irregularities reported to you by your Building Test Coordinator(s) before, during or after test administration on the *Comment Form*, which is located on page 16 of this manual. To submit your comments, make a photocopy of this form, complete it, and send or fax it to the address/fax indicated on the form. Always provide as much information as possible in the case of irregularities.
- Monitor test administration procedures in each building.

Procedures to Follow for Emergency Closing of Schools During Testing

In the event that a school district is closed due to a weather emergency during regular testing, follow these procedures.

1. Write or fax ODE with the date(s) and reason the building/district was closed. You do **not** need to call.

Ohio Department of Education
Office of Assessment
25 South Front Street, Mail Stop 507
Columbus, OH 43215-4183
Fax: 614-995-5568

2. Call Questar toll-free at 1-866-644-6648 to reschedule the automatic pick-up of answer documents after the first week of testing. The District Test Coordinator should call for all schools in public school districts and the Building Test Coordinator should call for non-public schools.

Upon return to school, continue administering the test(s) according to the schedule prescribed by ODE. Tests missed during the regular administration should be administered on the first day(s) of makeup testing.

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

- Work with all Building Test Coordinators to ensure that completed answer documents are undamaged, organized by grade, and are returned promptly to Questar. Non-public schools, community schools and joint vocational schools are also responsible for returning completed answer documents directly to Questar. Instructions for return of completed answer documents are contained in the *Building Test Coordinator's Manual* and their *Return Kit Packet - Answer Documents*. All **unused** answer documents should be destroyed. They may **not** be used for any future administrations.

Note: Students who take the test with procedural accommodations or use a Braille or Large Print form or English language CD must have responses transcribed, verbatim, onto a standard answer document provided by Questar to be scored. Students who use a foreign language CD or translator and who respond in a language other than English must have their responses translated into English for scoring.

- Collect used and unused test booklets from each building and return them to Questar by the deadline indicated on the test administration calendar beginning on page 7 of this manual. Non-public schools, community schools and joint vocational schools are responsible for returning all secure test materials (used and unused) directly to Questar.
- If you find a completed answer document mixed in with the test booklets that have been returned to you, call Questar immediately.
- Refer to the *Return Kit Packet – Test Booklets* for instructions. It contains specific details for you to follow in order to make proper arrangements for returning test booklets to Questar. Keep shipping receipts in the event that a shipment may need to be traced. Record the number of boxes shipped on the shipping receipt.
- Arrange the test booklets, used and unused, by subject (color code) and place in order by serial number.
- Pack test booklets in the boxes in which they were delivered to the building.
- Complete the *Material Resolution Form* (see sample on page 15) and make two copies. Keep the original for your files. Mail or fax one photocopy to each of the following addresses:

Ohio Department of Education	Ohio Customer Service
Office of Assessment	Attention: OGT
25 South Front Street, Mail Stop 507	Questar Educational Systems
Columbus, OH 43215	5550 Upper 147 th Street West
614-995-5568 (FAX)	Apple Valley, MN 55124
	866-688-0419 (FAX)
- Keep your record of test booklet serial numbers that were distributed to buildings for at least one month after receipt of test results.

Invalidation of Test Scores

Building Test Coordinators should contact their District Test Coordinator 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, using the address on page 12 of this manual. This letter should include the following:

- the district and building IRNs;
- the district and building names;
- the student's name, grade and birth date;
- the test area to be invalidated; and
- the reason the test is being invalidated.

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 copy of each letter should be kept in the district files. 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 in the Building Test Coordinator 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.

Sample Material Resolution Form

Ohio Graduation Tests Spring 2006

Material Resolution Form

012345 OHIO CITY SD DISTRICT TEST COORDINATOR OHIO CITY SCHOOL DISTRICT 10 NORTH STREET CITY, OH 123456-1999 DISTRICT OVERAGE Math 61000401-61000475 Reading 51000401-51000475 Science 71000401-71000475 Social Studies 81000401-81000475 Writing 91000401-91000475	PHASE I Note any discrepancies between the contents of the shipment and the packing list	PHASE II As packets are opened for distribution, note any duplicate or missing numbers		COMMENTS Check box if there are no discrepancies. Otherwise, note any additional comments/discrepancies.
		DUPLICATE	MISSING	
001111 NORTH HIGH Math 61000001-61000100 Reading 51000001-51000100 Science 71000001-71000100 Social Studies 81000001-81000100 Writing 91000001-91000100				
002222 CENTRAL HIGH Math 61000101-61000200 Reading 51000101-51000200 Science 71000101-71000200 Social Studies 81000101-81000200 Writing 91000101-91000200				
003333 EAST HIGH Math 61000201-61000300 Reading 51000201-51000300 Science 71000201-71000300 Social Studies 81000201-81000300 Writing 91000201-91000300				

As District Test Coordinator for the Ohio Graduation Tests 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.

District Test Coordinator's 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.	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.

