

OHIO GRADUATION TESTS



District Test Coordinator's Manual Fall 2008 Administration



Center for
Curriculum and Assessment

Offices of Curriculum, Instruction and Assessment

Important

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

For Assistance:

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American Institutes for Research (AIR)	1-877-231-7809 (press 2) 1-877-231-7813 (fax) ogthelpdesk@air.org
Data Recognition Corporation (DRC)	1-877-231-7809 (press 1) 1-866-377-1249 (fax) OGTProjectTeam@datarecognitioncorp.com Data Recognition Corporation Attn: OGT 8900 Wyoming Avenue Brooklyn Park, MN 55445

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New for the Fall 2008 Test Administration

Changes to Answer Documents

Data Recognition Corporation (DRC) will be tracking all answer documents shipped to schools. DRC will print a unique bar code with serial number on each answer document. The bar code will link the answer document to the district and school. Information on the district and school that received the document will be used to determine the number of answer documents returned, as well as the student's school and district IRN when a Pre-ID label or generic label is not affixed or when a valid district and school IRN is not gridded. Because answer documents are being tracked to the IRNs that receive them, **please do not share answer documents with other districts.**

For instructions concerning JVSDs, please refer to page 24.

Answer Document Demographic Pages

The Fall 2008 OGT demographic information will be collected on the front cover and inside front cover. The front cover contains non-Pre-ID information, such as LEP/IEP status, accommodations, special versions, and tests taken. The inside front cover contains information that is contained in the Pre-ID label (e.g., SSID, grade, ethnicity, etc.).

Important steps to note:

- Test administrators should affix a Pre-ID label in the Box labeled "APPLY LABEL HERE." Do not affix the Pre-ID label in box A.
- If a Pre-ID label is not available, test administrators who receive generic labels should affix a generic label in the Box labeled "APPLY LABEL HERE." Do not affix the generic label in box A. **Important:** When a generic label is affixed, the District IRN and School IRN fields do not need to be gridded; all other fields on the demographic page (page 2) must be completed.
- If a Pre-ID label or a generic label is not available, all fields on the demographic page (page 2) must be completed.

Applying Generic District/School Labels to Answer Documents

Schools will receive a set of generic labels with their test materials. Each generic label includes a bar code that identifies the district and school.

Generic labels should only be applied to answer documents of students who do not have Pre-ID labels. For a student without a Pre-ID label, apply a generic label to the answer document to indicate which district and school the

student's scores should be reported to. These generic labels do not include student information, nor do they link to an electronic system for entering student demographics. For the Fall 2008 OGT, the only use of the generic label is to identify the district and school where the student's score should be reported.

Nonpublic and correctional schools will receive generic labels with the school IRN and name identified in both the district IRN and name fields. See the "Note Regarding Nonpublic and Correctional Schools" section on page 24 for more information.

Generic labels are not available for JVSDs and CTCs. Because of the large number of home districts that can be associated with a CTC, students attending CTCs who do not have Pre-ID labels must grid their home district in the District IRN field and their attending CTC in the School IRN field on the demographic page. The IRN fields are located on the inside front cover. See the "Note Regarding Joint Vocational Schools (JVS)" section on page 24.

Returning Answer Documents

- Districts should return all answer documents, used and unused.
- Used answer documents should be returned separately with a **BLUE** label and with a **WHITE** UPS Return Service (UPS-RS) label attached to the boxes.
- Unused answer documents should be returned along with other non-scorable materials, such as test booklets and special versions, in the boxes with a **SALMON** label and with a **WHITE** UPS-RS label attached. Upon receipt, DRC will scan the bar code on each unused answer document and add the number of unused answer documents to the number of used answer documents processed to identify the total number of answer documents returned.

Returning Scorable Answer Documents for Graduating Students

- Test coordinators must separate scorable answer documents for graduating students (i.e., seniors, adult education, OGT only, or 11th grade accelerated) from the scorable answer documents of non-graduating students.
- Used, scorable answer documents completed by graduating students should be returned in boxes with a **BLUE** label attached; additionally, a **YELLOW** Graduating Students Box label should be affixed, as well as the **WHITE** UPS-RS label.

Header Sheets/School Identification Sheets

Districts will not complete header sheets (also known as *School Identification Sheets*) when returning the Fall 2008 OGT materials. The bar codes on the answer documents will be used to reconcile the number of answer documents returned by each school and district. The answer documents of seniors, adult education, OGT only, and students graduating early must be returned in their own box.

Identifying IRNs Associated With Each Student Answer Document

When processing answer documents, DRC will gather district and school information using the following priority:

1. The Pre-ID label (the Pre-ID label supersedes all gridding). A sample Pre-ID label is shown below.

LASTNAME, FIRSTNAME MI		<TEST TYPE>
DISTRICT IRN: 999999		YOUR LOCAL DISTRICT
SCHOOL IRN: 999999 RM: 12345		YOUR HIGH SCHOOL
P536999	99999999	9
DIST STID: 999999999 DOB: MM/DD/YYYY GENDER: F GR: 99 <SEASON> <YEAR>		

2. If there is no Pre-ID label, the generic label is used to identify the school and district for reporting. (Generic labels supersede district IRN and school IRN gridding only; note that all other fields must be gridded.) A sample generic label is shown below.

DISTRICT IRN: 999999		<TEST TYPE>
SCHOOL IRN: 999999		YOUR LOCAL DISTRICT
		YOUR HIGH SCHOOL
L536999	19999999	9
		<SEASON> <YEAR>

3. If a generic label is not used, DRC will use the gridded district IRN and school IRN for reporting.
4. If no other valid IRN information is available, DRC will default to the district and school associated with the answer document bar code for reporting.

Calculators

Districts administering the Fall 2008 OGT should have received a shipment of Texas Instruments TI-30X IIS calculators prior to testing. The TI-30X IIS is the new, official calculator model for the OGT. It replaces the old Scenario SC-121 calculator. **Starting with the Fall 2008 OGT administration, the TI-30X IIS is the only calculator that can be used on the OGT.** Districts are to keep these calculators for all future administrations of the OGT. Districts should **not** return Scenario SC-121 calculators to DRC.

OGT calculators must be distributed to students for the mathematics test and should be made available during the science test. OGT calculators should be provided to mathematics teachers prior to the test administration so that students will have the opportunity to become familiar with the OGT calculator. Only OGT calculators (TI-30X IIS) may be used during the mathematics and science tests.

Prior to distributing the OGT calculators, each test administrator must be certain to clear the calculator memory by pressing the black "RESET" button on the back of the calculator.

Flat Boxes

With your test materials shipment, you will receive a supply of flat boxes for you to use when returning test materials.

Highlights for the Fall 2008 OGT Administration

Students Eligible for the Fall Administration (October 27–November 9, 2008)

Students in grades 11 and 12 who have not passed all required tests **should** participate.

Students in grade 10 or below should **not** participate. Students repeating grade 10 **may** participate if the district determines that the student will be in grade 11 by the end of the school year.

Test Schedule

During the fall administration, the following sequence will apply during the first week of testing:

Monday:	reading
Tuesday:	mathematics
Wednesday:	writing
Thursday:	science
Friday:	social studies

Make-up tests are administered during the second week of testing. Students may also take make-up tests during the first week after the first day that a test was administered. Except for students taking a make-up 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 Program (IEP), Section 504 Plan, or Limited-English Proficiency (LEP) accommodations.

General Information

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

Separate color-coded and sealed test booklets will be provided for each test subject.

Use the OGT answer documents provided to you by Data Recognition Corporation (DRC) for each administration. Answer documents are administration-specific, so be sure to use the appropriate answer document as indicated on the upper right corner of the front cover (e.g., Fall 2008). Each answer document contains space for all five subjects, and each student should complete all tests taken in the same answer document. Do not use answer documents from prior administrations for the Fall 2008 Administration.

District Test Coordinator Responsibilities

The following are some of the specific responsibilities of the DTC:

- Prepare Building Test Coordinators (BTCs) for test administration.
- Receive test materials from DRC and distribute to BTCs.
- Conduct a training session for BTCs. Ensure that BTCs maintain test security by using the serial numbers to account for **all** secure test materials before, during and after test administration until the time they are returned to you as the DTC.
- For public districts with more than one testing school, collect **ALL** packages of completed answer documents from BTCs and return them promptly to DRC for scoring.
- For nonpublic, community, and JVS schools and for public districts with only one testing school, ensure that BTCs promptly return all completed answer documents to DRC for scoring.
- Collect **ALL** test booklets, special versions and unused answer documents from BTCs.
- Return all test booklets, special versions and unused answer documents to DRC using the centralized pick-up process if your district or school has more than one high school.
- Receive and distribute test results.
- Ensure that state and district test security procedures are followed at all times: before and after test completion and during the return of test materials to you and to DRC.

Statewide Student Identifier (SSID)

Use of the Statewide Student Identifier (SSID) is **required** for all of Ohio's statewide assessments. The SSID will be embedded in the bar code on the Pre-ID labels, but is not visible to the eye. For schools that do not use Pre-ID labels or when Pre-ID labels are not available for students being tested, test administrators will need to be prepared to grid in the SSID in Box "H" on the inside front cover of the answer document. Test administrators will need to acquire SSID information before administering the tests, unless SSID identifiers are not assigned to your district/school. If your district/school falls under a category in which SSID identifiers are not assigned, then leave Box "H" blank. Because of the confidentiality of the SSID, districts should have a policy and/or procedure in place for schools to obtain the SSID if needed to complete Box "H" on the inside front cover of the answer document without jeopardizing secure student information. Comprehensive information about the SSID may be found online by accessing the ODE Web site at <http://www.ode.state.oh.us> and entering "SSID" or "Statewide Student Identifier" in the search box at the upper right corner of the home page.

Test Security Information

All test security procedures previously established for the OGT will apply to the Fall 2008 OGT administration. See Appendix A and the Ohio Statewide Testing Program Rules Book for additional information on test security.

Maintaining test security is one of your most important responsibilities as DTC. 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), oral translation scripts, audio CDs, completed answer documents, and other materials that contain student information or responses, e.g., *Mathematics Reference Sheets* with student writing.

It is illegal and unethical to reproduce or disclose any secure material or to cause the 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.

Note that no one, including test coordinators, test administrators and students, is permitted to copy audio CD files (English audio and foreign

language CDs) to computers. Reproduction or duplication of the CDs in any form is prohibited.

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 10 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 DTC, you are responsible for the security of all testing materials while they are in your possession. You are also responsible for ensuring that the BTCs act in accordance with all security requirements while they are in possession of test materials. Additionally, you are responsible for training all BTCs in proper test administration procedures. Test materials should be kept in a locked, 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 and special versions of the tests (Braille, large print, audio CDs, and oral translation scripts) for the OGT are secure documents and must be protected from loss, theft and reproduction in any medium. A unique identification number and bar code are printed on the front cover of all secure test material. The serial number consists of the last eight digits of the identification number. These eight digits are located under the bar code on the right. In the sample below, the serial number is 00000001. Students will be instructed to write the serial number of each test booklet in their answer documents before beginning each test.



S536815

00000001

Serial
Number

A range sheet on each package identifies the range of serial numbers in the package. You are expected to maintain test security by using the serial numbers to account for all secure test materials before, during and after test administration until the time you return them to DRC.

DRC provides a *District Security Checklist* for district overage and a *School Security Checklist* for school secure material. The serial numbers of all secure material are recorded on these checklists. Use these checklists to document all pertinent information regarding discrepancies or missing test booklets on the *Secure Material Resolution Form*.

DRC maintains a record of the serial numbers of all secure test materials shipped to your district. When testing has been completed, all used and unused secure test materials must be returned. DRC will use a bar code scanner to account for all secure test materials by serial number and provide a record of missing secure test materials to you and to ODE. If any secure test material that was shipped to your district is determined to be missing, you will be required to account for it.

Test booklets are shrink-wrapped in packs of 10. The morning that your school district begins administering the OGT, the shrink-wrap on the packets of 10 test booklets may be opened, and individual test booklets may be delivered to the rooms as needed. The remaining test booklets in the packet should be secured. Each package contains a range sheet that shows the range of serial numbers contained in that package. After opening the shrink-wrap, the Building Test Coordinator (BTC) will verify that all test booklets and secure materials are sealed and that all serial numbers in the range listed are included on the package range sheet.

Test booklets and other secure materials are individually sealed. None of the seals should be broken until the test administrator gives the appropriate instructions to the students during the test administration. If secure materials have broken seals at any time before test administration, the test administrator will document this information and notify the BTC. The BTC will review the documentation, determine if a possible impropriety/security breach occurred, and document the secure number(s) and version(s) on the *School Security Checklist*. If necessary, the BTC should also document the test booklets used to provide Read Aloud accommodations because seals on these test booklets will need to be broken by someone other than the student.

Secure materials with broken seals are not necessarily defective and may be used. The BTC will immediately report to you if a possible impropriety/security breach may have occurred. As the DTC, you will investigate any report made by the BTC, document testing irregularities on the *Secure Material Resolution Form* and if necessary will contact ODE.

For each administration of the mathematics test, districts will receive a shipment of *Mathematics Reference Sheets*. Because the reference sheets are not secure test materials unless students write on them, the district may retain any unused reference sheets. This sheet is also available for download from

the ODE Web site at <http://www.ode.state.oh.us>; type “*OGT Mathematics Reference Sheet*” in the search box.

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 you are 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 gridded 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

Fall 2008 Ohio Graduation Tests Administration Calendar

As District Test Coordinator, you must administer and monitor the following schedule.

October 10	DRC delivers test materials to District Test Coordinators.
October 15	District Test Coordinators distribute test materials to buildings.
Oct. 27–Nov. 9	Fall Test Administration
October 31	Building Test Coordinators prepare completed answer documents for return to the DTC or for shipment to DRC.
November 3	(8 a.m.–3 p.m.) Automatic pick-up of completed answer documents by UPS at each nonpublic, community and joint vocational school and at public schools (where materials were shipped) that are the only testing school within their district.
November 4	(8 a.m.–3 p.m.) Automatic pick-up of completed answer documents by UPS at the district location (where materials were shipped) for public districts with more than one testing school within their district.
November 10	In order to be included in the early rosters for seniors, answer documents must be shipped by Monday, November 10.
Nov. 4–Nov. 13	Building Test Coordinators separate all remaining used answer documents (make-up tests) from the secure test materials and unused answer documents and return to their District Test Coordinator.
November 14	District Test Coordinators organize and return all remaining used answer documents (make-up tests), as well as secure test materials and unused answer documents to DRC.
December 15, 2008	Senior data available for download for answer documents shipped by November 10.
January 8, 2009	American Institutes for Research (AIR) delivers printed score reports to districts. All remaining student data available for download.

Guidelines for Test Administration Activities

The items listed below should be considered when the Ohio Graduation Tests are scheduled and administered:

- 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.

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 BTCs. Remind them to read every page of their *Building Test Coordinator's Manual* immediately.
- Reserve a locked, secure area for receipt and storage of test materials.

Receipt of Test Materials

- Districts will use UPS for receiving and returning materials.
- Test materials will arrive at the district in boxes labeled with the DTC's name and shipping address. Each Box label references the school name and is sequentially numbered "Box 1 of X," "Box 2 of X," "Box 3 of X," etc.

- ❑ After test materials arrive, open the white district box. It contains the *School Box Range Sheet*, *District Packing List*, copies of the *School Packing List(s)*, the *District Security Checklist*, and other administrative material. This box may also contain secure test materials. Please refer to your packing list.
- ❑ Find the *School Box Range Sheet*. It shows the number of boxes packaged for each school, as well as the number of boxes packaged for the district. Use this sheet to sort the boxes by building and verify that you have received all of your boxes. If you have not received all of the boxes indicated, please call the OGT Help Desk at 1-877-231-7809 and press "1."
- ❑ DRC has packaged test materials for each building and has supplied you with materials based on the enrollment/material orders and/or Pre-ID information you submitted. The overage materials are packaged separately. They are to be used if any building needs additional or replacement materials. Note that answer documents are linked to a specific district and should not be shared with other districts.
- ❑ Distribute materials to the BTCs as early as possible after receiving materials on October 10 to allow for timely replacement of damaged or missing items. Remind them to save the boxes the test materials came in and to use them for returning test materials after test administration.
- ❑ Remind the BTCs that they are to return test materials to you in serial-number order; their compliance will make this process much less time-consuming for you.
- ❑ Find your *District Security Checklist* (schools will receive a *School Security Checklist* with their administrative material). Use the *District Security Checklist* to verify your district overage. The serial numbers of all secure material are recorded on the security checklist. Verify your overage as soon as possible after distributing materials to the buildings. **Do NOT open any shrink-wrapped packages of test booklets at this time.**
- ❑ Find your Return Kit. It is in a white Tyvek envelope that can be found in the white administrative material box (confirm box location with your packing list). The kit contains an *Answer Document Transmittal Form*, *Secure Material Transmittal Form*, white UPS-RS labels, and blue and salmon DRC Return Box labels and yellow graduating student labels. If the answer documents are returned to DRC from a building, please provide the necessary information to the BTC. **Do NOT** ship by any means other than UPS unless specifically instructed to do so by DRC or ODE.

Use of District Overage Materials

- If a building shipment does not contain the quantity of secure test materials needed, distribute test materials from your overage shipment. The following procedure must be used to replace missing, damaged or defective secure test materials in any building:
 - 1) Distribute additional materials from the district shipment. Test booklets are shrink-wrapped in packs of 10 in each subject; a range sheet in each pack will identify the range of serial numbers within the pack. The BTC in your district or at the remote location shall open the shrink-wrap on the first day of testing.
 - 2) It may be necessary for you to break packages of shrink-wrapped test booklets to meet the building's needs or to send to a remote location. Verify that each test booklet is sealed. Place the sealed booklets in a manila envelope, write the serial number range of the enclosed test booklets on the envelope and **seal it**. The BTC in your district or at the remote location shall open the envelope on the first day of testing.
 - 3) When distributing answer documents from the district overage, remind the BTC to verify the accuracy of the district and school IRN information coded on the answer documents. Bar codes on the district overage answer document are associated with districts, not schools. Therefore, overage answer documents with missing or invalid IRN information can be traced to the district level only.
 - 4) Use your *District Security Checklist* to keep a record of the serial numbers of all secure test materials distributed to buildings from your district overage shipment. A unique identification number and bar code are printed on the cover of each secure test booklet; the serial number consists of the last eight digits of the identification number, located under the bar code on the right. The *District Security Checklist* does not need to be returned to DRC. Keep this record for at least two months after receiving test results.
 - 5) Record any discrepancies discovered between the *District Security Checklist* and the overage materials received on the *Secure Material Resolution Form*.
 - 6) Do **NOT** destroy your copy of the *District Packing List*, *District Security Checklist* or *Secure Material Resolution Form*. It is important that you refer to them when returning the secure test materials after testing is completed.

- ❑ If your district overage shipment cannot accommodate the need for materials, place an additional order through TIDE or call the OGT Help Desk at 1-877-231-7809 and press "2." As DTC, you are responsible for ordering additional materials; only requests from DTCs 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 BTCs with additional materials as needed using the procedures outlined under the "Use of District Overage Materials" section.
- ❑ Document any testing irregularities reported to you by your BTC(s) before, during or after test administration on the Comment Form, which is located on page 28 of this manual. To submit your comments, photocopy 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 testing irregularities.
- ❑ Monitor test administration procedures in each building.
- ❑ **NOTE:** Students must use a No. 2 pencil to complete all sections of the answer document. Students may **NOT** use mechanical pencils or pens.

Procedures to Follow for Emergency Closing of Schools During Testing

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

1. Fax ODE at 1-614-995-5568 with the date(s) and reason the building/district was closed. You do **not** need to call.
2. 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 make-up testing.

Students Who Become Sick

If a student becomes ill and is unable to continue testing on the scheduled test day, the test 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 make-up 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. Place any

soiled answer documents in a separate, plastic bag and mark as "DO NOT SCORE." Return them with your non-scorable materials.

After Testing

- ❑ In order to be scored, students who take the test with procedural accommodations or use a Braille test booklet or a large-print test booklet must have their responses transcribed — verbatim — into a standard OGT Fall 2008 answer document provided by DRC. Students who use an oral translator to respond in a language other than English or the three approved foreign languages for fall 2008 (Arabic, Somali or Spanish) must have their responses translated into English for scoring. Answer documents that have been translated into English can be returned with all other scorable answer documents. The original answer documents with responses in a language other than English or the three approved foreign languages are non-scorable and must be placed in the plastic bag labeled "DO NOT SCORE." Return the bag with your non-scorable materials.
- ❑ Answer documents for students who use foreign language CDs in Arabic, Somali or Spanish and who complete their written responses in their native languages (**NOTE:** All students must complete the Writing content area in English) should be placed in a separate return plastic bag labeled "OGT FOREIGN LANGUAGE ANSWER DOCUMENT(S) ENCLOSED." (To ensure timely processing, these bags should be returned with all other scorable answer documents.) Once the scorable answer documents are returned, DRC will translate the three approved languages. Supplemental instructions for large-print and Braille test booklets, as well as English audio and foreign language CDs and oral translation materials, are provided in the *Administration Manual*; these instructions must be followed for timely processing of the student answer documents. Districts that fail to follow this process to return foreign language answer documents run the risk of not receiving their scores on time.
- ❑ Work with all BTCs to ensure that completed, scorable answer documents are undamaged, organized by grade and returned promptly to you or DRC.
 - If you are from a public district with more than one testing school, completed answer documents should be packaged by your BTCs and returned to you via inter-district courier/transportation. You are responsible for collecting and shipping the completed answer documents to DRC for scoring. **NOTE:** Materials that are returned to the districts from the buildings do not need to be opened and/or repackaged.

- Nonpublic schools, community schools and joint vocational schools, as well as those schools that were the only ones to test within their district, are responsible for returning completed answer documents directly to DRC. BTCs that are returning materials directly to DRC should follow the instructions for preparing the return of completed answer documents that are contained in this manual.
- All **unused** answer documents should be returned with the non-scorable test booklets and other secure materials. They may **not** be used for any future administrations.

Returning Completed Scorable Answer Documents

1. Separate used answer documents into two groups: one for graduating students and one for other students.
2. Box the answer documents for graduating students separately from the other students. Affix a **BLUE** DRC Return Box label on top of each box containing answer documents.
3. Affix a **YELLOW** Graduating Student Box label on the box(es) containing answer documents for students who are graduating. See sample below.

This box contains used answer documents for seniors and other graduating students only.

4. Complete the original *Answer Document Transmittal Form* (provided in the return kit) when preparing materials for return to DRC. Record the number of boxes being returned. Write the tracking numbers from the UPS-RS labels in the appropriate section. Fax this form to DRC at 1-866-377-1249. Make a copy for your records, and place the original on top of the secure test materials in Box 1.
5. Use filler (e.g., crumpled paper or bubble wrap) to make sure that answer documents do not shift during transport. **NOTE:** Do **not** use unused answer documents for filler. Unused answer documents should be returned with the test booklets and special versions.
6. Tape boxes **securely** using heavy-duty shipping tape. It is recommended that you use at least **three strips** of tape across both

the top and the bottom of the box to ensure the security of the contents during shipping. Please remove or cover up any labels still attached to boxes from the original shipment to you.

7. Affix a **BLUE** DRC Return Box label (sample below) for Completed, Scorable Answer Documents to the top of each box containing answer documents. On each DRC Return Box label, record the box number for each box as "Box 1 of X," "Box 2 of X," etc. (where X is the total number of boxes) for the total shipment.

SAMPLE DRC Return Box Label

<p style="text-align: center;">RETURN BOX LABEL</p> <p>FROM: <DISTRICT NAME> (999999 - 999999)) <DISTRICT TEST COORDINATOR NAME> <SHIPPING ADDRESS 1> <SHIPPING ADDRESS 2> <CITY ST 99999-9999></p> <p style="text-align: center;"></p> <p style="text-align: center;">R55115200000001</p> <p>ANSWER DOCUMENTS BOX _____ OF _____</p> <hr/> <p>TO: <YEAR> <SEASON> <NAME> c/o DATA RECOGNITION CORP 8900 WYOMING AVE N BROOKLYN PARK MN 55445</p>

UPS Return Instructions (Completed Answer Documents)

- Contact UPS at 1-866-857-1501.
- Affix a **WHITE** UPS Return Service (UPS-RS) label to the top of each box, making sure that it is not applied across the box flap seam. Do **not** send any boxes via UPS without a UPS-RS label. It is recommended that you copy each UPS-RS label being used. Keep the copies of the UPS-RS labels with your copy of the *Answer Document Transmittal Form*.

- ❑ There will be an automatic UPS pick-up of completed answer documents on **November 3 or 4, 2008**. Please refer to page 12 of this manual for specific information.
- ❑ If you miss your automatic pick-up or have make-ups, please call UPS at 1-866-857-1501. Schedule a date and time for pick-up and inform UPS that you have UPS-RS labels. Please schedule your pick-up at least one day in advance. Same day service is not available in all areas.
- ❑ Tell the UPS Service Representative the tracking numbers printed on the UPS-RS labels. The service representative will use this number to bill the pick-up and return charges to DRC.
- ❑ If you have a daily scheduled UPS pick-up, you may send your return shipment with the rest of your packages; however, please set apart the DRC shipment for the driver.
- ❑ **IMPORTANT NOTE:** In order to be included in the early rosters for seniors, completed scorable answer documents must be shipped no later than Monday, November 10, 2008, and all other return criteria must be completed. All other completed, scorable answer documents (make-up tests) should be shipped no later than Friday, November 14, 2008.

Returning Test Booklets, Special Versions and Unused Answer Documents

All secure test materials, including test booklets, Braille booklets, large-print booklets, oral translation scripts, and audio CDs, must be accounted for and returned after the completion of testing. **For the Fall 2008 OGT, districts are asked to return unused answer documents as well.**

- ❑ Immediately after all testing is concluded and completed scorable answer documents have been shipped to DRC, collect all remaining test booklets, other secure test materials (i.e., Braille and large-print test booklets, oral translation scripts and audio CDs), and unused answer documents from the buildings.
- ❑ If you find a completed answer document mixed in with the non-scorable test materials that have been returned to you, separate the answer document from the non-scorable test materials, place it in a box, affix a **BLUE** DRC Return Box label and a white UPS-RS label, and call UPS for pick up.
- ❑ Arrange the test booklets, used and unused, by subject (color code), and place them in order by serial number. Keep them in locked, secure storage until you have all of them ready for return. All test

booklets and other secure test materials must be accounted for after the completion of testing.

- Pack the test booklets, special versions, other secure material and unused answer documents in the boxes in which they were delivered.
- Complete the *Secure Material Transmittal Form* (provided in the return kit) when preparing secure test materials for return to DRC. Record the number of boxes being returned. Write the tracking numbers from the UPS-RS labels in the appropriate sections. Fax this form to DRC at 1-866-377-1249. Make a copy for your records, and place the original on top of the secure test materials in Box 1.
- Use filler (e.g., crumpled paper or bubble wrap) to make sure secure test materials do not shift during transport.
- Tape boxes securely using heavy-duty shipping tape. It is recommended that you use at least three strips of tape across both the top and the bottom of the box to ensure the security of the contents during shipping. Please remove or cover up any labels still attached to boxes from the original shipment to you.
- Affix a **SALMON** DRC Return Box label for Test Booklets to the top of each box containing secure test materials. On each DRC Return Box label, record the box number for each box as "Box 1 of X," "Box 2 of X," etc. (where X is the total number of boxes) for the total shipment. These labels can be found in the Return Kit packet.
- Districts may return secure materials and answer documents (used and unused) in one box. Please follow all instructions concerning organizing materials and then place a **BLUE** DRC Return Box label on the box.

UPS Return Instructions (Unused Answer Documents and Secure Material)

- UPS can be reached at 1-866-857-1501.
- Affix a **WHITE** UPS-RS label to the top of each box, making sure that it is not applied across the box flap seam. Do not send any boxes via UPS without a UPS-RS label. It is recommended that you make a copy of each UPS-RS label being used. Keep the copies of the UPS-RS labels with your copy of the *Secure Material Transmittal Form*.
- Schedule a date and time for pick-up and inform UPS that you have UPS-RS labels. **Please schedule your pick-up at least one day in advance. Same day service is not available in all areas.**

- ❑ Tell the UPS Service Representative the tracking numbers printed on the UPS Return Service labels. The service representative will use this number to bill the pick-up and return charges to DRC.
- ❑ If you have a daily scheduled UPS pick-up, you may send your return shipment with the rest of your packages; however, please set apart the DRC shipment for the driver.
- ❑ Using the *District Security Checklist*, complete the *Secure Material Resolution Form* (see sample on page 27) and make one copy. Keep the original for your files, and mail **OR** fax the copy to the following address:

Ohio Customer Service
Data Recognition Corporation
13490 Bass Lake Road
Maple Grove, MN 55311

Fax: 1-866-377-1249

- ❑ Discard the following materials:
 - *District Test Coordinator's Manual* and *Building Test Coordinator's Manual*
 - *Administration Manuals*
 - Unused Pre-ID labels
 - Generic labels

If you have any questions or encounter difficulties with these shipping procedures, please call the OGT Help Desk at 1-877-231-7809 and press "1."

Invalidation of Test Scores

BTCs should contact their DTC regarding procedures to invalidate a student's score prior to reporting. In order to invalidate a score, the DTC must send a letter or form to ODE within one week after the end of the test administration, using the address at the front 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
- The lithocode from the student's answer document (The lithocode can be found on the bottom right front cover of the demographic page.)
- The reason the test is being invalidated

Possible reasons for invalidation include the following:

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

A copy of each letter should be kept in the district files.

An electronic copy of the *Invalidation Form* is located at: <http://www.ode.state.oh.us>; type "invalidation form" in the search box.

A student whose test is invalidated will be reported as INV on the *Roster of Student Performance* report.

NOTE: Test results cannot be invalidated 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 you complete student answer documents correctly.

Pre-ID labels for students attending JVS/CTC schools should list the student's attending JVS/CTC school and the student's home district. The OGT Fall 2008 Pre-ID file layout included a field for the home district IRN. Home district information submitted by JVSDs and JVS/CTCs during the Pre-ID window will be listed on Pre-ID labels and will be used for reporting. If the information on the Pre-ID label is incorrect, do not use the Pre-ID label. Discard the label and follow the gridding instructions in the *Administration Manual* for students who do not have a Pre-ID label.

If a home district uploaded the Pre-ID information for a student attending a JVS/CTC and provided only the home district and home school, the home district information will be printed on the Pre-ID label. If you choose to use that label, the student's test results will be reported only to the home district and home school, not to the joint vocational district/school.

For JVS students whose answer documents do not have a Pre-ID label affixed, the District IRN field on the student answer document must be coded with the students' home district IRN, and the School IRN field on the student answer document must be coded with the attending JVS/CTC school IRN. The JVS district IRN should not be used. If the fields on the student answer document are completed correctly, both the JVS and the home district will receive a copy of the students' results.

Note Regarding Nonpublic and Correctional Schools

Nonpublic and correctional schools will receive Pre-ID and/or generic labels with the same school IRN and name listed for both the district and school. The known relationship between nonpublic and correctional schools and their parent entities (hierarchies) will be used to report to the parent IRNs.

Students from nonpublic and correctional schools who do not have Pre-ID labels or generic labels should grid their attending school IRN in the School IRN field. The attending school IRN or the parent entity IRN may be gridded in the District IRN field. Either is acceptable.

Procedures for Rescore/Verification

When a school or district has reason to believe that an error may have been made in scoring a student's answer document and/or reporting the student's results on one or more Ohio Graduation Tests, the school or district may request that the test(s) be rescored or verified. To request a rescoring or verification, the district superintendent or head administrator submits a *Request for Rescore/Verification Form* to the State Superintendent of Public Instruction at the ODE Office of Assessment **within thirty (30) days** of receipt of the results in question.

The *Request for Rescore/Verification Form* is located on the ODE Web site at <http://www.ode.state.oh.us>; type "Request for Rescore" in the search box.

Rescore: There are two types of rescoring situations that will incur a charge:

1. When a student responds in the incorrect section of the answer document
2. When a student's performance on a test (or tests) is significantly lower than would be expected, given his or her performance in the classroom or on other standardized assessments

Before a rescoring is performed, all requested information on the *Request for Rescore/Verification Form* should be completed, and a purchase order (no checks or money orders) should be made out to DRC. Mail or fax the form and purchase order to ODE. The mailing address and fax number are provided on the *Request for Rescore/Verification Form*.

Verification: A verification is requested when a DNA (did not attempt) is reported for a test that the school or district believes the student attempted, when a student receives a score for a test the school or district believes he or she did not take, when the district believes two students' scores were interchanged, or when a student is not listed in the report at all. **There is no charge for verifications.**

ODE shall notify DRC, and DRC will examine and rescore or verify the test(s) in question and inform ODE of the results. Within two business days of receiving notification of the rescore/verification results, ODE will inform the district superintendent, head administrator or designee of the results.

The results of the rescore or verification cannot be appealed for a second request. At the time of a subsequent test administration, any student who has a rescore/verification request pending and/or has had a rescore/verification denied should retake the test(s) in question. If a request for a "Proficient/Not

Proficient" decision is reversed and/or the student passes the test at a subsequent test administration, the student shall be given credit for passing on the earliest applicable test date.

Sample Secure Material Resolution Form

Ohio Graduation Tests Fall 2008 Secure Material Resolution Form

012345 OHIO CITY SD DISTRICT TEST COORDINATOR OHIO CITY SCHOOL DISTRICT 10 NORTH STREET CITY, OH 12345-1999	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 DUPLICATE MISSING	COMMENTS Check box if there are no discrepancies. Otherwise, note any additional comments/discrepancies.
			<input type="checkbox"/>

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: _____

**Ohio Graduation Tests
Fall 2008
Comment Form**

District IRN: _____
District Name: _____
School IRN: _____
School Name: _____

ATTN: District Test Coordinator

Please use a photocopy of this form to indicate any irregularities observed during testing and reported to you by your Building Test Coordinators. If necessary, use the back of this form to continue your notes. At the conclusion of testing, please sign your name, date the form, add your telephone number, and make a copy for your records. If you have comments, mail or fax the original form to the address below. If you do not have any comments for your district/school, you may write "No Comments" on the form before sending.

Return completed form to:
Ohio Department of Education
Office of Assessment
25 South Front St., Mail Stop 507
Columbus, OH 43215
Fax: 1-614-995-5568

Please do not use this form to report appeals or invalidations.

Comments:

Signature: _____

Phone: _____

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 appears 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, as well as test administrators, are responsible for ensuring that 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 **10 days** of determining that a test security violation has occurred, after having first conducted an investigation, the district shall notify the Ohio Department of Education in writing of the finding of such a violation and of any action taken by the school district or participating school.
 - 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/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 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 '04)* 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
- 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 tests in English.
- English Audio CD — English audio recordings of the tests are available for the Fall and Spring Administrations.

- Foreign Language Audio CD — foreign language audio recordings of the tests are available for the Fall and Spring Administrations (languages may vary by administration).
- Oral Translation — an oral interpreter who reads the tests 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’s 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 in a separate FOREIGN LANGUAGE ANSWER DOCUMENT ENCLOSED plastic bag (supplied by DRC) and sent to DRC 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 they 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 may not be substituted for the OGT as a graduation requirement.

Summary of Special Versions for the Fall 2008 OGT Administration

Students' responses to the multiple-choice and constructed-response questions must all appear in the same answer document to be scored.

Special Version/ Accommodation	For the student who	Materials needed	After Testing
Large Print	is an eligible IEP student who has difficulty reading text in a standard-size font and/or needs to highlight text. NOTE: This accommodation is made in the student's every day classroom instruction.	Large print test booklets (ordered in TIDE)	The test administrator will transcribe the student's multiple-choice and constructed-response answers 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. The BTC must return the materials to the DTC; the DTC will return to DRC.
Braille	is an eligible IEP student who reads classroom materials in Braille. NOTE: This accommodation is made in the student's every day classroom instruction.	Braille test booklets (ordered in TIDE)	The test administrator will transcribe the student's multiple-choice and constructed-response answers 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. The BTC must return the materials to the DTC; the DTC will return to DRC.
Read Aloud	is an eligible IEP and/or LEP student who needs a read-aloud administration of the test in English. NOTE: This accommodation is made in the student's every day classroom instruction.	Two test booklets	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. The BTC must return the materials to the DTC; the DTC will return to DRC.
English Audio CD	is an eligible IEP and/or LEP student who needs an administration of the test in English.	English audio CD(s) and test booklet(s) (both ordered in TIDE); audio CD player (supplied by school)	The test administrator should verify that the student's multiple-choice and constructed-response answers 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. The BTC must return the materials to the DTC; the DTC will return to DRC.

Special Version/ Accommodation	For the student who	Materials needed	After Testing
Foreign Language Audio CD	is an eligible LEP student who needs an audio administration of the test in a foreign language; foreign languages vary by administration.	Foreign language audio CD(s) and test booklet(s) (both ordered in TIDE); audio CD player (supplied by school)	The test administrator should verify that the student's multiple-choice and constructed-response answers are marked/written in a regular answer document. The student must respond in English for the writing test but is permitted to answer/respond in his or 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 audio CDs) material to the Building Test Coordinator. Note: Immediately after testing, the student's completed answer document should be placed in a separate return plastic bag labeled "OGT FOREIGN LANGUAGE ANSWER DOCUMENT(S) ENCLOSED" (supplied by DRC) and sent to DRC for translation. Failure to return the student's completed foreign language answer document in the return plastic bag may result in a delay in processing and reporting the student. The BTC must return the materials to the DTC; the DTC will return to DRC.
Oral Translation Script	is an eligible LEP student who needs an oral administration of the test in a language not available on CD. ODE reimburses oral translators for the Spring Administration only.	Oral Translation Materials (ordered in TIDE); 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-response answers. 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: DRC will only score answer documents that have been translated into English. Test booklets, oral translation scripts, and English audio CDs are all considered secure materials and must be returned to the Building Test Coordinator. Any answer documents that are used but are not to be scored may be returned via the "DO NOT SCORE" plastic bag. The BTC must return the materials to the DTC; the DTC will return to DRC along with the non-scorable materials.

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