

OHIO GRADUATION TESTS



Building Test Coordinator's Manual Spring 2009 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 (OGT).

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

For Assistance:

| | |
|---|--|
| Ohio Department of Education (ODE) | 1-877-OHIOEDU (1-877-644-6338) or 1-614-466-0223 1-614-995-5568 (Fax) Ohio Department of Education Office of Assessment 25 S. Front Street, Mail Stop 507 Columbus, OH 43215 |
| 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 This Year

Special Versions Form

Beginning with the Spring 2009 Administration of the OGT, there is a new form (Form SV) for use with all special versions (English Audio and Foreign Language CDs, Large Print Test Booklets, Braille Test Booklets, and the Oral Translation Script). This is a change from last year when special versions for OGT were used with Form 01. Form SV should also be used in the group administration of "Read Aloud" accommodations. The Form SV test booklets can be identified by a gray strip down the spine. They will come shrink-wrapped in packs of five (if applicable) and packs of one. The Form SV test booklets will be boxed along with any other accommodated materials sent to the district and school. These can be easily identified by the florescent green "Special Versions" label affixed to the box(es).

Elimination of Seals on Test Booklets

Test booklets will no longer have tab seals on each document.

Changes to Answer Documents

Data Recognition Corporation (DRC) will be tracking all answer documents shipped to districts and schools. DRC will print a unique bar code and serial number on each answer document. **NOTE:** This serial number can be found on the back page of the answer document underneath the bar code. 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 Joint Vocational School Districts (JVSDs), please refer to page 24.

Testing Group Number

The Spring 2009 OGT Answer Document includes a new box (Box "B") labeled "Testing Group Number" on the front cover. The purpose of assigning a testing group number to a testing location is to aid in identifying a cohort of students quickly and easily should an anomaly occur during testing, such as defective materials being discovered after the test is administered. You should work with your District Test Coordinator (DTC) to ensure that this new element is executed properly. More detailed information can be found on page 8.

Answer Document Demographic Pages

The Spring 2009 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 provided on the Pre-ID label (e.g., SSID, grade, ethnicity).

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 (Boxes "P" and "Q") do not need to be gridded; all other required fields on the demographic page (page 2) must be completed.
- If a Pre-ID label or a generic label is not available, all required 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 the 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 the district and school to which the student's scores should be reported. For the Spring 2009 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 School/District IRN and Name fields. Refer to the "Note Regarding Nonpublic and Correctional Schools" section on page 25 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 (Boxes "P" and "Q") on the demographic page. The IRN fields are located on the inside front cover. Refer to the "Note Regarding Joint Vocational Schools (JVSS)" section on page 24.

Returning Answer Documents

- Districts should return all answer documents, scorable and nonscorable.
- Scorable answer documents are:
 - answer documents containing any portion of student responses that should be scored.
- Nonscorable answer documents are:
 - blank answer documents containing no affixed Pre-ID or generic labels and student responses,
 - answer documents with affixed Pre-ID or generic labels or demographic information gridded, but no student responses,
 - answer documents that should not be scored, such as soiled answer documents, and answer documents containing student responses that have been transcribed or translated into scorable answer documents, and
 - entire answer documents that need to be invalidated.
- For instructions on returning scorable answer documents, refer to the *Preparing and Returning Scorable Answer Documents* section and *Summary of Scorable and Nonscorable Answer Document Return Procedures* section on pages 20 and 22, respectively, of this manual.
- For instructions on returning nonscorable answer documents, refer to the *Preparing and Returning Test Booklets, Special Versions and Nonscorable Answer Documents* section and *Summary of Scorable and Nonscorable Answer Document Return Procedures* section on page 22 of this manual.

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 grade 11 accelerated) from the scorable answer documents of non-graduating students.
- Refer to the *Preparing and Returning Scorable Answer Documents* section on page 20 of this manual for instructions on returning scorable answer documents completed by graduating students to DRC or your DTC.

Elimination of Header Sheets/School Identification Sheets

Districts will not complete header sheets (also known as *School Identification Sheets*) when returning the Spring 2009 OGT materials. The bar code on the back of each answer document identifies the school and district to which answer document was shipped. The bar code will be used to track and reconcile the number of scorable and nonscorable answer documents schools and districts return to DRC.

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 required fields of the demographic pages of the answer document (except Boxes "P" and "Q") 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 in Boxes "P" and "Q" 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

For the Fall 2008 Administration, districts received a shipment of calculators sufficient for fall OGT testing. Districts needing additional calculators for the Spring 2009 Administration should have received them in January or February. The TI-30X IIS is the new, official calculator model for the OGT. It replaces the old Scenario SC-121 calculator. **The red 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.

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 or by pressing the "ON" button and the "CLEAR" button simultaneously. The display must read "MEM CLEARED."

Return Kit with Return Box Labels for Schools

Schools will receive an envelope labeled "**Return Kit.**" This packet contains school-specific DRC Return Box labels and graduating student labels. As the BTC, you will apply these labels following the instructions in the *Preparing and Returning Scorable Answer Documents* section on page 20 of this manual.

Highlights for the Spring 2009 OGT Administration

Students Eligible for the Spring Administration (March 16–March 29, 2009)

All students in grade 10 should participate. Students in grades 11 and 12 who have not passed all required tests **should** participate. **Students in grade 9 or below are not eligible to participate.**

Test Schedule

During the Spring 2009 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. (**NOTE:** Make-up tests may also be scheduled on Saturdays and Sundays, March 21, 22, 28, and 29.)

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 Proficient (LEP) accommodations.

General Information

The purpose of this manual is to outline your responsibilities as Building Test Coordinator (BTC). Additionally, this manual includes specific instructions for receiving and returning secure test materials and disposing of other test materials.

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

Use the OGT answer documents provided to you by DRC for each administration. Answer documents are administration-specific, so be sure to use the appropriate answer document (i.e., Spring 2009) as indicated in the upper right corner of the front cover. 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 Spring 2009 Administration.

Building Test Coordinator Responsibilities

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

- Train all test administrators and monitors in proper test administration procedures.
- Receive test materials from your DTC, provide for locked, secure storage when test materials are not in use, and distribute test materials each day.
- Provide testing group numbers to test administrators for completing answer documents.
- Collect and account for test materials immediately following test administration each day.
- Store and distribute OGT calculators.
- Promptly package and return completed answer documents to the DTC (for schools in public districts with more than one testing school) **or** directly to DRC for scoring (for nonpublic, community, and JVS schools and for public districts with only one testing school).
- Return **all** test booklets, special versions, and nonscorable answer documents to your DTC.
- Ensure that state and district test security procedures are followed in the building.
- Ensure that the test administrators act in accordance with all security requirements while they are in possession of test materials.

Testing Group Numbers

The Spring 2009 OGT Answer Document includes a new box (Box “B”; see below) labeled “Testing Group Number” on the front cover. The purpose of assigning a testing group number to a **testing location** is to aid in identifying a cohort of students quickly and easily should an anomaly occur during testing, such as defective materials being discovered after the test is administered.

| B TESTING GROUP NUMBER | | | | | | | | | | | | | | |
|------------------------|---|---|------|---|---|---------|---|---|---------|---|---|----------------|---|---|
| Reading | | | Math | | | Writing | | | Science | | | Social Studies | | |
| 1 | 0 | 5 | 1 | 6 | 1 | 1 | 0 | 8 | 1 | 9 | 8 | 7 | 7 | 9 |
| 0 | ● | 0 | 0 | 0 | 0 | 0 | ● | 0 | ● | 0 | 0 | 0 | 0 | 0 |
| ● | 1 | 1 | ● | 1 | ● | ● | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | ● | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 | ● | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | ● | ● | 7 |
| 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | ● | 8 | 8 | ● | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | ● | 9 | 9 | 9 | ● |

A testing group is defined as any location within the school where an OGT test administration (of any size) is being conducted. The district must designate a person or persons to assign testing group numbers to all testing locations in each school.

The sample *Testing Group Roster* in Appendix C (page 32) may be used to assign or record testing group numbers. This roster is also available for download from the ODE Web site at education.ohio.gov; keyword search “Testing Group Numbers.”

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

The testing group number documentation should not be returned to DRC or to ODE unless requested.

Statewide Student Identifier

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 it 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 "I" 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 "I" 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 "I" on the inside front cover of the answer document without jeopardizing secure student information. Check with your DTC prior to test administration for more information on the SSID and specific instructions based on your district's or school's policy.

Test Security Information

All test security procedures previously established for the OGT will apply to the Spring 2009 OGT Administration. Refer to 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 BTC. Your district's written procedures for protecting the security of test materials should be followed **at all times**. Secure test materials consist of the test booklets (including large print and Braille), oral translation scripts, audio CDs, scorable and nonscorable 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 of this material or to cause it 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 for maintaining the security of test questions and materials does not end when materials are returned.

Note that no one, including test coordinators, test administrators or 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 questions or other contents of a test to students or assisting students to cheat in any way may result in 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 BTC, you are responsible for the security of all testing materials while they are in your possession. You are also responsible for ensuring that your test administrators act in accordance with all security requirements while they are in possession of test materials. Additionally, you are responsible for training all test administrators and monitors in proper test administration procedures. Test

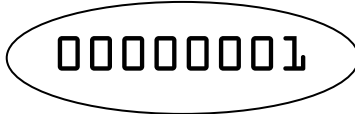
materials should be kept in a locked, secure location when they are not in use. Only individuals authorized by district policy should have access to these materials. **Under no circumstances should students have access to testing materials prior to testing or after a testing session is completed.**

You must provide secure storage for all test materials when not in use. Collect and account for **all** test materials **immediately** following **each** test administration.

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 cover of all secure test materials and on the back of the answer documents. The serial number consists of the last eight digits of the identification number. These 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



Serial
Number

A range sheet on top of each pack identifies the range of serial numbers in the pack. 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 you return them to your DTC.

DRC provides *School Security Checklists* for school secure material. The serial numbers of all secure material are recorded on these checklists. Use this checklist to provide all pertinent information to your DTC regarding discrepancies or missing test booklets.

DRC maintains a record of the serial numbers of all secure test materials shipped to your school. When testing has been completed, all 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 your district and to ODE. If any secure test material that was shipped to your school is determined to be missing, you will be required to account for it.

Regular test booklets are shrink-wrapped in packs of 10. Form SV test booklets are shrink-wrapped in packs of five and one. Braille and large-print test booklets are also shrink-wrapped in packs of one. The morning that your

district begins administering the OGT, the shrink-wrap on the pack(s) of test booklets may be opened, and individual test booklets may be delivered to the rooms as needed. Any remaining test booklets in a pack should be secured. Each pack contains a range sheet that shows the range of serial numbers contained in that pack. After opening the shrink-wrap, as BTC, you will verify that all test booklet serial numbers listed on the pack range sheet have been included in the pack.

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 available for download as well from the ODE Web site at <http://www.education.ohio.gov>; keyword search "OGT *Mathematics Reference Sheet*."

Any of the following occurrences must be reported immediately to your DTC:

- Destruction of secure test materials during testing. (Supply the unique eight-digit serial number of the destroyed test materials to the DTC.)
- Loss or theft of secure test materials. (Supply the eight-digit serial number of the test booklets to the DTC.)
- Discovery of damaged or defective secure test materials. (Supply the eight-digit serial number of the test material to the DTC.)
- Discovery of missing or duplicate eight-digit serial numbers on any secure test materials.

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

All secure test materials (including materials with duplicate numbers, damaged or defective materials, etc.) must be returned to your DTC.

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*. (Refer to 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 the following stages of the assessment process: (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 *Standards for the Ethical Use of Tests*. These examples provide a guide for identifying general categories 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 be 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 *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 |

Spring 2009 Ohio Graduation Tests Administration Calendar

As BTC, you must administer and monitor the following schedule:

| | |
|------------------------|---|
| February 2 | DRC delivers calculators to DTCs. |
| March 2 | DRC delivers test materials to DTCs. |
| March 4 | DTCs distribute test materials to buildings. |
| Mar. 16–Mar. 29 | Spring Test Administration |
| March 20 | BTCs prepare scorable answer documents for return to the DTC or for shipment to DRC. |
| March 23 | (8 a.m.–3 p.m.) Automatic pick-up of scorable answer documents, by carrier specified in your Return Kit, 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. Ship all scorable answer documents at this time. |
| March 24 | (8 a.m.–3 p.m.) Automatic pick-up of scorable answer documents, by carrier specified in your Return Kit, at the district location (where materials were shipped) for public districts with more than one testing school within their district. Ship all scorable answer documents at this time. |
| March 30 | In order to be included in the early rosters for graduating students, answer documents must be shipped by Monday, March 30. |
| Mar. 24–Apr. 2 | BTCs separate all remaining scorable answer documents (make-up tests) from nonscorable answer documents and other secure test materials and return to their District Test Coordinator. |
| April 3 | DTCs organize and return all remaining scorable answer documents (make-up tests), nonscorable answer documents and other secure test materials to DRC. |
| May 18 | Graduating student data is available for download for answer documents returned by March 30. |
| May 28 | American Institutes for Research (AIR) delivers printed score reports to districts. All remaining student data is available for download. |

Guidelines for Test Administration Activities

The items listed below should be considered when the OGT is 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.

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

Before Testing

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

- Provide testing group numbers to test administrators for each testing session.
- Reserve a locked, secure area for receipt and storage of test materials.

Receipt of Test Materials

- Receive test materials from your DTC. Each box label references your school name and is sequentially numbered "Box 1 of X," "Box 2 of X," "Box 3 of X," etc.
- Find your *School Security Checklist* (the *School Security Checklist* will be with your administrative materials). Use the *School Security Checklist* to verify your school order. The serial numbers of all secure material are recorded on the security checklist. **Do NOT open any shrink-wrapped packages of test booklets at this time.**
- Compare types and quantities of materials received with your testing needs. Report **any** discrepancies to your DTC **immediately**. Regular test booklets are shrink-wrapped in packs of 10 for each subject. Form SV test booklets are shrink-wrapped in packs of five and one. Braille and large print test booklets are also shrink-wrapped in packs of one.
- Find your Return Kit. It is in a white Tyvek envelope that can be found with your administrative materials. The kit contains Scorable Answer Document Return Box labels and graduating student labels.
- Place test materials in locked, secure storage.
- Save the box(es) your test materials were delivered in for returning materials to your DTC when testing is completed. If you need additional boxes, contact your DTC.
- Conduct test orientation activities. Provide a copy of the *Administration Manual* and a Spring 2009 Answer Document to test administrators for review prior to the test administration. Aside from copies of the Spring 2009 Answer Document, do not distribute copies of secure test materials at this time.
- Instruct test administrators on the procedures for collecting and accounting for test materials. Communicate provisions for locked, secure overnight storage of all test materials. Monitor this process throughout testing.

During Testing

- ❑ Distribute test materials to test administrators at the beginning of each test day.
- ❑ Follow security guidelines documented in your district test security procedures.
- ❑ Report any testing irregularities before, during, or after test administration to your DTC. Always provide as much information as possible in the case of testing irregularities.
- ❑ Monitor daily test administration with impromptu visits to rooms where tests are being administered.
- ❑ Organize test materials received from your test administrator(s).
- ❑ **NOTE:** Students **must** use a No. 2 pencil to complete all sections of the answer document. Students may **not** use mechanical pencils or pens.

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 this plastic bag to the DTC to be returned with the nonscorable materials.

After Testing

- ❑ After testing, it will be your responsibility to collect, pack, and return scorable answer documents to either your DTC according to his or her direction or to DRC by following the instructions in the "After Testing" section of the *District Test Coordinator's Manual*. Test booklets, nonscorable answer documents and other secure test materials should be returned to your DTC according to the instructions in this manual, in addition to any supplemental instructions that may be provided by your DTC.
- ❑ In order to be scored, students who take the test with procedural accommodations or use a Braille or large print test booklet must have their responses transcribed **verbatim** into a scorable OGT Spring 2009 Answer Document provided by DRC. Students who use an oral translator to respond in a language other than English or the five approved foreign

languages for Spring 2009 (Arabic, Mandarin, Russian, 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 five approved foreign languages are nonscorable and must be placed in the plastic bag labeled "DO NOT SCORE." Return the plastic bag with your nonscorable materials.

- ❑ Answer documents for students who use foreign language CDs in Arabic, Mandarin, Russian, 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 plastic bags must be returned with all other scorable answer documents.) Once the scorable answer documents are returned, DRC will translate the five 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 need to be followed for timely processing of the student answer documents. Schools that fail to follow this process to return foreign language answer documents may not receive their scores on time.
- ❑ To aid processing, if a student uses a foreign language audio CD, but completes **all** of his or her written responses in English, you do not need to put the answer document in a plastic bag or separate it in any way. If the student responded in English to all content areas, the answer document can be processed like any other answer document; simply put it in with the other scorable answer documents.
- ❑ When packaging any materials for shipment, please observe the following guidelines:
 - 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.

Preparing and Returning Scorable Answer Documents

All student responses, including written responses, need to be recorded in the scorable OGT Spring 2009 Answer Document provided by DRC. **Responses not recorded in the appropriate answer document will not be scored.** Use the following checklists to prepare answer documents for scoring:

- Collect all test materials from test administrators.
- Separate answer documents for students who will need to continue testing during the testing period. Place these in a secure location.
- Separate scorable answer documents from other materials (such as nonscorable answer documents, test booklets, teachers' directions, etc.).
- Separate scorable answer documents further into two groups: box(es) for graduating students and box(es) for other students.
- NOTE:** Schools with only a few graduating students may place scorable graduating student answer documents in the same box as other scorable answer documents. **These graduating student answer documents must be placed in an envelope with a graduating student label affixed.** This envelope must be placed on top of the other scorable answer documents. To make sure the graduating student documents are processed first, please affix another graduating student label to the top of the box.
- Apply either a **BLUE** or **GREEN** DRC Return Box label to the top of each box containing scorable answer documents. These labels can be found in the **Return Kit**. This is essential to indicate to DRC that each school has returned its scorable materials. (See sample on next page.)

SAMPLE DRC Return Box Label

SPRING 2009 OGT
DIST/SCHL IRN: 123456/123456 Middleville High School

FROM: Middleville SD
Address #1
Address #2
City, OH 99999-9999

TO: Data Recognition Corporation (DRC)
8900 Wyoming Avenue N.
Brooklyn Park, MN 55445

|||||||**BARCODE**|||||||

R52091200000001

SCORABLE ANSWER DOCUMENTS

- ❑ Apply a **YELLOW** Graduating Student Box label to the top of each box containing answer documents for students who are graduating. These labels can be found in the **Return Kit**. See sample below.

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

- ❑ All scorable answer documents must be promptly packaged and returned undamaged to your DTC no later than March 23, 2009 if you are from a public district with more than one testing school in your district.
- ❑ Return scorable answer documents directly to DRC if you are from a nonpublic school, community school, joint vocational school, or public school that is the only school that tested within your district. There will be an automatic pick-up of completed answer documents on March 23, 2009 from the same location the materials were received. BTCs who are returning scorable answer documents directly to DRC should follow the instructions in the "After Testing" section of the *DTC Manual*, which may be accessed online at http://www.ohiodocs.org/OGT_2008_2009.htm.

- IMPORTANT NOTE:** In order to be included in the early rosters for graduating students, scorable answer documents must be shipped no later than Monday, March 30, 2009, and all other return criteria must be met.

Remember to keep records of your shipment. If you have any questions about these procedures, please call the OGT Help Desk toll-free at 1-877-231-7809 and press "1."

Preparing and Returning Test Booklets, Special Versions and Nonscorable Answer Documents

- All secure test materials must be accounted for after the completion of testing. **NOTE:** Secure test materials include test booklets (regular, large print and Braille) and audio CDs, oral translation scripts, and all answer documents (scorable and nonscorable). **For Spring 2009 OGT, testing sites must return nonscorable answer documents.** Instructions for returning scorable answer documents are provided on page 20.
- All **nonscorable** answer documents should be returned with the test booklets and other secure test materials to your DTC. Nonscorable answer documents may **not** be used for any future administrations.
- Arrange test booklets and special versions, by subject (color code), and place them in order by serial number, including any that your DTC may have provided to you to make up for shortages.
- Follow other guidelines for returning secure test materials that your DTC may have provided to you.
- Return all secure test booklets and special versions, in serial-number order, to the location designated by your DTC.
- Contact your DTC regarding the disposal of non-secure test materials. Do **not** save these materials. New materials will be provided for future test administrations. **NOTE:** After testing is complete, **keep** the unused (unmarked by students) *Mathematics Reference Sheets* to use for instructional purposes, since they are not secure material. **Mathematics Reference Sheets that have student-written calculations on them are secure and must be returned with the other secure materials.**

Summary of Scorable and Nonscorable Answer Document Return Procedures

All answer documents should be separated into two groups: scorable and nonscorable answer documents. Follow the definitions for scorable and nonscorable answer documents on the next page when separating answer documents.

Definition of Scorable and Nonscorable Answer Documents and Summary of Return Procedures

| | Answer Document Status | Return Instructions |
|--|---|---|
| <p>SCORABLE ANSWER DOCUMENTS (See page 20 for detailed return instructions)</p> | Answer documents containing student responses that should be scored. | Place scorable answer documents in a box that has a blue or a green return shipping label. Boxes with scorable answer documents for graduating students should also have a yellow graduating student box label applied. |
| | Answer documents containing student responses for some subjects that should be scored and some subjects that should be invalidated. | Place scorable answer documents in a box that has a blue or a green return shipping label. Boxes with scorable answer documents for graduating students should also have a yellow graduating student box label applied. (The entire answer document will be scored. See page 24 of this manual for instructions on invalidating test scores.) |
| <p>NONSCORABLE ANSWER DOCUMENTS (Send to DTC)</p> | Blank answer documents containing no Pre-ID or generic labels or student responses. | Place the answer documents in a box containing nonscorable answer documents and other secure test materials. |
| | Answer documents containing affixed Pre-ID labels or demographic information gridded, but no student responses. | Write "DO NOT SCORE" on the answer documents and place them in a box containing nonscorable answer documents and other secure test materials. |
| | Answer documents containing student responses that should not be scored, including soiled answer documents, and answer documents containing students' responses generated through procedural accommodations where the students' responses have been transcribed or translated into scorable answer documents. | Write "DO NOT SCORE" on the answer documents, put documents in a "DO NOT SCORE" bag, and place the bag(s) in a box containing nonscorable answer documents and other secure test materials. |
| | Entire answer documents that need to be invalidated. | Write "INVALIDATE AND DO NOT SCORE" on the answer documents and place them in a box containing nonscorable answer documents and other secure test materials. |

Invalidating Test Scores

Contact your DTC regarding procedures to invalidate a student's score(s) prior to reporting. In order to invalidate a score, the DTC must send a letter or *Invalidation Request Form* to ODE **by April 17**.

Possible reasons for invalidation are as follows:

- 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.

When a student's test is invalidated, it will be reported as INV on the *Roster of Student Performance* report. An electronic copy of the *Invalidation Request Form* is located at <http://www.education.ohio.gov>; type "invalidation form" in the search box.

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 Spring 2009 Pre-ID file layout includes 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, below and 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 (Box "P") on the student answer document must be coded with the students' home district IRN, and the School IRN field (Box "Q") 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 and report students' scores to the parent entity.

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 (Box "Q"). The attending school IRN or the parent entity IRN may be gridded in the District IRN field; either is acceptable.

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 the Ohio Revised Code and Rule 3301-13-05 of the 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 the 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.

Special Versions Form

For Spring 2009 OGT, there is a new form (Form SV) for use with all special versions (English Audio and Foreign Language CDs, Large Print Test Booklets, Braille Test Booklets, and the Oral Translation Script). This is a change from last year when special versions for OGT were used with Form 01. Form SV should also be used in the group administration of “Read Aloud” accommodations. The Form SV test booklets can be identified by a gray strip down the spine. They will come shrink-wrapped in packs of five (if applicable) and packs of one. The Form SV test booklets will be boxed along with any other accommodated materials sent to the site. These can be easily identified by the florescent green “Special Versions” label affixed to the box(es).

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

Please refer to the *Ohio Statewide Testing Rules Book* for detailed information on the identification process for LEP students.

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 the five approved foreign language CDs and complete their written responses in their native language 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. Additional information can be found in the Special Versions supplement (Appendix A) of the *Administration Manual*.

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/Accommodations for the Spring 2009 OGT Administration

Students' responses to the multiple-choice and constructed-response questions must all appear in the same answer document to be scored. All special versions require the use of **Form SV test booklets**.

| 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 scorable answer document. The test administrator will return scorable (transcribed answer document) and nonscorable (test booklet) material to the BTC. The BTC must return the materials to the DTC; the DTC will return them 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 scorable answer document. The test administrator will return scorable (transcribed answer document) and nonscorable (test booklet) material to the BTC. The BTC must return the materials to the DTC; the DTC will return them to DRC. |
| English Audio CD | is an eligible IEP and/or LEP student who needs an administration of the test in English. NOTE: For IEP students the read aloud accommodation is made in the student's everyday classroom instruction. | English audio CD(s) (ordered in TIDE) and Form SV test booklet(s) (sent automatically with CDs); 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 scorable answer document. The test administrator will return scorable (completed answer document) and nonscorable (test booklet and English language CD) material to the BTC. The BTC must return the materials to the DTC; the DTC will return them 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 Form SV test booklets (ordered in TIDE) | The test administrator will collect test materials and return the scorable (completed answer document) and nonscorable (test booklet) material to the BTC. The BTC must return the materials to the DTC; the DTC will return them 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) (ordered in TIDE) and Form SV test booklet(s) (sent automatically with CDs); 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 scorable 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 nonscorable (test booklet and foreign language audio CD) material to the BTC. 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 delay processing and reporting the student. The BTC must return the materials to the DTC; the DTC will return them 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 BTC. NOTE: DRC will only score answer documents that have been translated into English. Form SV test booklets, oral translation scripts, and English audio CDs are all considered secure materials and must be returned to the BTC. Any answer documents that contain responses 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 them to DRC. |

Appendix C — Sample Testing Group Roster



Testing Group Roster OGT Spring 2009



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

| Testing Group Number* | Test Administrator Name(s) | Subject | Date and Time Test Administered | Comments |
|-----------------------|----------------------------|---------|---------------------------------|----------|
| 001 | John Smith | | | |
| 002 | Jeanne Hagen | | | |
| 003 | | | | |
| 004 | | | | |
| 005 | | | | |
| 006 | | | | |
| 007 | | | | |
| 008 | | | | |
| 009 | | | | |
| 010 | | | | |

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

Districts should retain this list. Do not return it to DRC with your test materials.

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