



OHIO GRADUATION TESTS



District Test Coordinator's Manual Summer 2009 Administration

IMPORTANT

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

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 7303 Boone Avenue Brooklyn Park, MN 55428

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Administration Reminders

Answer Document Demographic Pages

OGT demographic information is 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 "O" and "P") 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 including Boxes "O" and "P" (page 2) must be completed.
- If your district has agreed to administer the OGT to home schooled students, your district IRN should be gridded in Box "O" (District IRN). Box "P" (School IRN) should be gridded 999999. This will ensure that the scores will be kept out of your district data and be available for you to provide the home schooled students with their scores.

Applying Generic District/School Labels to Answer Documents

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 the district and school to which the student's scores 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. Refer to the "Note Regarding Nonpublic and Correctional Schools" section on page 23 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 "O"

and “P”) on the demographic page. The IRN fields are located on the inside front cover. Refer to the “Note Regarding Joint Vocational School Districts (JVSDs)” section on page 23.

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.

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 *Returning Scorable Answer Documents* section on page 17 of this manual for instructions on returning scorable answer documents completed by graduating students.

Flat Boxes

Answer documents, test booklets, special versions, and other secure material should be returned in the boxes in which they were delivered. With your test materials shipment, you will receive an extra supply of flat boxes for you to use when returning test materials.

Return Kit with Return Box Labels for Schools

Schools will receive an envelope labeled “**Return Kit.**” This packet contains the school-specific Data Recognition Corporation (DRC) Return Box labels and graduating student labels. Building Test Coordinators (BTCs) will apply these labels following the instructions in the *BTC Manual*.

Highlights for the Summer 2009 OGT Administration

Students Eligible for the Summer Administration (June 15–June 28, 2009)

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

Students who have completed grade 10 or above; who are in an adult high school program; or who have completed curriculum requirements for graduation may participate if they have not passed all required tests. Students who are not classified as grade 10 or above by June 30 of the preceding school year may not participate. Students who are enrolled in school are required to complete 10 hours of intervention for each subject area to be tested. Students who have completed curriculum requirements for graduation may test without the required ten hours of intervention.

Test Schedule and Administration

The Summer 2009 Administration of the OGT begins on June 15 and ends on June 28. Districts should complete all testing within the 14-day window, which cannot begin before June 15 or extend past June 28. Districts that plan to test more than one subject should follow the sequence used during the Spring 2009 Administration: the reading test should be given first, followed by mathematics, writing, science, and social studies. Testing may begin on any day, and makeup tests may be given any time after the first day that the test was administered. 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 an Individualized Education Plan (IEP), Section 504 Plan, or Limited English Proficient (LEP) accommodations. In these situations where additional time is granted, tests still need to be completed within the same day. Additional makeup days will not be granted to districts that have not completed testing by June 28.

Calculators

OGT Calculators must be distributed to students for the mathematics test and should be made available for 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. **The red TI-30X IIS is the only calculator that can 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 or by pressing the "ON" button and the "CLEAR" button simultaneously. The display must read "MEM CLEARED."

Note: The instruction sheet that accompanies the TI-30X IIS calculator **may not** be used during the administration of the OGT.

General Information

The purpose of this manual is to outline your responsibilities as District Test Coordinator (DTC). Additionally, this manual includes specific instructions for receiving and returning secure test materials and for 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., Summer 2009) as indicated on 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 Summer 2009 Administration.

District Test Coordinator Responsibilities

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

- Prepare 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 they are returned to you.
- For public districts with more than one testing school, collect ALL boxes 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.
- Return **all** test booklets, special versions and nonscorable answer documents to DRC.
- 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.

Testing Group Numbers

Schools are required to complete Box "B" (see below), labeled "Testing Group Number," on the front cover of the Summer 2009 Answer Document. 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	0	5	1	0	5	1	9	8	1	0	5
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	●
6	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	7	7
8	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	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 within each school.

The sample *Testing Group Roster* in Appendix C (page 33) may be used to assign or record testing group numbers. This roster is also available for download from the ODE Web site at <http://education.ohio.gov>; keyword search "Testing Group Numbers."

While the use of testing group numbers is required, the 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 BTC(s) 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 the information.**

Do not return the testing group number documentation 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 "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://education.ohio.gov> 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 Summer 2009 OGT Administration. Refer to Appendix A and the *Ohio Statewide Testing Program Rules Book* for additional information on test security and procedures related to test incidents and irregularities.

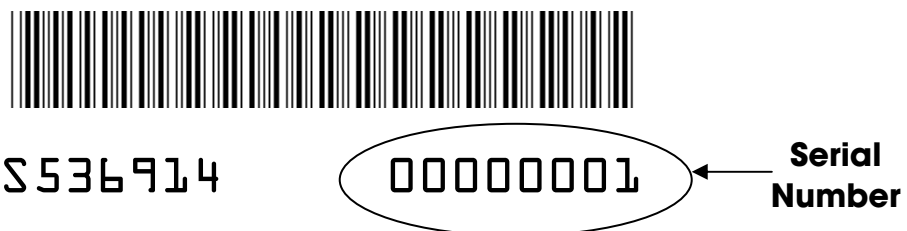
Maintaining test security is one of your most important responsibilities as a DTC. Follow your district's written procedures for protecting the security of test materials **at all times**. Secure test materials consist of test booklets (including large print and Braille), language translation scripts, 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 secure 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.

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 a 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. Keep test materials 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.**

All test booklets and special versions of the tests (Braille, large print and language 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 materials and on the back cover of the answer documents. 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.



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 the time you return them to DRC.

DRC provides a *District Security Checklist* for district coverage 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 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.

Answer documents and regular test booklets are shrink-wrapped in packs of 10. Braille test booklets, large-print test booklets and language translation scripts are shrink-wrapped in packs of one. The morning that your district begins administering the OGT, the shrink-wrap on the pack(s) of answer documents and test booklets may be opened, and individual booklets may be delivered to the rooms as needed. Any remaining booklets in a pack should be secured. Each pack of 10 contains a range sheet that shows the range of serial numbers contained in that pack. After opening the shrink-wrap, the BTC will verify that all answer document and test booklet serial numbers listed on the pack range sheet have been included in the pack.

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://education.ohio.gov>; 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 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 the *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 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

Summer 2009 Ohio Graduation Tests Administration Calendar

As DTC, you must administer and monitor the following schedule.

June 8	DRC delivers test materials to DTCs.
June 9	DTCs distribute test materials to buildings.
June 15-28	Summer Test Administration
June 16-28	BTCs prepare completed answer documents for return to the DTC or for shipment to DRC.
June 16-July 6	Districts return scorable answer documents via UPS. There is no automatic pick-up of materials for the summer administration. Districts will need to arrange for pick-up. Refer to the section "Returning Scorable Answer Documents" on page 17.
June 30	In order to be included in the early rosters for graduating students, answer documents must be shipped by June 30.
June 16-July 6	BTCs separate all remaining scorable answer documents (make-up tests) from the secure test materials and nonscorable answer documents and return them to their DTC.
June 17-July 7	DTCs organize and return all remaining scorable answer documents (make-up tests), as well as secure test materials and nonscorable answer documents to DRC.
August 3	Graduating student data is available for download for answer documents returned by June 30.
August 7	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 a given administration (i.e., the Summer 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

- 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. Please refer to the "After Testing" section on page 16.
- 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.
- When 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 district 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.

- All special versions of the tests (Braille, large print and language translation scripts) will be packaged separately and easily identified by the florescent green "Special Versions" label affixed to the box(es).
- Distribute materials to the BTCs as early as possible after receiving materials on June 8 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 district box. The kit contains a *Secure Material Resolution Form*, a *Scorable Answer Documents Transmittal Form*, a *Nonscorable Answer Documents and Other Secure Materials Transmittal Form*, white UPS-RS labels, salmon *Nonscorable Answer Documents and Secure Materials* DRC return box labels, and yellow graduating student labels. If the answer documents are returned to DRC from a school, please provide the necessary information to the BTC. Please note that each school will receive a Return Kit containing blue *Scorable Answer Documents* return box labels and graduating student labels. Districts that order materials at the district level only will receive blue *Scorable Answer Documents* return box labels and graduating student labels.

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. Place the 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 IRN information coded on the overage answer documents. Bar codes on the district overage answer documents are associated with districts only, 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 front cover of each secure test booklet and the back cover of each answer document; 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.
- Use the procedures described in the *Ohio Statewide Testing Rules Book* to document any testing incidents or irregularities reported to you by your BTC(s) before, during or after test administration.
- You may make comments on any aspect of the testing process using the Comment Form on page 26. To submit your comments, photocopy this form, complete it, and send or fax it to the address/fax indicated on the form.
- 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 or 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 this plastic bag to DRC with your nonscorable materials.

After Testing

- ❑ 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 Summer 2009 Answer Document provided by DRC. Students who use a language translator to respond in a language other than English 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 are nonscorable and must be placed in the plastic bag labeled "DO NOT SCORE." Return the plastic bag with your nonscorable materials.
- ❑ Work with all BTCs to ensure that scorable answer documents are undamaged, organized by grade and returned promptly.
 - If you are from a public district with more than one testing school, scorable answer documents should be packaged by your BTCs and returned to you via intra-district courier/transportation no later than June 28, 2009. You are responsible for collecting and shipping the scorable 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 scorable answer documents directly to DRC. BTCs who are returning materials directly to DRC should follow the instructions for preparing the return of scorable answer documents below.
- ❑ All **nonscorable** answer documents should be returned with other secure materials. They may **not** be used for any future administrations.
- ❑ 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.

Returning Scorable Answer Documents

1. Scorable answer documents should be separated into two groups: box(es) for graduating students and box(es) for other students.
2. **NOTE:** Districts 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.
3. A **BLUE** DRC Return Box label should be affixed to the top of each box containing answer documents. (See sample below.)

SAMPLE DRC Return Box Label

SUMMER 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)
	7303 Boone Avenue
	Brooklyn Park, MN 55428
BARCODE	
R52091200000001	
SCORABLE ANSWER DOCUMENTS	

4. A **YELLOW** Graduating Student Box label should be affixed 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.

5. Complete the *Scorable Answer Documents Transmittal Form* by entering the number of **scorable** answer documents that were returned after the first week of testing and any additional shipments, including make-up answer documents. Once **all** of your **scorable** answer documents have been returned, fax this completed form to DRC at: 1-866-377-1249. This form does not need to be returned with your scorable answer documents.

UPS Return Instructions (Scorable Answer Documents)

- 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. Please keep records of your shipments to DRC by keeping the tracking number(s). The UPS-RS number is located directly above the bar code in the middle of the shipping label. It is recommended that you copy each UPS-RS label being used. These tracking numbers do not need to be provided to DRC unless the need should arise.
- There will not be an automatic UPS pick-up of scorable answer documents. Please refer to the calendar on page 11 of this manual for specific return dates.
- UPS can be reached 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 graduating students, scorable answer documents must be shipped no later than June 30, 2009, and all other return criteria must be completed. All other scorable answer documents (make-up tests) should be shipped no later than July 7, 2009.

Returning Test Booklets, Special Versions and Nonscorable Answer Documents

All secure test materials, including test booklets, Braille booklets, large print booklets, and language translation scripts, must be accounted for and returned after the completion of testing. **Districts need to return nonscorable answer documents as well.**

- Immediately after all testing is concluded and 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 and language translation scripts), and nonscorable answer documents from the buildings.
- If you find a scorable answer document mixed in with the nonscorable test materials that have been returned to you, separate the answer document from the nonscorable test materials, place it in a box, affix a **BLUE** DRC Return Box label, a yellow Graduating Student Box label, if applicable, and a white UPS-RS label, and call UPS for pick up.
- Arrange the test booklets 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 secure test materials must be accounted for after the completion of testing.
- Pack the nonscorable answer documents and other secure materials in the boxes in which they were delivered. For your convenience, additional flat boxes were sent to you as part of the initial shipment.
- Affix a **SALMON** DRC Return Box label to the top of each box containing nonscorable answer documents and other secure test materials. These labels can be found in the Return Kit.
- Complete the *Nonscorable Answer Documents and Other Secure Materials Transmittal Form* by entering the number of nonscorable answer documents and other secure materials that were returned. Fax this form to DRC at 1-866-377-1249 following the shipment of nonscorable answer documents and other secure materials. This form does not need to be returned with your shipment.
- Districts may **NOT** return nonscorable answer documents and other secure materials with scorable answer documents in the same box. Please follow all instructions above.

UPS Return Instructions (Nonscorable Answer Documents and Other Secure Materials)

- 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. Please keep records of your shipments to DRC by keeping the tracking number(s). The UPS-RS number is located directly above the bar code in the middle of the shipping label. It is recommended that you copy each UPS-RS label being used. These tracking numbers do not need to be provided to DRC unless the need should arise.
- DTCs are responsible for calling UPS to arrange for pick-up of secure test materials as soon as you are ready, but **no later than July 7, 2009**.
- UPS can be reached 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.

Returning the Secure Material Resolution Form

Using the *District Security Checklist*, complete the *Secure Material Resolution Form* (see sample on page 25). This form can be found in the Return Kit. Fax this form to DRC at: 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."

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 below when separating answer documents.

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

	Answer Document Status	Return Instructions
SCORABLE ANSWER DOCUMENTS (See page 17 for detailed return instructions)	Answer documents containing student responses that should be scored.	Place scorable answer documents in a box that has a blue 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 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 22 of this manual for instructions on invalidating test scores.)
NONSCORABLE ANSWER DOCUMENTS (Send to DTC)	Blank answer documents containing no Pre-ID or generic labels or student responses.	Place the answer documents, along with other secure test materials, in a box that has a salmon return shipping label.
	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, along with other secure test materials, in a box that has a salmon return shipping label.
	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), along with other secure test materials, in a box that has a salmon return shipping label.
	Entire answer documents that need to be invalidated.	Write "INVALIDATE AND DO NOT SCORE" on the answer documents and place them, along with other secure test materials, in a box that has a salmon return shipping label.

Invalidation of Test Scores

BTCs should contact their DTC regarding procedures to invalidate a student's score(s) prior to reporting. In order to invalidate a score(s), the DTC must send a letter or *Invalidation Request Form* to ODE by **July 10, 2009**, 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 eight-digit 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://education.ohio.gov>; type "invalidation form" in the search box.

When a student's test is invalidated, it will be reported as INV on the *Roster of Student Performance* report.

Answer documents that have been invalidated should be returned with the nonscorable materials.

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 School Districts (JVSDs)

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 Summer 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 "O") on the student answer document must be coded with the students' home district IRN, and the School IRN field (Box "P") 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 identify 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 "P"). 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. (Refer to Ohio Administrative Code, 3301-13-06 (E) (1).)

The *Request for Rescore/Verification Form* is located on the ODE Web site at <http://education.ohio.gov>; type "Request for Rescore" in the search box.

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

1. A student responds in the incorrect section of the answer document
2. 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 interchange;, or when a student is not listed in the report at all. **There is no charge for verifications.**

ODE will 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 time. 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.

Summer 2009

Secure Material Resolution Form*

012345 OHIO CITY SD DISTRICT TEST COORDINATOR OHIO CITY SCHOOL DISTRICT 10 NORTH STREET CITY, OH 12345-1999	<p>PHASE I (At Receipt of Materials)</p> <p>Note any discrepancies between the contents of the shipment and the packing list.</p>	<p>PHASE II (After Testing)</p> <p>Before materials are returned to DRC, note any duplicate or missing numbers found during or after testing.</p> <table border="1" data-bbox="451 520 505 1003"> <tr> <td>DUPLICATE</td> <td>MISSING</td> </tr> </table>	DUPLICATE	MISSING	<p>COMMENTS</p> <p>Check box if there are no discrepancies. Otherwise, note any additional comments/discrepancies.</p>
DUPLICATE	MISSING				
[Empty]	[Empty]	[Empty]	[Empty]		

*Secure test materials include test booklets (regular, large print, and Braille), Language Translation Scripts, and all answer documents (scorable and nonscorable). **You are responsible only for the secure test materials listed on the packing list.**

Use the *District Security Checklist* to record all missing or duplicate serial numbers of secure test materials on this *Secure Material Resolution Form*. This should be done upon receipt of materials and prior to returning of materials to DRC. If there are no discrepancies, check box in the comments section.

**After testing, fax form to DRC at:
1-866-377-1249.
Do not return original form with test materials.**

As District Test Coordinator, I attest that the information given on this (these) form(s) is accurate and accounts for all secure test materials sent to my district.

District Test Coordinator's signature _____ Date: _____

District Test Coordinator's Phone Number _____

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.

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.
- Language Translation — a language interpreter who reads the tests aloud in the student's native language and translates responses into English. ODE will not reimburse for any reason during the Summer Administration; however, a translator may be used during any administration at the school's or district's expense.

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 Summer 2009 OTG 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	<p>is an eligible IEP student who has difficulty reading text in a standard-size font and/or needs to highlight text.</p> <p>NOTE: This accommodation is made in the student's every day classroom instruction.</p>	Large print test booklets (ordered in TIDE)	<p>The test administrator will transcribe the student's multiple-choice and constructed-response answers into a scorable answer document. The test administrator will return the scorable (transcribed answer document) and nonscorable answer documents and test booklet to the BTC. The BTC must return the materials to the DTC; the DTC will return them to DRC. The student's nonscorable answer document, if applicable, must be placed in a "DO NOT SCORE" bag and returned with other nonscorable answer documents and secure test materials. The transcribed scorable answer document must be returned with other scorable answer documents.</p>
Braille	<p>is an eligible IEP student who reads classroom materials in Braille.</p> <p>NOTE: This accommodation is made in the student's every day classroom instruction.</p>	Braille test booklets (ordered in TIDE)	<p>The test administrator will transcribe the student's multiple-choice and constructed-response answers into a scorable answer document. The test administrator will return the scorable (transcribed answer document) and nonscorable answer documents and test booklet to the BTC. The BTC must return the materials to the DTC; the DTC will return them to DRC. The student's nonscorable answer document, if applicable, must be placed in a "DO NOT SCORE" bag and returned with other nonscorable answer documents and secure test materials. The transcribed scorable answer document must be returned with other scorable answer documents.</p>

Special Version/ Accommodation	For the student who	Materials needed	After Testing
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 same test booklets, one for the student and one for the test administrator (ordered in TIDE)	The test administrator will return the scorable answer document and two secure test booklets to the BTC. The BTC must return the materials to the DTC; the DTC will return them to DRC. The scorable answer document must be returned with other scorable answer documents. The two secure test booklets must be returned with other nonscorable answer documents and secure test materials.
Language Translation Script	is an eligible LEP student who needs an oral administration of the test in a language other than English. ODE does not reimburse for language translators for the Summer Administration.	Language Translation Materials (ordered in TIDE); tape recorder (supplied by the school)	The test administrator should verify that the translator has transcribed in English the student's responses to reading, mathematics, science, and social studies tests into a 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 cannot be translated. The test administrator will return the scorable answer document, the nonscorable answer document and the language translation script to the BTC. NOTE: DRC will only score answer documents that have been translated into English. The BTC must return the materials to the DTC; the DTC will return them to DRC. The nonscorable answer document must be placed in a "DO NOT SCORE" plastic bag and returned along with the language translation script with other nonscorable answer documents and secure test materials. The transcribed scorable answer document must be returned with other scorable answer documents.

Appendix C — Sample Testing Group Roster

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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