Ohio | Department of Education

Ohio's State Tests

Fall 2021

SUPPLEMENTAL INSTRUCTIONS FOR PAPER TESTING

Testing Support

For Assistance With	District Test Coordinators Should Refer To	Building Test Coordinators Should Refer To
Testing resources, manuals, user guides, guidance documents, and practice test materials	Test portal for Ohio's State Tests **www.ohiostatetests.org**	The district test coordinator
Identifying which students are eligible to take each test	*Fall 2021 Test Administration Manual (TAM)*	
Identifying which students are eligible for accommodations	*Ohio's Accessibility Manual*	
Scheduling test administrations	*Fall 2021 Test Administration Manual (TAM)*	
Emergency school closures during the test window	Ohio Department of Education Office of Assessment 1-614-466-1317 statetests@education.ohio.gov	
Reimbursements for translators		
Assistance with Student IDs for nonpublic and home-schooled students		
Test security cases; test incidents		
Calculators and calculator accommodations		
Obtaining SSIDs for a newly enrolled student	The district's EMIS Coordinator or the student's prior district	
Submitting Pre-ID data	Cambium Assessment 1-877-231-7809 OHHelpDesk@ cambiumassessment.com	
Ordering paper test materials in TIDE		
User accounts		
Questions about district shipments of paper test materials, packing documents and missing test materials	Data Recognition Corporation (DRC) 1-877-231-7809 (option 3) OHProjectTeam@ datarecognitioncorp.com	
Returning paper test materials		

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1. Introduction

1.1   About This Manual

This *Fall 2021 Supplemental Instructions for Paper Testing* covers paper-specific policies and procedures for districts and schools administering Ohio's State Tests **on paper**. This manual does not cover policies and procedures for districts and schools administering Ohio's State Tests online, nor does it cover the general policies and procedures that apply to both test administrations. For this information, please refer to the *Fall 2021 Test Administration Manual (TAM)*, which is available on the test portal.

District test coordinators, building test coordinators and test administrators administering paper tests must review the information in this manual, as well as the general test administration information in the *Fall 2021 TAM*, prior to testing. Understanding testing policies and procedures is essential to a successful test administration.

1.2   About the Fall Tests

Each fall test has two parts: part 1 and part 2. Districts and schools may elect to administer both parts in one sitting, or they may administer one part on one day and the other part on another day.

All districts and schools with eligible students are required to administer both parts of each applicable test.

A summative score will be reported for each test. Separate scores will not be reported for part 1 and part 2. A student who does not take one part of the test will receive zero points for the questions on that part of the test but will receive a summative score for the test if the attemptedness criteria are met.

For guidance on which students are required to participate in statewide testing, refer to the Department's website. For information on marking test eligibility in the testing systems, see the section on "Student Pre-ID and Test Eligibility" in the *Fall 2021 TAM*.

1.2.1   Elementary School Tests

The following elementary school tests are available for the Fall 2021 test administration:

- Grade 3 English language arts

1.2.2   High School End-of-Course Tests

The following high school end-of-course tests are available for the Fall 2021 test administration:

- English language arts I
- English language arts II
- Algebra I
- Geometry
- Integrated mathematics I
- Integrated mathematics II
- American government
- American history
- Biology

1.3   Test Mode

The Fall 2021 test administration is an online test administration. Paper tests are only available for specific situations. Refer to the Requesting Exceptions to Online Testing document on the Department's website for further information. All orders for paper test materials are subject to Department approval. Districts that filed board resolutions selecting paper testing for grade 3 English language arts should see Section 3.1.2 of this manual for more information on paper test materials orders.

Students must complete both parts of the test in the same mode. See Section 5 of the *Fall 2021 TAM* for guidance on students who transfer during the test window.

2. Schedules

2.1 Key Dates for Paper Testing

The following tables list key test administration dates. Please refer to the test portal for reporting dates.

Table 1. Grade 3 English Language Arts Tests

2.1.1 Grade 3 English Language Arts Testing Activities	*Date(s)*	*Test*
Pre-ID Window for the fall test administration opens (all students, regardless of test mode, **must be** preidentified in TIDE by Nov. 5)	Aug. 5	Grade 3 English Language Arts
All districts wishing to place an on-time paper order must do the following in TIDE under the "Paper Orders Grade 3 ELA Fall 2021" administration: 1) Confirm contact information. 2) Indicate pickup date for grade 3 test materials in the Supplemental Information task in TIDE. • If you do not know your pickup date, leave the date blank, and click [SAVE]. You will then need to schedule your pickup following the instructions in Section 4.5.2.2 of this manual. 3) Access the Search for Orders section. • Districts with a <u>Board Resolution</u> must click [SAVE] in the Search Orders screen to receive one test booklet for each grade 3 student preidentified in TIDE as of August 23. The test booklet count shown on the "Board Resolution – Grade 3 ELA Test Booklets" will be updated each night. • Districts that are <u>testing online</u> will order one test booklet for each of their students with a paper accommodation on the "Accommodation – Grade 3 ELA Test Booklets" line, click [SAVE}, and enter a reason for the requested materials. • Districts will also order one test booklet for each test administrator that is providing a read aloud accommodation to students testing on paper using the "Accommodation – Grade 3 ELA Test Booklets" line.	Aug. 17 – 23	
Score Report Label Request window open in TIDE for the grade 3 English language arts fall test administration	Aug. 17 – Nov. 30	
Deadline for submitting Pre-ID data in order to receive preprinted Pre-ID labels for paper testers	Aug. 23	
Paper test materials and preprinted Pre-ID labels due in district	Oct. 4	
Additional order window for paper testers Special versions (large print and braille available to order)	Oct. 5 – Nov. 3	
Grade 3 online and paper test administration window*	**Oct. 18 – Nov. 5**	

**Paper and online test administration windows should be the same within the district. Districts will select five consecutive school days for their grade 3 English language arts test administration.

Table 2. High School End-of-Course Tests

2.1.2 High School End-of-Course Testing Activities	Date(s)	Test(s)
Pre-ID Window for the fall test administration opens (all students, regardless of test mode, **must be** preidentified in TIDE by Jan. 14)	Aug. 5	High School End-of-Course Tests
Score Report Label Request window open in TIDE for the high school end-of-course fall test administration	Aug. 17 – Jan. 14	
On-Time Order Window for paper testers	Sept. 7 – 13	
Supplemental Information window to indicate pickup date for high school end-of-course test materials If you do not know your pickup date, leave the date blank, and click [SAVE]. You will then need to schedule your pickup following the instructions in Section 4.5.2.2 of this manual.	Sept. 7 – 13	
Deadline for submitting Pre-ID data in order to receive preprinted Pre-ID labels for paper testers	Sept. 13	
Paper test materials due in district	Nov. 22	
Additional order window for paper testers	Nov. 22 – Jan. 12	
High school end-of-course online and paper test administration window**	**Nov. 29, 2021 – Jan. 14, 2022**	

**Paper and online test administration windows should be the same within the district. Districts will select 15 consecutive school days for their mathematics, science and social studies tests administrations.

2.1.3   Deadlines for Returning Paper Test Materials — Grade 3 English Language Arts

IMPORTANT: Districts are required to return scorable grade 3 English language arts paper tests **immediately after testing** and **no later than one business day following the district's five consecutive school day test window.** All grade 3 English language arts nonscorable test materials must be returned no later than one week after the district's scorable documents pickup.

District test coordinators have the opportunity to indicate a pickup date in TIDE for grade 3 English language arts test booklets. The deadline for entering pickup dates in TIDE is listed in the Key Dates table above. Pickups cannot be scheduled for weekend dates.

Districts that do not enter pickup dates in TIDE are responsible for scheduling their own pickups per the instructions in Section 4 of this manual.

For Example, If Your District's Five Consecutive School Day Test Window Is	Oct. 18 – 22, 2021	Oct. 25 – 29, 2021
Your deadline for returning **scorable** documents to DRC is *(documents must be picked up by this date)*	Oct. 25	Nov. 1
Your deadline for returning secure **nonscorable** documents, including unused test booklets, to DRC is *(documents must be picked up by this date)*	Nov. 1	Nov. 8

2.1.4 Deadlines for Returning Paper Test Materials — High School End-of-Course Tests

IMPORTANT: Districts are required to return paper high school scorable documents immediately after testing and **no later than one day after the end of the district's 15 consecutive school day test window.** Districts are required to return their schools' nonscorable documents **within one week of returning scorable documents**. See the table below for sample timelines.

District test coordinators have the opportunity to indicate a pickup date in TIDE for all high school test materials. The deadline for entering pickup dates in TIDE is listed in the Key Dates table in this manual. Pickups cannot be scheduled for weekend dates or between the Christmas and New Year holidays.

Districts that do not enter pickup dates in TIDE are responsible for scheduling their own pickups per the instructions in Section 4 of this manual.

For Example, If Your District's 15 Consecutive School Day Test Window Is	Nov. 29 – Dec. 17, 2021	Dec. 6, 2021 – Jan. 7, 2022* *given district closed for break Dec. 20 – Jan 1
Your deadline for returning **scorable** documents to DRC is *(documents must be picked up by this date)*	Dec. 20	Jan. 10
Your deadline for returning secure **nonscorable** documents, including unused answer documents, to DRC is *(documents must be picked up by this date)*	Dec. 27	Jan. 17

For more information regarding schedules, test security, ethical use of tests, student Pre-ID and test eligibility, the after testing policy, and reporting, refer to the *Fall 2021 TAM* on the test portal.

3. General Test Administration Information

This section provides general test administration information for test coordinators **and** test administrators in districts and schools that have students testing on paper.

3.1 Before Testing

3.1.1 Secure Test Materials

Districts and schools that have students testing on paper should be mindful of maintaining the test security of physical test materials. Districts and schools must identify a secure location for all secure test materials to be locked while testing is not in session.

DRC maintains a record of the security numbers of all secure test materials shipped to each district and school. DRC will use a barcode scanner to account for all secure test materials and will provide a record of missing secure test materials to district test coordinators and to the Department. If any secure test material shipped to the district is determined to be missing, the district test coordinator is required to account for it.

Test booklets and answer documents are shrink-wrapped in packs of five. Braille test booklets and large print test booklets are shrink-wrapped in packs of one. Districts should ensure that a high school answer document or grade 3 general test booklet has been ordered for students using a braille or large print test booklet. **Responses entered into a grade 3 large print test booklet will not be scored.** See the instructions for special versions included in Appendix A of this manual.

District and school personnel may open the shrink-wrapped packages no more than two days prior to testing. These individuals must be employees of the district and hold a certificate, permit or license issued by the Ohio Department of Education.

3.1.2 Grade 3 English Language Arts Test Materials

District test coordinators order paper test materials in TIDE under the Paper Orders Grade 3 ELA Fall 2021 test administration. **District test coordinators must confirm contact information and indicate a pick-up date in the Supplemental Information task before ordering test materials.** District test coordinators will enter accommodation test materials in TIDE for their students; review the material descriptions in TIDE to assist you in placing your order. All orders are subject to Department approval.

NOTE regarding districts that filed a Board Resolution selecting paper testing: Board Resolution districts **must do the following by August 23 in TIDE** to receive scorable test booklets: confirm contact information, indicate a pick-up date for test materials (if you do not know your pickup date, you may leave this blank and click [SAVE]), click [Search] in the order section, and Pre-ID their students. Board Resolution districts will be shipped scorable grade 3 test booklets for each of their students that are preidentified in TIDE as of the **August 23 Pre-ID deadline**. The quantity showing on the TIDE order screen will update nightly.

IMPORTANT: The grade 3 English language arts test booklet is a scorable document that includes both part 1 and part 2. Responses entered into a grade 3 large print test booklet will **not** be scored. Refer to Appendix A of this manual for procedures.

Paper Test Materials	Secure (Must Be Returned to DRC)	Scorable
Supplemental Instructions for Paper Testing manual	No	No
Grade 3 English language arts test booklet	Yes	Yes
Braille test booklets*	Yes	No
Large print test booklets*	Yes	No
Checklists, packing lists, range sheets, return box labels	No	No

See the instructions for special versions included in Appendix A of this manual.

3.1.3   High School End-of-Course Test Materials

District test coordinators order high school paper test materials in TIDE under the Paper Orders High School Fall 2021 test administration. A summary of paper test materials is below.

IMPORTANT: The high school English language arts, mathematics, science and social studies test materials include both part 1 and part 2 in each respective test booklet and answer document.

Paper Test Materials	Secure (Must Be Returned to DRC)	Scorable
Supplemental Instructions for Paper Testing manual	No	No
Algebra I test booklet	Yes	No
Algebra I answer document	Yes	Yes
American government test booklet	Yes	No
American government answer document	Yes	Yes
American history test booklet	Yes	No
American history answer document	Yes	Yes
Biology test booklet	Yes	No
Biology answer document	Yes	Yes
English language arts I test booklet	Yes	No
English language arts I answer document	Yes	Yes
English language arts II test booklet	Yes	No
English language arts II answer document	Yes	Yes
Geometry test booklet	Yes	No
Geometry answer document	Yes	Yes
Integrated mathematics I test booklet	Yes	No
Integrated mathematics I answer document	Yes	Yes
Integrated mathematics II test booklet	Yes	No
Integrated mathematics II answer document	Yes	Yes
Braille test booklets* (available for all tests)	Yes	No
Large print test booklets* (available for all tests)	Yes	No
Checklists, packing lists, range sheets, return box labels	No	No

See the instructions for special versions included in Appendix A of this manual.

### 3.1.4	Pre-ID Labels

3.1.4.1 Pre-ID Label Information

Pre-ID labels are used to associate a scorable document with a student for reporting. All scorable documents must have a Pre-ID label applied. **Failure to apply a Pre-ID label will result in scores not being reported.** There are two types of Pre-ID labels: preprinted Pre-ID labels and print-on-demand Pre-ID labels. The information on both types of labels is the same, and both are placed in the same box on the scorable document.

Test coordinators or test administrators must apply the Pre-ID label in the box that reads "Apply Label Here" on the scorable document. Do <u>not</u> place the Pre-ID label in Box A. It is recommended that the Pre-ID label be affixed to scorable documents immediately after the student completes his or her test. If labels are affixed before testing, students might mark on the labels, which will affect the scanning of the documents. Please make sure the Pre-ID label affixed to the document reflects the student who marked his or her responses in the document. **Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time.** If you discover that a Pre-ID label was misapplied, do not attempt to remove the label. Apply a print-on-demand Pre-ID label over the incorrect Pre-ID label. **Note that Pre-ID labels should never be applied over the security barcode.**

<u>NOTE:</u> The Statewide Student Identifier (SSID) or Nonpublic Student ID is not printed on the Pre-ID label but is included in TIDE.

3.1.4.2 Preprinted Pre-ID Labels

Preprinted Pre-ID labels are shipped only for students who were successfully entered in TIDE with a test mode of "P" for paper and whose district confirmed their contact information by the deadline in the Key Dates table in Section 2 of this manual. Schools will receive one printed Pre-ID label for each fall test administration subject for which a student was marked with the test mode of paper (P). Pre-ID labels are to be placed only on students' scorable documents. Building test coordinators and test administrators must double-check the accuracy of each preprinted Pre-ID label and must not apply preprinted Pre-ID labels with incorrect information (e.g., a misspelled last name) to the student's scorable document. If a preprinted Pre-ID label is inaccurate, the district or building coordinator must update the student's record in TIDE, print an on-demand Pre-ID label and apply it to the student's scorable document. **Failure to apply a Pre-ID label to the scorable document will result in scores not being reported.**

#### 3.1.4.3	Print-on-Demand Pre-ID Labels

When a preprinted Pre-ID label is not available to apply to a scorable document, a print-on-demand Pre-ID label should be used. Authorized users can create PDFs of print-on-demand Pre-ID labels in TIDE and print these on blank label stock. Blank label stock is automatically provided with on-time orders. If the district did not place an on-time order or additional blank label stock is needed, district test coordinators can order it in the additional order window. **Districts must apply a Pre-ID label to the scorable document. Failure to apply a Pre-ID label will result in scores not being reported**.

3.1.5   Demographic Fields on Scorable Documents

There are no bubbles for demographic fields on the scorable document, and Pre-ID labels are the **only** method for identifying which student takes a test. **Failure to apply a Pre-ID label will result in scores not being reported.**

3.1.6   Testing Group Number

All students testing on paper must have Box B "Testing Group Number Based on Location" (see illustration to the right) completed on their demographic pages. A testing group is defined as the set of cohorts or group of students being administered the test in the same location at the same time within a school's facilities and/or authority.

For convenience and clarity, the identification of the testing group can be accomplished by assigning the group a unique number (e.g., room 105) corresponding to the location where the group is being tested.

The district must designate a person or persons to assign testing group numbers to all testing locations within each school. Test administrators must be told their testing group number for a given test location in order to tell students how to complete Box B.

The sample *Testing Group Roster* in Appendix B of this manual may be used to assign or record testing group numbers. This roster is also available for download from the Department website at education.ohio.gov; search the following keywords: *Testing Group Roster*.

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 for paper testers. Regardless of the method used to assign testing group numbers, the school or district must keep any documentation for one year after the test administration.

District and schools should not return the testing group number documentation to DRC or to the Department unless requested.

3.1.7   Calculators for the Mathematics Paper Tests

Students who are taking a mathematics test on paper may have access to an approved handheld calculator for the applicable tests listed below. The district may provide the calculator or allow students to provide their own. If students use an approved handheld calculator, you must confirm that the memory has been cleared before and after each testing session.

NOTE: Clearing the memory may reset mode to radians; you may need to show your students how to change the mode to degrees if needed. The calculator must meet the criteria outlined in the calculator policy (see the applicable appendix of the *Fall 2021 TAM*). Students cannot

share handheld calculators during a test session. Schools should give students the opportunity to become familiar with the calculators before testing.

Test	Is a Calculator Allowed for Part 1?	Is a Calculator Allowed for Part 2?	Recommended Calculator
End-of-Course Mathematics	Yes	Yes	Graphing

If students qualify, according to their individualized education programs (IEP) or Section 504 plans, to use calculators as an accommodation for non-calculator sections of a state test, the school must allow the students to use appropriate handheld devices.

3.1.8   Blank Paper and White Boards

Test administrators must provide at least two sheets of blank paper to students who are taking an English language arts test. Test administrators may provide blank paper for math, science and social studies tests upon student request or at district direction. Test administrators must have sufficient blank paper available for students who request it. Students may not bring their own paper.

Specialized paper may be provided in lieu of blank paper, as long as the paper does not have any writing on it. Specialized paper includes grid, wide-ruled, braille, raised-line grid, wide-lined grid and colored paper. It is recommended that students use a form of paper (blank or specialized) they are already familiar with from their instruction. Immediately after the test ends, test administrators will collect the used and unused scratch paper. The test administrator must securely shred used paper locally.

Students may also use personal white boards instead of paper. Test administrators must ensure that all personal white boards are wiped clean before and after testing.

IMPORTANT: The test contractor will only score responses marked in a scorable document. The test contractor will not score responses written on blank or specialized paper under any circumstances.

3.1.9   Scorable Documents

DRC tracks scorable documents through a unique barcode and security number printed on each document. The security number is located on the front page of the scorable document below the barcode. The barcode links the document to the district and school. Information on the district and school that received the scorable document is used to determine the number of scorable documents returned. When a Pre-ID label is not affixed or when valid district and school IRNs are not gridded, the barcode on the scorable document will be used to determine the district and school IRNs associated with the document.

Because the test contractor tracks all secure documents to the IRNs that receive them, **please do not share scorable documents with other districts. The district is responsible for all secure test materials shipped to the district.**

District test coordinators will be able to track the return of scorable documents after testing using the Track Shipments task in TIDE.

3.2   During Testing

3.2.1   Reference Sheets for the Mathematics Paper Tests

For the high school end-of-course mathematics tests, the test booklets contain a perforated page with a reference sheet. Students can remove this page from their test booklets and reference it during testing. This is the only page that students can remove from the test booklet, and students must be careful when removing the page so as not to damage the booklet. The reference sheet is also available on the test portal to download and print if additional copies are needed. Students may not bring their own copies.

If schools are administering the two parts of a mathematics test in separate sessions, students will place the sheet back in the test booklet after taking the first part of the test so that the sheet is available for reference when the student takes the second part of the test.

If students write on the reference sheet, test administrators must securely shred the page after the student completes both parts of the test. Districts and schools do not need to return the page to DRC.

3.2.2   Soiled and Defective Documents

If a student receives a defective test booklet or answer document, secure a new document. Flip through the replacement document before giving it to the student to make sure it is not defective, but do not review the test question content. Test coordinators must return the defective booklet with the district's nonscorable test materials.

If a student soils or receives a defective grade 3 scorable test booklet or a high school end-of-course answer document and the student has started marking responses, follow the steps below:

1. Transcribe the student's responses verbatim into a new scorable document. Return the new, replacement scorable document to DRC with other scorable documents. There must be at least two staff in the room when transcribing student responses and one must be the test administrator or a staff member who has a license, certificate or permit issued by the Ohio Department of Education.

2. On the affected scorable document, place a DO NOT SCORE label over the Pre-ID label, if one was affixed. If no Pre-ID label was used, place the DO NOT SCORE label in the "Apply Label Here" box. Return the affected scorable document with nonscorable test materials.

   Exception: If a student soils a scorable grade 3 test booklet or a high school answer document with bodily fluids, make note of the incident and barcode number on the *Secure Materials Resolution Form* and securely destroy the document. Always observe universal precautions.

3.3   After Testing

3.3.1   Do Not Score Labels

Schools will receive a set of DO NOT SCORE labels. In all situations for which an entire scorable document should not be scored, a DO NOT SCORE label should be placed on top of the Pre-ID label that was affixed to the scorable document. If no Pre-ID label was affixed, the DO NOT SCORE label should be placed in the box labeled "Apply Label Here" where the Pre-ID label would have been applied. Do not affix the DO NOT SCORE label in Box A or anywhere else other than the box labeled "Apply Label Here." All documents with a DO NOT SCORE label applied should be returned with nonscorable test materials.

Some examples of when to apply a DO NOT SCORE label include:

- A scorable document with a Pre-ID label applied but no student responses marked;
- A soiled or damaged scorable document with responses that were transcribed onto another scorable document;
- A scorable document that includes responses that were erroneously marked in ink and had its contents transcribed onto another scorable document with a No. 2 pencil;
- A scorable document that contains responses in a language other than English that were translated and transcribed onto another scorable document.

If a paper testing student's test requires invalidation, districts can apply a DO NOT SCORE label and return the student's scorable document with nonscorable test materials. The student will not receive a score. Alternatively, if the district returns the student's scorable document for scoring, the student will receive a score and the district can submit the invalidation directly to EMIS. Please refer to the *Fall 2021 TAM* for information regarding Ohio's invalidation and breach policies.

NOTE: A breach form is not available for the grade 3 English language arts fall test administration.

4. Test Coordinator Responsibilities

This section provides information to the test coordinators in districts and schools that are testing on paper.

4.1 District Test Coordinator Responsibilities

The district test coordinator is the primary point of contact between the district and the Department. In districts where students are testing on paper, the district test coordinator:

- Has primary responsibility for the test administration;
- Ensures that all personnel are aware of state and district test security procedures and follow these procedures at all times;
- Reports all alleged test security violations to the Department (building coordinators and test administrators must report to the district test coordinator);
- Prepares and trains building test coordinators for the test administration prior to testing;
- Ensures that all participating students are preidentified as paper testers for the proper subjects;
- Makes sure test administrators are familiar with the accessibility features available for students;
- Orders paper test materials (see list of test materials needed for large print and braille testers in Appendix A of this manual) in TIDE;
- Receives test materials from DRC and distributes them to schools;
- Ensures that building test coordinators maintain test security of and account for all secure test materials before, during and after test administrations;
- Ensures that building test coordinators apply a Pre-ID label to all scorable documents. **Failure to apply a Pre-ID label will result in scores not being reported. Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time;**
- Ensures that all boxes of scorable documents are returned to DRC for scoring no later than one business day after the close of the district's test window;
- Returns all test booklets, special versions, and unused scorable documents to DRC no later than one week after the close of the district's test window; and
- Receives and distributes test results, when available, and checks the Discrepancy Resolution Task in TIDE to resolve any records that require resolution.

4.2   Building Test Coordinator Responsibilities

The building test coordinator is responsible for coordinating the test administration in a school building. In schools where students are testing on paper, the building test coordinator:

- Ensures that state and district test security procedures are followed in the building;

- Reports all alleged test security violations to the district test coordinator;

- Ensures that the test administrators act in accordance with all test security requirements;

- Trains all test administrators and monitors in proper paper test administration procedures before testing;

- Can preidentify students in TIDE using the Add Student task; can update a student's demographics in TIDE; and can create print-on-demand Pre-ID labels in TIDE;

- Receives test materials from the district test coordinator; ensures that all test materials have been received for testers (see list of test materials needed for large print and braille testers in Appendix A of this manual); provides for locked, secure storage when test materials are not in use; and distributes test materials each day;

- Provides testing group numbers to test administrators for completing demographic pages;

- Collects and accounts for test materials immediately following the test administration each day;

- Distributes and stores approved handheld calculators (when applicable);

- Ensures that test administrators understand their responsibilities when the test session ends;

- Ensures that all scorable documents have a Pre-ID label applied. **Failure to apply a Pre-ID label will result in scores not being reported. Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time;**

- Ensures that responses have been transcribed into a scorable grade 3 test booklet for those students that used a large print or braille test booklet. Refer to Appendix A in this manual for procedures;

- Promptly packages and returns scorable documents to the district test coordinator for return to DRC for scoring; and

- Returns all test booklets, special versions and unused scorable documents to the district test coordinator.

4.3   Before Testing

4.3.1   District Test Materials

DRC will ship test materials for all schools in a district to the district test coordinator.

IMPORTANT: Districts should expect to receive test materials in two shipments: one for grade 3 English language arts and one for high school end-of-course test administrations. Grade 3 English language arts test materials are shipped to the address listed under that test

administration in TIDE. High school test materials are shipped to the address listed under that test administration in TIDE. See the Key Dates table in Section 2 of this manual for due-in-district dates.

Each set of test materials are boxed by school. Upon receipt of the initial shipment of boxes from the shipping carrier, district test coordinators should locate the white district box, which will contain the following:
- *School Box Range Sheet*
- *District Packing List*
- Copies of the *School Packing List(s)*
- *District Security Checklist*
- DO NOT SCORE labels
- Not To Be Scored return labels
- Secure Material Resolution Form
- UPS-RS labels
- Blank label stock for print-on-demand Pre-ID labels
- Roll of bags and zip ties for returning scorable test materials
- *Supplemental Instructions for Paper Testing* manual

The *School Box Range Sheet* shows the number of boxes packaged for each school, as well as the number of boxes packaged for the district. District test coordinators will use this sheet to sort the boxes by building and verify that they have received all boxes. District test coordinators that do not receive all their boxes should immediately call the Ohio Help Desk at 1-877-231-7809 and select option 3 for assistance with shipments.

District test coordinators must record secure material discrepancies on the *Secure Material Resolution Form*; if there are no discrepancies, it is not necessary to complete this form. Retain the *District Security Checklist* with district records; do not return it to DRC.

It is not necessary for the district test coordinator to open the school boxes; building test coordinators are responsible for inventorying school boxes. The district test coordinator must securely store school boxes until they can be distributed to school buildings.

4.3.2   *School Test Materials*

District test coordinators will distribute each set of test materials to the building test coordinators in their district. Building test coordinators must keep all the boxes they receive. Building test coordinators will return all test materials to the district test coordinator in the same box(es) in which the test materials were delivered.

Upon the school's receipt of the initial test materials from the district test coordinator, the building test coordinator must locate the white school box, which contains the following:
- *School Packing List*
- *School Security Checklist*
- Preprinted Pre-ID labels (if submitted by deadline noted in the Key Dates with test mode (P) paper)
- Blank label stock for print-on-demand Pre-ID labels
- DO NOT SCORE labels

- To Be Scored return labels
- Roll of bags and zip ties for returning scorable test materials
- *Supplemental Instructions for Paper Testing* manual

Building test coordinators must use the *School Packing List* to verify the school's order. The *School Security Checklist* lists all of the security numbers for all secure material sent with the original order. Building test coordinators should retain the *School Security Checklists* with school records; they should not return them to the district test coordinator or DRC.

A range sheet on top of each pack identifies the range of security numbers in the pack. Building test coordinators must maintain test security by using the security numbers to account for all secure test materials before, during and after test administration until they are returned to the district test coordinator. If there are discrepancies or missing test materials, the building test coordinator must notify the district test coordinator immediately.

Building test coordinators must verify that the number of test materials listed on the packing list is sufficient for the number of students who will be taking each test on paper in the school. If the school needs additional test materials, the building test coordinator must notify the district test coordinator.

Building test coordinators must review the Pre-ID labels for accuracy. If discrepancies are found, it is the responsibility of the district and building test coordinators to update student records in TIDE and create print-on-demand Pre-ID labels.

The building test coordinator must keep all test materials in locked storage until it is time to distribute them to the test administrators on test days. Test materials must be returned to secure storage immediately after testing.

4.3.3   Additional Test Materials

Building test coordinators must notify their district test coordinators if they need additional test materials. It is the district test coordinator's responsibility to ensure that all schools have enough test materials to test every eligible student. District test coordinators may place orders for additional test materials during the Additional Order Window in TIDE. All orders are subject to Department approval.

District test coordinators cannot order preprinted Pre-ID labels during the Additional Order Window, but they can order blank label stock to print on-demand Pre-ID labels from TIDE. **Failure to apply a Pre-ID label will result in scores not being reported.**

4.4   During Testing

Test coordinators must understand the rules and procedures that govern paper testing; the rules and procedures specific to test coordinators for paper testing are addressed below. For the general rules and procedures for paper testing that apply to test coordinators **and** test administrators, please refer to Section 3 of this manual. For detailed information on the steps

required of test administrators and students during the paper test administration, refer to Section 5 of this manual.

IMPORTANT: Students must use a No. 2 pencil when marking their scorable documents. **Failure to mark responses with a No. 2 pencil will result in the student's responses not being scanned and scored.** Students should not use mechanical pencils.

4.4.1   *Distributing Test Materials to Test Administrators*

Building test coordinators may open the shrink-wrapped packages no more than two days before testing to organize individual test booklets, answer documents and special versions. The building test coordinator must secure any remaining secure test materials in a pack. Each pack contains a range sheet that shows the range of security numbers contained in that pack. After opening the shrink wrap, the building test coordinator must verify that all secure document serial numbers listed on the range sheet have been included in the pack. These test materials must be kept in a secure location at all times. The morning that a school begins administering paper tests, the building test coordinator may deliver test materials to rooms as needed.

4.5   After Testing

When a student has completed the test and turns in the paper test materials, the test administrator or any other staff cannot review the student's responses. This is a test security violation.

After testing, it is the building test coordinator's responsibility to collect, inventory and pack all test materials for the school and return them to the district test coordinator. The district test coordinator is responsible for returning test materials to DRC.

Instructions for returning scorable and nonscorable test materials are provided below. Procedures for both the building test coordinator and district test coordinator are included here. A summary of the box labels to be applied and a sample label are included in Appendix B of this manual.

IMPORTANT:

- Districts and schools must return test materials in accordance with the Key Dates listed in Section 2 of this manual. Districts and schools are required to return paper scorable documents immediately after testing and **no later than one day after the end of their five consecutive school day grade 3 test window and no later than one day after the end of the district's 15 consecutive school day high school test window.**

- Districts and schools cannot delay their return of any test materials. To do so is a violation of test security.

- Grade 3 English language arts: Districts will package all scorable and nonscorable test materials for grade 3 English language arts **separately** from the high school test materials when returning test materials. Be sure to affix the correct return labels. **Grade 3 scorable labels are gold.**

- High school tests: Districts will package all scorable answer documents for high school test subjects (English language arts, mathematics, science and social studies) together when returning test materials; districts will also return all nonscorable high school test materials together. Be sure to affix the correct return labels. **High school scorable labels are turquoise.**

Building test coordinators should direct all questions about returning test materials to their district test coordinators. District test coordinators who have any questions or encounter difficulties with these shipping procedures should refer to the contact information on the inside front cover of this manual.

4.5.1   *Return Instructions for the Building Test Coordinator*

4.5.1.1   *Returning a School's Scorable Test Materials to the District Test Coordinator*

Building test coordinators should use the checklist below to complete the necessary steps for returning scorable test materials (grade 3 English language arts test booklets and high school answer documents) to the district test coordinator.

- ❑ For each test administration, collect all scorable test materials from test administrators. Compare all test materials against the *School Security Checklists* to ensure that all documents have been accounted for. If students used scratch paper, it must be securely shredded. Only responses marked in the student's scorable document are scored.

- ❑ Make sure the sets of scorable documents do not include nonscorable test booklets or special versions. Scorable documents contain student responses for scoring (see instructions for students using large print or braille test booklets in Appendix A of this manual). For high school tests, make sure answer documents have not been placed inside test booklets.

- ❑ Check the demographic page of each scorable document:
    - o Ensure that a Pre-ID label is affixed. **Failure to apply a Pre-ID label will result in scores not being reported. Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time;**
    - o Make sure the scorable document includes a bubbled testing group number.

- ❑ Locate the scorable documents return bag provided in the white box. Place the scorable documents inside the return bag and close the bag using the tie provided. Place the bag inside the box in which the test materials arrived. Do not overfill boxes. If needed, include filler material, such as newspaper, in the box to prevent contents from shifting during shipping.

- ❑ Locate the scorable return box labels.

- ❑ Apply a return box label to each box of scorable test materials. Districts are required to return paper scorable documents immediately after testing and **no later than one day after the end or their district's five consecutive day grade 3 test window or 15 consecutive school day high school test window**.

- o Apply **gold** return box labels to packages that contain scorable grade 3 English language arts test booklets.
- o Apply **turquoise** return box labels to packages that contain scorable high school answer documents.
- ❑ Return the box(es) of scorable test materials to the district test coordinator.

4.5.1.2 Returning a School's Nonscorable Test Materials to the District Test Coordinator

Building test coordinators should use the checklist below to complete the necessary steps for returning nonscorable test materials to the district test coordinator.

- ❑ For each test administration, collect all nonscorable test materials from test administrators. Compare all test materials against the *School Security Checklists* to ensure that all documents have been accounted for. Districts are required to return their school's nonscorable documents **within one week of returning scorable documents.**

- ❑ Confirm all the test materials are nonscorable. Nonscorable test materials are unused grade 3 test booklets, used/unused large print or braille grade 3 test booklets, unused high school answer documents and all high school test booklets.
  - o If building test coordinators find any scorable documents among the nonscorable test materials, they should notify the district test coordinator immediately.
  - o A DO NOT SCORE label does **not** need to be applied to unmarked and unlabeled answer documents or grade 3 test booklets.
  - o If a grade 3 test booklet or high school answer document contains responses that should **not** be scored, a DO NOT SCORE label must be applied over the Pre-ID label (if affixed) or in the "Apply Label Here" box on the front cover.
  - o Refer to Section 3.3.1 (Do Not Score Labels) for other examples of when to apply a DO NOT SCORE label.

- ❑ If applicable, securely shred any ancillary test materials (e.g., student notes recorded on blank paper) used during the test administration.

- ❑ Package the nonscorable test materials for return to the district test coordinator. If needed, include filler material, such as newspaper, in the box to prevent contents from shifting during shipping. It is not necessary to place nonscorable test materials in a return bag or apply a return box label to packages of nonscorable test materials. The district test coordinator applies all box labels for nonscorable test materials.

- ❑ Place packages of nonscorable test materials in a secure, locked location until they are returned to the district test coordinator.

4.5.2 Return Instructions for District Test Coordinators

District test coordinators are responsible for ensuring the return of all test materials. Districts must return scorable test materials the business day that immediately follows the last day of

the district's grade 3 test window and immediately after the last day of the district's high school test window.

An optional planning template is available at the end of this section to assist district test coordinators with organizing their paper test pickups after each test administration.

4.5.2.1 Preparing the District's Scorable Test Materials for Return to DRC

District test coordinators should use the checklist below to complete the necessary steps for returning scorable test materials to DRC.

- ❑ For each test administration, collect boxes of scorable test materials from building test coordinators.
- ❑ Locate the white UPS-RS labels.
- ❑ Count the boxes from each school and make sure that the correct color return box label for scorable test materials is applied to each box.
    - o <u>IMPORTANT</u>: Districts are required to return scorable documents immediately after the last day of their district's grade 3 test window and immediately after the last day of their district's high school test window.
    - o **Gold** return box labels should be applied to packages that contain scorable grade 3 English language arts test booklets.
    - o **Turquoise** return box labels should be applied to packages that contain scorable high school answer documents.
- ❑ Confirm that each box is sealed securely with packaging tape.
- ❑ Follow the UPS return instructions for your district's test materials.

4.5.2.2 UPS Return Instructions for Scorable Test Materials

District test coordinators should use the checklist below to complete the necessary steps for returning scorable test materials to DRC via UPS.

- ❑ Affix a WHITE UPS Return Service (UPS-RS) label to flap B on the top of each box. Do not send any boxes via UPS without a UPS-RS label.
- ❑ Keep records of your shipments to DRC, including the tracking number(s). The UPS-RS number is located directly above the barcode in the middle of the shipping label. It is recommended that you copy each UPS-RS label you use. These tracking numbers do not need to be provided to DRC unless requested.
- ❑ Make sure your boxes are ready for pickup by the date you entered into TIDE under the Supplemental Information task. **Only districts that entered pickup dates in TIDE will have automatic pickups.**
- ❑ If your district misses its automatic pickup, or if you discover scorable test materials after your automatic pickup has occurred or if you did not submit dates for an automatic pickup in TIDE by the deadline, you must schedule a pickup. To schedule UPS pickups:

- o Call UPS at 1-866-857-1501. Do NOT call the UPS general pickup number found on the UPS website.
- o Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative uses these numbers to bill the pickup and return charges to DRC.
- o Schedule a date for pickup, and inform UPS that you have UPS-RS labels. Please schedule your pickup at least one day in advance. Same-day service is not available in all areas.
- ❑ If you have a daily scheduled UPS pickup, you may send your return shipment with the rest of your packages; however, please set apart the DRC shipment for the driver.

4.5.2.3 Preparing to Return the District's Nonscorable Test Materials to DRC

District test coordinators should use the checklist below to complete the necessary steps for returning nonscorable test materials to DRC. Nonscorable test materials are unused grade 3 test booklets, used/unused large print or braille grade 3 test booklets, unused high school answer documents and all high school test booklets.

- ❑ Collect and count the boxes from each school.
- ❑ Confirm that each box is sealed securely with packaging tape.
- ❑ Locate the white UPS-RS labels and nonscorable return box labels.
- ❑ Affix the correct color return box label for nonscorable documents to each box. Note that return box labels for nonscorable test materials are included in the white district box.
  - o Apply **white** return box labels to packages that contain nonscorable test booklets for the grade 3 test.
  - o Apply **white** return box labels to packages that contain nonscorable documents for the high school tests.
- ❑ Follow the UPS return instructions for your district's test materials.

4.5.2.4 UPS Return Instructions for Nonscorable Test Materials

District test coordinators should use the checklist below to complete the necessary steps for returning nonscorable test materials to DRC via UPS.

- ❑ Affix a white UPS Return Service (UPS-RS) label to flap B on the top of each box. Do not send any boxes via UPS without a UPS-RS label.
- ❑ Keep records of your return shipments to DRC, including the tracking number(s). The UPS-RS number is located directly above the barcode in the middle of the shipping label. It is recommended that you copy each UPS-RS label you use. These tracking numbers do not need to be provided to DRC unless requested.
- ❑ All district test coordinators are responsible for scheduling pickups of nonscorable test materials. There will not be an automatic UPS pickup of nonscorable test materials. To schedule pickups:

- o Call UPS at 1-866-857-1501. Do NOT call the UPS general pickup number found on the UPS website.
- o Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative uses these numbers to bill the pickup and return charges to DRC.
- o Schedule a date for pickup, and inform UPS that you have UPS-RS labels. Please schedule your pickup at least one day in advance. Same-day service is not available in all areas.
- ❑ If you have a daily scheduled UPS pickup, you may send your return shipment with the rest of your packages; however, please set apart the DRC shipment for the driver.

4.5.2.5   Optional Paper Pickup Planning Template

District test coordinators can fill out the table below to assist in planning their paper pickups.

Test	Last Day of the District's Test Window	Scorable Test Materials Pickup Date*	Nonscorable Test Materials Pickup Date**	Late Test Materials Pickup Date***
Grade 3				
High School EOCs				

*The pickup date must be the next business day after the close of the district's test window. **Districts that did not enter pickup dates in TIDE by the deadline are responsible for scheduling their scorable test materials pickups**.

**Nonscorable test materials must be picked up no later than one week after the district's scorable documents pickup. Districts are responsible for scheduling <u>all</u> nonscorable material pickups.

***All districts that return test materials late must schedule a UPS pickup for returning these test materials.

Call UPS at 1-866-857-1501. Do NOT call the UPS general pickup number found on the UPS website.

5. Test Administrator Responsibilities

This section provides information to the test administrators in districts and schools that are testing on paper. Please note, test administrators must be employees of the district and have a license, certificate or permit issued by the Ohio Department of Education.

IMPORTANT: This section includes step-by-step directions for administering paper tests, including the oral script that test administrators must follow.

5.1 Test Administrator Responsibilities

The test administrator is the person who administers the test. In districts where students are testing on paper, the test administrator:

- Is aware of state and district test security procedures and follows them at all times.

- Is familiar with accessibility features available for students.

- Receives secure test materials from the building test coordinator, maintains the test security of test materials at all times and returns secure test materials to the building test coordinator immediately after testing.

- Ensures all test materials needed on test day are available (see list of test materials needed for large print and braille testers in Appendix A of this manual).

- Knows and monitors the testing time available for each test that he or she gives, including the district policy on English language arts test time.

- Ensures that all scorable documents have a Pre-ID label (preprinted or print-on-demand) applied. **Failure to apply a Pre-ID label will result in scores not being reported. Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time.**

- Understands the procedures for using Pre-ID labels and DO NOT SCORE labels.

- Confirms if students are using approved handheld calculators, that the memory on all calculators has been cleared before and after each testing session. NOTE: Clearing the memory may reset mode to radians; you may need to show your students how to change the mode to degrees if needed.

- Ensures that a proctor or monitor is available to be in the room with the test administrator for any testing group of more than 30 students. For any group of more than 30 students, a proctor or monitor must be in the room with the test administrator. The 30-to-1 ratio is to be maintained at all times. For example, if 61 students are testing, one test administrator and two proctors or monitors must be present in the testing room. Proctors and monitors are not required to meet the criteria for administering a test.

5.2 Before Testing

5.2.1 Testing Room Preparation

The seating arrangement of the test administration room should not crowd students. Separating students by a reasonable distance ensures independent work and prevents collaboration. Test administrators must check the testing room for possible test question "clues" before each testing session. Charts, maps and other test materials in the room that could assist students with test items should be covered or removed before the test administration.

5.2.2 Receiving Test Materials from the Building Test Coordinator

On the morning that a school begins administering the paper tests, building test coordinators will deliver individual test booklets, answer documents and special versions to rooms as needed. Please make sure you receive enough test materials to administer the tests (see list of test materials needed for large print and braille testers in Appendix A of this manual).

5.3 During Testing

5.3.1 Preparing for the Test Administration

Whether the test administrator is proctoring a test administration of part 1, part 2 or both parts in the same session, the test administrator must prepare for the test administration by taking the following steps:

1. Determine the correct testing time for the test that is being given (see the *Fall 2021 TAM*), and devise a method to ensure that each student does not exceed the appropriate amount of time for each part.

2. Make sure that students' desks, tables or workspaces are cleared of personal items, except for No. 2 pencils.

3. Have extra No. 2 pencils available in case students need them. Students should **not** use mechanical pencils.

4. Confirm that students taking the high school mathematics tests have access to an approved handheld calculator (see Appendix C in the *Fall 2021 TAM*); students may not share calculators during the test session. Make sure the memory is cleared before and after testing. NOTE: Clearing the memory may reset mode to radians; you may need to show your students how to change the mode to degrees if needed.

5. Confirm that students with approved accessibility features have all necessary resources.

6. Have at least two sheets of blank paper available per student (required for English language arts tests; distribute upon student request or at district direction for math, science and social studies tests).

7. It is recommended that Pre-ID labels be applied immediately **after** the student turns in his or her test. If Pre-ID labels are applied to scorable documents before the test, **make sure** the correct scorable document is distributed to the correct student.

8. Ensure a proctor or monitor is in the room with the test administrator for any testing group of more than 30 students. For any group of more than 30 students, a proctor or monitor must be in the room with the test administrator. The 30-to-1 ratio is to be maintained at all times. For example; if 61 students are testing, one test administrator and two proctors or monitors must be present in the testing room.

Test administrators administering read alouds, foreign language translations, large print or braille should refer to Appendix A of this manual for guidance.

5.3.2   Important Notes About the Test Administration

□   If you are administering both parts of the test in one session, it is not necessary to read the directions twice. You must ensure that students do not return to the first part after they have moved to the second part. Each part of the test is clearly marked in the headers of the answer documents and/or test booklets for ease of access by test administrators as they are actively monitoring their students.

□   Students taking the grade 3 English language arts test will receive one scorable test booklet containing both parts of the test. Students will mark their responses in this booklet.

□   Students taking the grade 3 English language arts test using a large print or braille test booklet **will need to have responses recorded in a scorable general test booklet**. Refer to Appendix A of this manual for guidance.

□   Students taking the high school end-of-course tests will receive one test booklet per subject containing both parts of the test and one answer document per subject containing both parts of the test. Students will mark their responses in the answer document.

□   If students take each part in a different session, it is the test administrator's responsibility to ensure that students receive the same scorable document that they responded in for the first session. Test administrators must also make sure that students do not return to the part of the test that was completed during the first session. Test administrators should ensure that students do not move on to another test part after completing the first session if the second part is being administered during a separate session.

5.3.3   Completing the Demographic Page

5.3.3.1   Pre-ID Labels

All students **must** have a Pre-ID label applied to their scorable document. **Failure to apply a Pre-ID label will result in scores not being reported. Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time.**

In addition, the following boxes must be bubbled:
- Box B (Testing Group Number)
- Box E (Accommodations), if applicable

Directions for Box A is covered in the testing script in Section 5.3.4 of this manual. **Pre-ID labels should NOT be applied in Box A.**

Boxes B, C and D: the test administrator or test coordinator may complete these boxes. If the test administrator will lead students through the completion of Boxes B, C and D on the scorable document, the test administrator will instruct the students by reading aloud the **bold** type:

Box B—Testing Group Number

    Find Box B, "Testing Group Number." Write [the three-digit number that corresponds to the testing group number] **in the three boxes. Bubble the circle that contains the number you wrote in each box.**

Box C and Box D—Attending District IRN and Attending School IRN

NOTE: Completion of Boxes C and D is not required. Scores will be reported to the DIRN/SIRN that is associated with the Pre-ID label.

    Find Box C, "Attending District IRN." Write [the six-digit number that corresponds to the district IRN] **in the six boxes. Bubble the circle that contains the number you wrote in each box.**

    Find Box D, "Attending School IRN." Write [the six-digit number that corresponds to the school IRN] **in the six boxes. Bubble the circle that contains the number you wrote in each box.**

Box E—Accommodations

    The test administrator or test coordinator must complete this box. Please bubble in the accommodations the student was eligible to receive during testing.

- Read Aloud (English language arts only)
- Scribe
- Other (e.g., extended time, oral translation)

5.3.4   Directions and Script for Getting Started (All Tests)

Whether the test administrator is proctoring a test administration for part 1, part 2 or both parts of the test, the test administrator must follow the directions below and read aloud the **bold** type. Test administrators must not deviate from the oral directions. Read the appropriate script to students, paying careful attention to the instructions directed to the test administrator, which are inserted among the oral directions.

IMPORTANT: If you are administering both parts of the test in one session, it is not necessary to read the directions twice. Test administrators are responsible for ensuring that students do not return to the part they previously completed and for keeping track of time spent during each part of the test.

Today you will take an Ohio test in [provide the appropriate test name].

If administering only one part of the test during the session,

> SAY: **You will take part** (1 or 2) **of the test today. You will have** (provide the correct testing time from the *Fall 2021 TAM*) **to take this part of the test.**

If administering both parts of the test during the same session,

> SAY: **You will take parts 1 and 2 of the test today. You will have** (provide the correct testing time from the *Fall 2021 TAM*) **to take part 1 and** (provide the correct testing time from the *Fall 2021 TAM*) **to complete part 2. You will start with part** (1 or 2)**.**

Note on high school English language arts (ELA) test times: High school English language arts tests (ELA I and ELA II) will have two writing prompts as described in the Ohio Blueprint. The testing time noted in the *Fall 2021 TAM* for these ELA tests are divided into two sessions of 1 hour and 45 minutes each. Your district may elect to allow students needing additional time to complete the test 30 additional minutes (15 minutes per session for a total of two hours per session). Please check with your test coordinator to determine if your district will allow this additional time. If allowed, not all students will need this additional time and, in some sessions, no students will need this time. Schools also should provide students with disabilities additional time as needed, according to their individualized education programs.

If you need a break during the test, raise your hand.

You must write all of your answers with a No. 2 pencil. Raise your hand if you need a pencil.

When you finish your test, raise your hand and I will collect your test materials. After I collect your test, you will [provide instructions per the school's after testing policy, as noted in Section 6 of the *Fall 2021 TAM*]**.**

You may use blank paper as scratch paper during the test.

- For ELA tests: **I will now distribute the scratch paper. This paper is for your notes only. You may use the blank paper to write down ideas and organize what you will write for your response to the question.**

- For math, science and social studies tests if it is not district direction to provide scratch paper to all students: **If you would like scratch paper, raise your hand.** Distribute blank paper to students who request it.

You do not have to use this paper. Anything you write on this paper will not be scored.

- Grade 3: **You must write all your answers in your test booklet.**

- High school: **You must write all your answers in your answer document.**

Prepare to distribute the test booklets (all grades) and answer documents (high school only).

- Grade 3: **I will now pass out your test booklets. Find Box A in the top left corner of the test booklet. On the line labeled Student Name, print your first and last name. On the line labeled District Name, print** (tell students the name of their district). **On the line labeled School Name, print** (tell students the name of their school). **On the line labeled County Name, print** (tell students the name of their county). **Do not write anything else, and do not open your test booklet.**

- High school: **I will now pass out the test booklets and answer documents. Write your name on your test booklet. Find Box A in the top left corner of your answer document. On the line labeled Student Name, print your first and last name. On the line labeled District name, print** (tell students the name of their district). **On the line labeled School Name, print** (tell students the name of their school). **On the line labeled County name, print** (tell students the name of their county). **Do not write anything else, and do not open your test booklet or answer document.**

If the test administrator will lead students through the completion of boxes B and E on the grade 3 test booklet or the high school answer document, refer to the directions in Section 5.3.3 of this manual.

5.3.5   Test-Specific Scripts and Directions

Next, use the appropriate test-specific directions, based on which test and which part of the test you are administering. If administering both parts on the same day, test administrators do not need to read the directions twice.

Today you will be taking (part 1, part 2 or parts 1 and 2) **of the Ohio Grade 3 English Language Arts Assessment.**

If administering both parts of the test in one session: **After you complete one part of the test, you will take the other part. After you finish one part of the test, you may not return to it.**

Open your test booklets to page 3. There are several important things to remember:

1. **Read each question carefully. Think about what is being asked. Look carefully at graphs or diagrams because they will help you understand the question. Then, choose or write the answer you think is best.**

2. **Use only a #2 pencil to answer questions on this test.**

3. **For questions with bubbled responses, fill in the circle next to your answer choice. If you change your answer, make sure you erase your old answer completely. Do not cross out or make any marks on the other choices.**

4. **For questions with response boxes, write your answer neatly, clearly and only in the space provided. Answers written outside of the space provided will not be scored.**

5. **If you do not know the answer to a question, skip it and go on to the next question. If you have time, go back to the questions you skipped and try to answer them before turning in your Student Test Booklet.**

6. **Check over your work when you are finished.**

When you are done with your test, raise your hand and I will collect your test booklet and blank paper. Does anyone have any questions? If there are questions, assist students. If there are no questions, instruct students to begin:

- Part 1: **You may now turn to page 4 and begin taking the test.**

- Part 2: **You may now turn to part 2 and begin taking the test.**

Record the time and actively monitor the test administration. Collect test materials from students who complete their tests. Do not allow students to pass around test materials.

When approximately 10 minutes remain in the testing time, notify any students who are still working: **There are 10 minutes left in the test session.**

When the testing time elapses, notify any students who are still working: **The test session has ended. Put down your pencil and close your test booklet. I will collect your test booklets and blank paper.**

Today you will be taking (part 1, part 2 or parts 1 and 2) **of the Ohio** (provide the appropriate test name) **Assessment.**

If administering both parts of the test in one session: **After you complete one part of the test, you will take the other part. After you finish one part of the test, you may not return to it.**

Open your test booklets to page 1. There are several important things to remember:

1. **Read each question carefully. Think about what is being asked. Look carefully at graphs or diagrams because they will help you understand the question. Then, choose or write the answer you think is best in your Answer Document.**

2. **Use** only **a #2 pencil to answer questions on this test.**

3. **For questions with bubbled responses, choose the correct answer and then fill in the circle with the appropriate letter in your Answer Document. Make sure the number of the question in this Student Test Booklet matches the number in your Answer Document. If you change your answer, make sure you erase your old answer completely. Do not cross out or make any marks on the other choices.**

4. **For questions with response boxes, write your answer neatly, clearly and** only **in the space provided in your Answer Document. Any responses written in your Student Test Booklet will** not **be scored. Make sure the number of the question in this Student Test Booklet matches the number in your Answer Document.**

5. **If you do not know the answer to a question, skip it and go on to the next question. If you have time, go back to the questions you skipped and try to answer them before turning in your Student Test Booklet and Answer Document.**

6. **Check over your work when you are finished.**

When you are done with your test, raise your hand and I will collect your test booklet, answer document and blank paper.

Does anyone have any questions? If there are questions, assist students. If there are no questions, instruct students to begin:

- Part 1: **You may now turn to page 2 and begin taking the test.**
- Part 2: **You may now turn to part 2 and begin taking the test.**

Record the time and actively monitor the test administration. Collect test materials from students who complete their tests. Do not allow students to pass around test materials.

When approximately 10 minutes remain in the testing time, notify any students who are still working: **There are 10 minutes left in the test session.**

When the testing time elapses, notify any students who are still working: **The test session has ended. Put down your pencil and close your test booklet and answer document. I will collect your test booklets, answer documents and blank paper.**

Today you will be taking (part 1, part 2 or parts 1 and 2) **of the Ohio** (provide the appropriate test name) **Assessment.**

If administering both parts of the test in one session: **After you complete one part of the test, you will take the other part. After you finish one part of the test, you may not return to it.**

You may have a calculator. Test administrators must confirm that the memory on all calculators has been cleared before each testing session and the mode set to degrees.

Open your test booklets. You will see a reference sheet. This page is perforated so that you can tear it out and easily refer to the information while testing. Please carefully remove the perforated page only. Do not remove any other pages from your test booklet.

On the next page, you will see instructions for marking gridded responses. Follow along as I read the directions about grids.

Directions for Completing the Response Grids

1. **Work the problem, and find an answer.**

2. **Write your answer in the answer boxes at the top of the grid in the Answer Document.**
   - **Write only one digit or symbol in each answer box.**
   - **Be sure to write a decimal point, negative sign or fraction bar in the answer box if it is a part of the answer.**

3. **Fill in a bubble under each box in which you wrote your answer in the Answer Document.**
   - **Fill in one and ONLY one bubble for each answer box. Do NOT fill in a bubble under an unused answer box.**
   - **Fill in each bubble by making a solid mark that completely fills the circle.**
   - **You MUST fill in the bubbles accurately to receive credit for your answer.**

You can record a mixed number in several different ways. You can write it as:
   a. **A whole number and a fraction, such as 15 and one-half. Be sure to include a space between the whole number and the fraction.**
   b. **An equivalent fraction, such as 31 over two.**
   c. **An equivalent decimal, such as 15 point 5.**

If students have questions about the grid answer space, make sure the students understand how to mark their responses. After answering questions, move to the test directions.

Find page 1. Follow along as I read the directions. There are several important things to remember:

1. **Read each question carefully. Think about what is being asked. Look carefully at graphs or diagrams because they will help you understand the question. Then, choose or write the answer you think is best in your Answer Document.**

2. **Use _only_ a #2 pencil to answer questions on this test.**

3. **For questions with bubbled responses, choose the correct answer and then fill in the circle with the appropriate letter in your Answer Document. Make sure the number of the question in this Student Test Booklet matches the number in your Answer Document. If you change your answer, make sure you erase your old answer completely. Do not cross out or make any marks on the other choices.**

4. **For questions with response boxes, write your answer neatly, clearly and _only_ in the space provided in your Answer Document. Any responses written in your Student Test Booklet will _not_ be scored. Make sure the number of the question in this Student Test Booklet matches the number in your Answer Document.**

5. **If you do not know the answer to a question, skip it and go on to the next question. If you have time, go back to the questions you skipped and try to answer them before turning in your Student Test Booklet and Answer Document.**

6. **Check over your work when you are finished.**

When you are done with your test, raise your hand and I will collect your test booklet, answer document, reference sheet and blank paper.

Does anyone have any questions? If there are questions, assist students. If there are no questions, instruct students to begin:

- Part 1: **You may now turn to page 2 and begin taking the test.**

- Part 2: **You may now turn to part 2 and begin taking the test.**

Record the time and actively monitor the test administration. Collect test materials from students who complete their tests. Do not allow students to pass around test materials.

When approximately 10 minutes remain in the testing time, notify any students who are still working: **There are 10 minutes left in the test session.**

When the testing time elapses, notify any students who are still working: **The test session has ended. Put down your pencil and close your test booklet and answer document. I will collect your test booklets, answer documents, reference sheets and blank paper.**

If students took only one part of the test during the session and will take the second part at a later time, place the reference sheet inside the test booklet. If the student completed both parts of the test during the session, securely shred the reference sheet if there is student writing on it.

Test administrators must confirm that the memory on all calculators has been cleared after each testing session.

5.4   After Testing

When a student has completed the test and turns in the paper test materials, the test administrator or any other staff cannot review the student's responses. This is a test security violation.

If Pre-ID labels were not applied to the grade 3 scorable test booklets or high school answer documents before testing, apply them carefully in the "Apply Label Here" box. If a preprinted Pre-ID label is not available, apply an on-demand Pre-ID label printed from TIDE. **Failure to apply a Pre-ID label will result in scores not being reported.**

Return grade 3 scorable test booklets and high school answer documents that contain student responses to the test coordinator for return with **scorable** test materials.

Refer to the instructions for special versions in Appendix A of this manual for large print and braille grade 3 test booklets. Large print and braille grade 3 test booklets are **nonscorable**.

Return unused grade 3 test booklets to the test coordinator for return with **nonscorable** test materials. Securely shred any used scratch paper.

Return all high school test booklets, including braille and large print, and all unused high school answer documents to the test coordinator for return with **nonscorable** test materials. Securely shred any used scratch paper. For students who received reference sheets with their test booklets, securely shred the sheets if they were removed from the test booklet and written on by students during testing.

Appendix A: Instructions for Braille, Large Print, Oral Translation and Human Reader

Braille Test Materials

The braille test booklet is to be used by students whose IEP or 504 Plan specifies the use of braille test materials. The braille test booklet consists of comb-bound 11½-x-11-inch single-sided braille pages for grade 3 and high school tests. As with the general test materials, braille test materials must be securely stored between test administrations.

Test materials needed to administer the grade 3 English language arts test using braille:

- Braille test booklet (nonscorable) – District test coordinator orders in TIDE.
- One general test booklet (scorable) – District test coordinator orders in TIDE. A general test booklet is not included with a braille test booklet order. The general test booklet must be ordered separately if not already included in a paper order for the district. **The test administrator must record student responses in a scorable grade 3 English language arts test booklet; refer to the transcription directions that follow.**
- Blank paper – the English language arts test directions instruct students to use blank paper to plan their writing. Students using braille should be given the opportunity to plan their writing using an appropriate method for the student.

Test materials needed to administer the high school end-of-course tests using braille:

- Braille test booklet (nonscorable) – District test coordinator orders in TIDE.
- One general test booklet (nonscorable) – District test coordinator orders in TIDE. Test administrators will use this booklet for reference. A general test booklet is not included with a braille test booklet order. The general test booklet must be ordered separately if not already included in a paper order for the district.
- One answer document – District test coordinator orders in TIDE. An answer document is not included with a braille test booklet order. The answer document must be ordered separately if not already included in a paper order for the district. **The test administrator must record student responses in a scorable answer document; refer to the transcription directions that follow.**
- Blank paper – the English language arts test directions instruct students to use blank paper to plan their writing. Students using braille should be given the opportunity to plan their writing using an appropriate method for the student. The mathematics, science and social studies tests directions also allow students to use scratch paper during testing. Students using braille should be given the opportunity as well using an appropriate method for the student.
- Calculator – An approved graphing calculator may be used for mathematics; see Appendix C of the *Fall 2021 TAM*.

During Test Administration

Additional time is not a requirement for this accommodation but may be an IEP or 504 Plan accommodation. Directions may differ slightly from those in the general test booklet.

Students taking an end-of-course mathematics test will receive a braille version of the reference sheet and may have access to an approved graphing calculator.

Because of the large-sized braille test booklet and the likelihood that the student may require a scribe or an assistive device (e.g., Braille Note) to record responses, visually impaired students may need to be tested in a separate test setting.

After the Test Administration

The student responses for all test questions must be transcribed verbatim into a scorable grade 3 test booklet or high school answer document. An employee with a license, certificate or permit issued by the Ohio Department of Education must complete the transcription with a witness present during the transcription. **Only responses marked in the scorable document will be scored.** The test contractor will not score extra sheets of paper. For additional information on the protocol for scribing and transcribing student responses, please refer to *Ohio's Accessibility Manual*.

The test coordinator or test administrator must apply the student's Pre-ID label to the scorable grade 3 test booklet or high school answer document and bubble the appropriate accommodations and the testing group number. **Failure to apply a Pre-ID label will result in scores not being reported.**

Test administrators will return the braille test booklet, general test booklet, answer document and all other secure test materials to the building test coordinator.

The test coordinator will:

- Return the scorable grade 3 test booklet or high school answer document with scorable test materials;
- Securely shred student's notes and any other ancillary documentation; and
- Return the braille test booklet and the high school test booklet that was used for reference during the test administration with other nonscorable test materials.

Large Print Test Materials

The large print test booklet is to be used by students with visual impairments who require the use of large print test materials. The large print test booklets are 8½-x-11-inch and printed in 18-point type.

Test materials needed to administer the grade 3 English language arts test using large print:

- Large print test booklet (nonscorable) – District test coordinator orders in TIDE.
- One general test booklet (scorable) – District test coordinator orders in TIDE. A general test booklet is not included with a large print test booklet order. The general test booklet must be ordered separately if not already included in a paper order for the district. **The test administrator must record student responses in a scorable grade 3 English language arts test booklet; refer to the transcription directions that follow.**
- Blank paper – At least two blank sheets of paper are required for English language arts tests.

Test materials needed to administer the high school end-of-course tests using large print:

- Large print test booklet (nonscorable) – District test coordinator orders in TIDE.
- One general test booklet (nonscorable) – District test coordinator orders in TIDE. Test administrators will use this booklet for reference. A general test booklet is not included with a large print test booklet order. The general test booklet must be ordered separately if not already included in a paper order for the district.
- One answer document (scorable) – District test coordinator orders in TIDE. An answer document is not included with a large print test booklet order. The answer document must be ordered separately if not already included in a paper order for the district. **The test administrator will ensure that students record their responses in a scorable answer document.**
- Blank paper – At least two blank sheets of paper are required for English language arts tests. Blank paper may be provided for other subjects at district direction or upon student request.
- Calculator – An approved handheld calculator may be used for mathematics; see Appendix C of the *Fall 2021 TAM*.

During Test Administration

Unless the student's IEP or 504 Plan indicates otherwise, students using a large print test booklet may take the test with the rest of their class under normal testing conditions. Test administrators should be mindful that directions may differ slightly from those in the general test booklet. Ideally, the student should respond directly in the scorable document. If this is not possible, a school or district employee with a license, certificate or permit issued by the Ohio Department of Education must complete the transcription with a witness present during the transcription. For additional information on the protocol for scribing and transcribing student responses, please refer to *Ohio's Accessibility Manual*.

High school mathematics reference sheets: The large print end-of-course mathematics test booklets include perforated pages with a reference sheet. Students can remove this page from their test booklets and reference it during testing. This is the only page that can be

removed from the test booklet, and students must be careful when removing the page so as not to damage the booklet.

After the Test Administration

The student responses for all test questions must be transcribed verbatim from the large print test booklet into a scorable grade 3 test booklet. An employee with a license, certificate or permit issued by the Ohio Department of Education must complete the transcription with a witness present during the transcription. **<u>Only responses marked in the scorable grade 3 test booklet will be scored.</u>** The test contractor will not score extra sheets of paper. For additional information on the protocol for scribing and transcribing student responses, please refer to *Ohio's Accessibility Manual*.

The test coordinator or test administrator must apply the student's Pre-ID label to the scorable grade 3 test booklet or high school answer document and bubble the appropriate accommodations and the testing group number. If a preprinted Pre-ID label is not available, apply an on-demand Pre-ID label printed from TIDE and bubble the student's testing group number and accommodations. **Failure to apply a Pre-ID label will result in scores not being reported.**

Test administrators will return the large print test booklet and all other secure test materials to the building test coordinator.

The building test coordinator will:

- Return the scorable grade 3 test booklet or high school answer document with scorable test materials;
- Securely shred student's notes and any other ancillary documentation; and
- Return the large print test booklets and general test booklets that were used for reference during the test administration with other nonscorable test materials.

Oral Translations

Students who meet the criteria outlined in *Ohio's Accessibility Manual* are eligible for an oral translation of the test. During this type of test administration, a translator orally translates the test into the student's native language.

IMPORTANT: Translations are not allowed on the English language arts tests. Students must respond in English on the English language arts test. Student responses in other languages may not be translated and will not be scored.

Policies

Test coordinators and test administrators must be mindful of the policies that govern oral translations, including the following:

- Test coordinators, test administrators and translators must maintain test security at all times.

- The district test coordinator must assign a test administrator to assist with scheduling the testing for students who are eligible for a language translation.

- Districts and schools are responsible for identifying people who will serve as translators and contacting them to schedule translations at the district or school.

- The test administrator will contact the translator and arrange the location, dates and times to administer the tests. When scheduling a translator, please tell the translator to arrive at least 30 minutes early in order to review instructions before translating the tests. The translator may not review the test prior to the day of the test.

- The test administrator must be present for the testing of each student and is responsible for the security of the test materials.

- Students may have extended time to complete their tests (up to one full school day).

- Students may use a word-to-word dictionary that meets the criteria listed in *Ohio's Accessibility Manual*.

- After receiving a language translation, if a student feels more comfortable with an English-language test administration for other portions of any remaining tests (rather than a language translation in his or her native language), he or she may receive one.

- A language translation may be given to one student or a group of students. A group test administration is permissible if all participating students will be writing their responses. The group test administration is not permissible if a student will be providing his or her responses orally. Students who will be providing their responses orally must be tested individually.

Student Response Mode

Some questions require a written response from the student. Students who are testing on <u>paper</u> can respond in one of three ways:

1. Students can write their responses in English in the scorable document that corresponds with their test.

2. Students can orally respond. If a student will provide responses orally, the student must be administered the test one-on-one. If the student responds in his or her native language, the translator must translate the student's response and write the student's response in English in the scorable document that corresponds with the student's test. If the student responds in English, the translator will write the student's responses verbatim in the scorable document that corresponds with the student's test. This option is not allowed for the English language arts test.

3. Students can write responses in their native language. If a student will write responses in a language other than English, the translator must translate the student's responses and write the student's responses in English in the scorable document that corresponds with the student's test. This option is not allowed for the English language arts test.

Regardless of the student's response mode, test administrators are responsible for ensuring that the test submitted for scoring contains English responses. **Only responses in English will be scored.** Only responses recorded in a scorable high school answer document will be scored.

Test Materials Needed for a Paper Test Administration

See the table below and on the next page for guidance on the test materials needed to administer the tests to students who are using paper test materials and receiving an oral foreign language translation. Note that the necessary test materials depend on how the student will provide responses. Make sure that students and translators are using the correct test materials.

Test	If the Student is Writing Constructed Responses in English	If the Student Will Respond Orally and the Translator Will Translate/Write Responses	If the Student Will Write Constructed Responses and the Translators Will Translate/Write Responses
English language arts tests – all grades	Translations are **not** allowed on the English language arts test.		

Test	If the Student is Writing Constructed Responses in English	If the Student Will Respond Orally and the Translator Will Translate/Write Responses	If the Student Will Write Constructed Responses and the Translators Will Translate/Write Responses
High School end-of-course Tests – Mathematics, science and social studies (Students may also need access to an approved handheld calculator.)	□ Blank sheets of paper (if student requests or at district direction) □ One student test booklet for the student □ One answer document for the student □ One student test booklet for the translator to translate from	□ Blank sheets of paper (if student requests or at district direction) □ One student test booklet for the student □ One student test booklet for the translator to translate from □ One answer document for the translator; the translator will record the student's responses in English in this document	□ Blank sheets of paper (if student requests or at district direction) □ One student test booklet for the student □ One answer document for the student □ One student test booklet for the translator to translate from □ One answer document for the translator; the translator will record the student's responses in English in this document

Before the Test Administration

The test administrator is responsible for bringing the necessary test materials to the testing session and ensuring their security. Test security and validity are of the utmost importance. Prior to starting the test, the test administrator must ask the translator to sign and date a copy of the Non-Disclosure Agreement located in Appendix C of this manual (copies of this form can be made, as needed). The district or school must maintain the Non-Disclosure Agreement and provide it to the Department if requested. It should not be returned with other test materials.

After the Non-Disclosure Agreement is signed, the test administrator will review the procedures for language translations with the student and the translator, as described below. The test administrator will monitor the entire testing session.

General Procedures for the Language Translation

The test administrator will read the test directions aloud in English. The translator will translate the test directions, questions and answer choices as close to word-for-word as possible. The translator can repeat or clarify directions, if needed. Translators may not clarify questions and answer choices. Some terms may not have a translation in another language. If a term cannot be translated, it should be read in English.

If requested by the student, test questions and answer choices can be repeated for the student as often as necessary. The translator may not answer student questions regarding the content of test questions. The best response is, "I can't answer that; just do your best."

Translating the Tests

Some questions will include tables, figures, pictures, charts or graphs. Any text included immediately before these should be orally translated for the student (e.g., "Use the picture below to answer question 5."). When referring to tables, figures, pictures, charts or graphs, the

translator must be consistent in translation and description (e.g., "The title of the graph is 'Fitness Test Results.' The x-axis is titled 'Fitness Test Results.' The y-axis is titled 'Number of Sit-ups.'"). Many questions will have numbers as answers. The translator should discuss with the student whether numbers need to be orally translated.

Breaks in the Testing Session

If district and school policy permit, the test administrator or translator may wish to give the student a break, especially if the student is working slowly. If a break is given, all test materials must remain in the room with the test administrator. If both the student and the test administrator leave the room, the test administrator must keep all test materials or place the test materials in a locked, secure location. If the test session continues through the lunch period, the student may have lunch in the test room or go to the lunchroom with the test administrator or designee remaining with the student to ensure the student does not discuss the test with other students. The test materials will be placed in a secure location if the student and test administrator leave the test room for lunch.

Concluding the Testing Session

At the conclusion of testing, the test administrator will instruct the student to review his or her answers to all of the test questions, including the translation of the student's constructed responses. The translator will translate any test question(s) that the student would like re-read. The test administrator should collect the test materials and organize them according to the procedures described below.

After Test Administration

For students testing on paper, only one scorable document per student must be submitted for scoring, and it must contain the student's English responses to written questions (when applicable) as well as the student's responses for all other items.

The test coordinator or test administrator must apply the student's Pre-ID label to the scorable document that contains the student's English responses and bubble "Other" in the Accommodations box and the testing group number. If a preprinted Pre-ID label is not available, apply an on-demand Pre-ID label printed from TIDE and bubble "Other" in the Accommodations box and the testing group number. **Failure to apply a Pre-ID label will result in scores not being reported.** The test administrator must return the scorable document to the building test coordinator for scoring.

If a student elected to write his or her responses in a native language, the document that contains responses in a language other than English must have a DO NOT SCORE label applied in the box that says, "Apply Label Here" and should be returned with other nonscorable test materials.

Reimbursements for Translators

Please search keyword *Translators* on the Department's website for guidance.

Human Reader

Students who meet the criteria outlined in *Ohio's Accessibility Manual* are eligible for a human reader. During this type of test administration, the test administrator reads the test to the student. If a student is testing on paper, the test administrator will read the test from a student test booklet. A read aloud on the English language arts test is only allowed for students with print-related disabilities. Refer to Ohio's Accessibility Manual for information about a read aloud on the English language arts test.

The human reader test administration may be given to one student or a group of students. A group test administration is permissible if all participating students will be writing their responses. The group test administration is not permissible if a student will be providing his or her responses orally. Students who will be providing their responses orally must be tested individually.

General Procedures for Human Reader

For all tests, the test administrator will read aloud the entire test including the test directions, questions and answer choices. For the English language arts tests, the test administrator must also read the passages. Anything read can be repeated for the student as often as necessary, if the student requests a repeat. The test administrator may not answer student questions regarding the content of test questions. The best response is, "I can't answer that; just do your best."

Reading the Tests Aloud

Some questions will include tables, figures, pictures, charts or graphs. Any text included immediately before these should be read to the student (e.g., "Use the picture below to answer question 5."). When referring to tables, figures, pictures, charts or graphs, the test administrator must be consistent with descriptions (e.g., "The title of the graph is 'Fitness Test Results.' The x-axis is titled 'Fitness Test Results.' The y-axis is titled 'Number of Sit-ups.'"). The test administrator can ask the student whether numbers need to be read aloud.

Breaks in the Testing Session

If district and school policy permit, the test administrator may wish to give the student a break, especially if the student is working slowly. If a break is given, all test materials must remain in the room with the test administrator. If both the student and the test administrator leave the room, the test administrator must keep all test materials secure or place the test materials in a locked, secure location. If the test session continues through the lunch period, the student may have lunch in the test room or go to the lunchroom with the test administrator or designee remaining with the student to ensure the student does not discuss the test with other students. The test materials will be placed in a secure location if the student and test administrator leave the test room for lunch.

After Test Administration

For students testing on paper receiving the human reader accommodation, the test coordinator or test administrator must apply the student's Pre-ID label to the scorable document that contains the student's responses and bubble "Read Aloud" in the

Accommodations box (Box E) and the testing group in Box B. **Failure to apply a Pre-ID label will result in scores not being reported.** The test administrator must return the scorable document to the building test coordinator for scoring.

Appendix B: Sample Forms and Labels for Paper Testing

Sample Material Resolution Form for Ohio's State Tests

OHIO'S STATE TESTS GRADE SCHOOL

Season Year

Secure Material Resolution Form*

DIRN: _____
Dist Name: _____
DTC Name: _____
Address: _____
City, State Zip: _____

	PHASE I (At Receipt of Materials) Note any discrepancies between the contents of the shipment and the packing list.	PHASE II (After Testing) Before materials are returned to DRC, note any duplicate or missing numbers found during or after testing.		COMMENTS Note any additional comments/discrepancies.
		DUPLICATE	MISSING	

*Secure test materials include test books (Regular, Large Print, and Braille) and all answer documents (scorable and nonscorable). **You are responsible only for the secure test materials listed on the packing list.**

Use the *District and/or School Security Checklists* 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 discrepancies after testing, fax or email this form to DRC at:
1-866-377-1249 or OHProjectTeam@datarecognitioncorp.com.
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 regarding the secure test materials sent to my district.

District Test Coordinator's Signature: _____ Date Sent: _____

District Test Coordinator's Phone Number: (____) _____

Return Box Labels

See Section 4 of this manual for complete instructions on returning test materials. A summary of the box labels is below.

For These Test Materials	Sample Return Box Label	Districts Returning Test Materials via UPS Will Apply These Labels to Each Box
Grade 3 ELA SCORABLE documents	**OHIO'S STATE TESTS GRADE SCHOOL** **DIST IRN:000002** FROM: DEMO DISTRICT 41 S HIGH ST STE 2320 COLUMBUS, OH 43215-6104 **EOH999** **TO: Data Recognition Corporation (DRC)** **8900 Wyoming Ave N** **Brooklyn Park, MN 55445** R53699959000245 **SCORE**	Gold Return Box Label White UPS-RS Label
Grade 3 ELA NONSCORABLE documents	**OHIO'S STATE TESTS GRADE SCHOOL** **DIST IRN:000002** FROM: DEMO DISTRICT 41 S HIGH ST STE 2320 COLUMBUS, OH 43215-6104 **EOH999** **TO: Data Recognition Corporation (DRC)** **8900 Wyoming Ave N** **Brooklyn Park, MN 55445** R53699959000245 **NONSCORE**	White Return Box Label White UPS-RS Label

For These Test Materials	Sample Return Box Label	Districts Returning Test Materials via UPS Will Apply These Labels to Each Box
High School EOC SCORABLE documents	**OHIO'S STATE TESTS HIGH SCHOOL** **DIST IRN:000002** FROM: DEMO DISTRICT 41 S HIGH ST STE 2320 COLUMBUS, OH 43215-6104 TO: **Data Recognition Corporation (DRC)** **8900 Wyoming Ave N** **Brooklyn Park, MN 55445** E O H 9 9 9 R53699959000245 **SCORE**	Turquoise Return Box Label White UPS-RS Label
High School EOC NONSCORABLE documents	**OHIO'S STATE TESTS HIGH SCHOOL** **DIST IRN:000002** FROM: DEMO DISTRICT 41 S HIGH ST STE 2320 COLUMBUS, OH 43215-6104 TO: **Data Recognition Corporation (DRC)** **8900 Wyoming Ave N** **Brooklyn Park, MN 55445** E O H 9 9 9 R53699959000245 **NONSCORE**	White Return Box Label White UPS-RS Label

Sample Testing Group Roster

This form is required only of districts and schools that are testing students using paper test materials. The testing group roster is for tracking cohorts of students who are being administered a test in the same location at the same time within a school's facilities and/or authority. See the Testing Group Number information in Section 3 of this manual for more information.

Testing Group Roster

Ohio | Department of Education

District Name: _____

District IRN: _____

School Name: _____

School IRN : _____

Districts must retain this list. Do not return it with your test materials.

Testing Group Number	Test Location	Date and Time Test Administered	Date/Time of Administration	Comments

Appendix C: Non-Disclosure Agreement for Translators

Fall 2021 Administration of the Ohio's State Tests

I understand that these test materials are restricted. I understand that all test questions and all other test materials related to these tests including, but not necessarily limited to, passages, prompts, charts, graphs and tables are considered secure and subject to the provisions of Sections 3319.151 and 3319.99 of Ohio Revised Code and Rule 3301-13-05 of the Administrative Code.

I agree not to disclose or discuss the contents of the tests in a manner that would assist a person to cheat or would in any other way compromise the validity of the test questions. Furthermore, I agree that all student-specific information obtained either prior to or during the oral test administration will remain strictly confidential.

My responsibility for maintaining the security of student information, test questions and test materials continues even after the test concludes and the test materials have been returned.

Language Translator Printed Name: _____

Language Translator Signature: _____

Date: _____

The district or school must maintain a copy of this form and provide it to the Department upon request. It should not be returned with other test materials.

M53612622011001

M53614622011001