



## Fall 2017 Ohio's State Tests Rescores and Verifications

### Rescore and Verifications Submission Window

District test coordinators may place rescore and verification requests during the following windows:

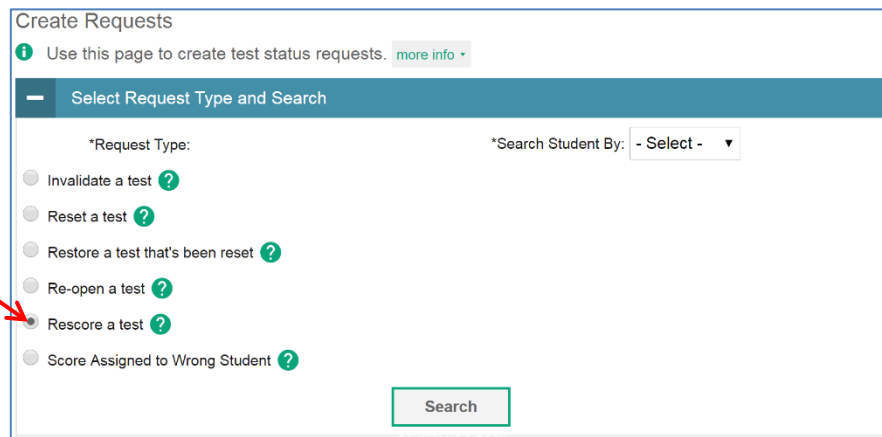
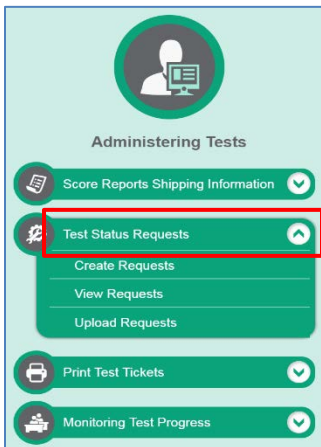
Grade 3 English Language Arts	December 18 – January 31
High School End-of-Course English Language Arts, Mathematics, Science and Social Studies	February 26 – April 12

### Submitting Rescore Requests in TIDE

District test coordinators submit rescors in TIDE if they believe the student's score does not reflect expected student achievement.

#### Rescore a Test

1. Log into TIDE and select the "Ohio State Tests 2017-2018" administration.
2. Navigate to the Test Status Requests task.
3. Click Create Requests to create a Test Status Request for "Rescore a test".



- a. Select search student by SSID from the dropdown, and enter the student's SSID.
- b. Click [Search] to pull up the student's test(s).

Number of records found: 1

Request Type	School	ResultID	SSID	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity
<input checked="" type="checkbox"/> Rescore a test	000003	4001936	zz0000001	Lastname4001	Firstname4001	1	expired	2016-02-22T13:12:28.300	2016-04-29T12:54:47

4. TIDE will return records for each test associated with the student (e.g., American Government; English Language Arts I, etc.). Look for the student’s test that needs rescored. The table below indicates which fall 2017 Ohio’s State Tests are eligible for rescore. Boxes without a checkmark are not eligible for rescore.

Test Name	Regular Online	Regular Paper	Breach Online	Breach Paper
Grade 3 English Language Arts	✓	✓	N/A	N/A
English Language Arts I	✓	✓	✓	✓
English Language Arts II	✓	✓	✓	✓
Algebra I	✓	✓	✓	✓
Geometry	✓	✓	✓	✓
Integrated Mathematics I	✓	✓	✓	✓
Integrated Mathematics II	✓	✓	✓	✓
Biology	✓	✓	✓	✓
Physical Science	✓	✓	N/A	N/A
American Government	✓	✓	✓	✓
American History	✓	✓	✓	✓

5. Click [Create]. In the Reason box:
- Enter information on why the district believes a rescore is needed. Requests are subject to Department approval.
  - Enter the district’s purchase order (PO) number.  
**Note:** There is a \$25 charge for processing rescore requests unless the rescore results in a score change. Purchase orders (POs) for rescoring should be payable to Data Recognition Corporation (DRC) and faxed to 1-866-377-1249 or mailed to Ohio Customer Service, DRC, 13490 Bass Lake Road, Maple Grove, MN 55311.
  - Select the [Submit] button to submit the request.
6. Rescores will be processed within 30 days of request approval. TIDE will send the district test coordinator an email when results are available.
7. The district test coordinator must log into TIDE to view the status of the request. If the request resulted in a score change, the new score will be available in the Online Reporting System.

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## Submitting Verification Requests

District test coordinators submit verifications if:

- The district believes a student tested and did not receive a score.
- A student received a DNA (Did not attempt) but the district believes the student met the attemptedness criteria.  
**Note:** The Ohio Department of Education defines a test as attempted if the student responded to at least five items or achieved five points.
- The district believes a score was incorrectly assigned to a student (paper testers only).

Purchase orders are not needed for verification requests since districts are not charged for verifications.

### Student Tested and Did Not Receive a Score

1. Confirm the student's record does not appear in the Online Reporting System.
2. Before submitting a verification for a student that tested on paper, district test coordinators should review whether the student's test needs to be resolved in the Discrepancy Resolution task in TIDE. please see the *Discrepant Records Resolution* document for guidance.
3. If the student's record is not located, call the Ohio Help Desk (877-231-7809) and provide the following information:
  - a. School and district in which the student tested
  - b. Student's SSID
  - c. Test(s) missing score (e.g., Grade 3 English language arts)
  - d. Test mode (paper or online)
4. Contractor staff will investigate the request and will contact the district test coordinator with results within 30 days of submission.

### Student Received a DNA (Did Not Attempt) but the district believes the student met the attemptedness criteria

**NOTE:** DNA (Did Not Attempt) means the student did not meet the attemptedness criteria; The Department defines a test as attempted if the student responded to five items or achieved five points.

1. The district should confirm with the TA that the student sat for the test and should have met the attemptedness criteria; i.e., the student responded to at least five items on the test.
2. If the district believes the student did meet the attemptedness criteria, call the Ohio Help Desk (877-231-7809) and provide the following information:
  - a. School and district in which the student tested
  - b. Student's SSID
  - c. Test(s) with a DNA condition code (e.g., Grade 3 English language arts)
  - d. Test mode (paper or online)
3. Contractor staff will investigate the request and will contact the district test coordinator with results within 30 days of submission.

## Score Assigned to an Incorrect Student (Paper Testers Only)

**NOTE:** American Institutes for Research (AIR) can only verify the misapplication of a Pre-ID label to a student's scorable test document. Scores cannot be reassigned in the Online Reporting Site for paper tests. For online tests, AIR cannot investigate whether a student tested under the wrong SSID nor reassign an online test once the test is reported. Districts will need to work with their EMIS Coordinators to correct the student information before submitting results to the state.



1. Log into TIDE and select the "Ohio State Tests 2017-2018" administration.
2. Navigate to the Test Status Requests task.
3. Create a Test Status Request for "Score Assigned to Wrong Student."

The screenshot shows the TIDE interface. On the left is a sidebar titled "Administering Tests" with several options: "Score Reports Shipping Information", "Test Status Requests" (highlighted with a red box), "Create Requests", "View Requests", "Upload Requests", "Print Test Tickets", and "Monitoring Test Progress". On the right is the "Create Requests" form. It has a header "Create Requests" and a sub-header "Select Request Type and Search". Below this, there are radio buttons for "Request Type" and a dropdown for "Search Student By". The "Score Assigned to Wrong Student" option is selected with a radio button. A "Search" button is at the bottom right of the form.

- a. Select search student by SSID from the dropdown, and enter the student's SSID.
- b. Click [Search] to pull up the student's test(s).

Request Type	School	ResultID	SSID	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity
Score Assigned to Wrong Student	000003	4001936	zz0000001	Lastname4001	Firstname4001	1	expired	2016-02-22T13:12:28.300	2016-04-29T12:54:47.

4. TIDE will return records for each test or test part associated with the student. Look for each test that the district believes was incorrectly assigned.
  - a. Select the [Create] button.
  - b. Enter a comment in the reason box for each test that the district believes is incorrectly assigned. Select the [Submit] button to submit the request.
5. Repeat the process as necessary for each affected student.
6. Contractor staff will investigate the request and will contact the district test coordinator with results within 30 days of submission.

After the investigation, the contractor will update the case in TIDE with its findings. TIDE will send the district test coordinator an email when action has been taken on the request. The district test coordinator must log into TIDE to view the results of the request under the comments for that request. Please note that no changes will be made within AIR's systems to reassign the test. The district test coordinator is responsible for updating district records and EMIS.