

Alternate Assessment for Students with Significant Cognitive Disabilities



Test Coordinator's Manual Spring 2017

(For District Test Coordinator and
Building Test Coordinator Use)

Note: This manual is available for download from the Ohio Alternate Assessment Portal (oh.portal.airast.org/oh_alt).

Important Contact Information

For information regarding receiving and returning AASCD materials and ordering materials, please contact:

The Ohio Help Desk
Email: ohhelpdesk@air.org
Phone: (877) 231-7809
Fax: (877) 231-7813

For general information regarding Ohio's AASCD, please contact:

Ohio Department of Education
Office of Curriculum and Assessment
Attn: Andrew Hinkle or Jennifer Vaughn
25 South Front St., MS 507
Columbus, OH 43215-4183
(614) 466-1317

For information regarding the administration of the Ohio AASCD and training opportunities, contact your regional Ohio State Support Team (SST) or, if available, your local district trainer.

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Ohio's Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

Spring 2017 Administration

Important Activities and Dates

Activity	Date
TIDE On-Time Pre-ID Window	August 29, 2016 – January 20, 2017
TIDE On-Time Order Window	November 28, 2016 – December 9, 2016
Last day for submitting pre-ID data in order to receive Second Rater assignments in advance of the test window	January 20, 2017
Second Rater Assignments Posted in TIDE	January 30, 2017
TIDE Additional Pre-ID Window	January 30 – April 14, 2017
Test Materials Delivered to Districts	February 6, 2017
Test Materials Distributed to TEs/TAs	February 6 – 21, 2017
TIDE Additional Order Window	February 6 – April 12, 2017
Test Administration Window (all scores must be submitted into the Data Entry Interface by April 14)	February 21 – April 14, 2017
Invalidations Window	February 21 – April 14, 2017
Secure Test Materials Returned to Pel Hughes	No later than April 21, 2017
Family Score Reports Delivered to Districts	June 9, 2017

Common Abbreviations and Acronyms

AASCD	Alternate Assessment for Students with Significant Cognitive Disabilities
AIR	American Institutes for Research (test development vendor)
BTC	Building Test Coordinator
DEI	Data Entry Interface
DTC	District Test Coordinator
EMIS	Education Management Information System
IEP	Individualized Education Program
IRN	Internal Retrieval Number (district and school identifier)
ORS	Online Reporting System
SSID	Statewide Student Identifier
SST	State Support Team
TA Kit	Test Administrator Kit
TA	Test Administrator (this includes any teacher or faculty member who administers the assessment)
TC	Test Coordinator
TE	Teacher (user role assigned to personnel who will administer the assessment and have access to the Online Reporting System)
TIDE	Test Information Distribution Engine

Overview of the AASCD

Ohio's Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) was administered for the first time in spring 2013. To give the AASCD, teachers (TEs) or Test Administrators (TAs) administer a series of tasks and items to the student following the script provided in the test booklet. The script includes response options with appropriate representations, such as picture systems and scaffolding, to maximize the student's opportunities to successfully respond.

The Ohio AASCD is designed to maximize access to the general education curriculum for students with significant cognitive disabilities, ensure that all students with disabilities are included in Ohio's statewide assessment and accountability programs and direct instruction in the classroom by providing important pedagogical expectations and data that guide classroom decisions.

The AASCD is administered by grade band (3–5, 6–8 and High School [HS]). Students will take the AASCD in the same grades and content areas that are administered for Ohio's general assessments in grades 3–8. Students will take the AASCD high school tests in grade 10.

AASCD responses will be submitted online via the Data Entry Interface (DEI). Test Coordinators (TCs) are responsible for ensuring that TEs, TAs and Second Raters have access to the DEI. Scores will be immediately reported through the Online Reporting System (ORS). For more information regarding the format of the test and submission of scores, please refer to the *AASCD Directions for Administration Manual*.

This *Test Coordinator's Manual* outlines the specific responsibilities of the Test Coordinators regarding the AASCD. This manual contains directions for receiving the test administration materials, distributing the materials and returning the materials to Pel Hughes after the assessment has been completed.

AASCD Grade Band Test Design

Students who are eligible to participate in the AASCD are assessed in English language arts (ELA) for grades 3–8 and HS; in mathematics for grades 3–8 and HS; in science for grades 5, 8 and HS; and in social studies for grades 4, 6 and HS.

Grade Band Test	Student Grade	Content Areas to be Administered to Each Student
3–5	3	English language arts and mathematics
	4	English language arts, mathematics and social studies
	5	English language arts, mathematics and science
6–8	6	English language arts, mathematics and social studies
	7	English language arts and mathematics
	8	English language arts, mathematics and science
HS	10	English language arts, mathematics, science and social studies



Notable Changes for Spring 2017

Please note that this manual includes new information specific to the spring 2017 administration. A “new” icon will appear throughout the manual to draw the reader’s attention to new information of importance.

New Materials Vendor

American Institutes for Research (AIR) is now partnering with Pel Hughes to deliver the Test Administrator Kits for the AASCD. Please thoroughly review the information in this manual to become familiar with new procedures for receiving and returning test materials.

Training

All Test Administrators and teachers who administer the AASCD must be an employee of a district, hold a license/certificate/permit issued by the Ohio Department of Education, and be trained in AASCD administration. Persons selected to be Second Raters must also hold a license/certificate/permit issued by the Department and be trained in AASCD administration.

In addition to training, any person who participates in administering an alternate assessment should have a copy of the *AASCD Directions for Administration Manual* to conduct the assessment. This administration manual is included with the test administration materials available on the Ohio Alternate Assessment Portal. It is recommended that test coordinators become familiar with the policies and procedures discussed in the *Directions for Administration Manual* as well.

Ohio State Support Teams (SSTs) provide training and technical assistance for the administration of the AASCD. In addition, some school districts have their own designated trainers for the AASCD. The Offices of Curriculum and Assessment and Exceptional Children have determined that only TEs, TAs and Second Raters who will be administering the alternate assessment for the first time will be required to attend training during the 2016–2017 school year. Personnel who have previously been trained and administered the AASCD are not required to attend training.

However, to ensure that the Test Administrators are familiar with all current administration procedures, previously trained personnel are encouraged to either attend a refresher session or watch the refresher training webinar available on the Ohio Alternate Assessment Portal. In-person refresher sessions are delivered either by an SST or through a district-provided opportunity. SSTs will offer short sessions for staff who wish to be retrained or to revisit key administration policies and procedures (e.g., determining a student’s starting and concluding tasks, preparing and adapting test materials).

Districts assume all responsibility for any nonstandard test administration or testing irregularity resulting in a test invalidation due to administration error (e.g., failure to correctly scaffold and score student responses). As with all statewide testing, districts are required to provide annual training on test security and standards for the ethical use of tests to all employees who have access to state tests and students who are administered the state tests.

Schedule for the Alternate Assessment

The spring 2017 test administration window opens February 21, 2017 and closes at 11:59 p.m. on April 14, 2017. There will be no extensions to the test window. A student’s Test Administrator may stop the assessment at any time and resume at a later time within the administration window.

It is estimated that the administration of tasks will take approximately one hour per content area per student. Not all administrations will require this much time, while others may require additional time. All scores must be submitted into the Data Entry Interface before the close of the test window.

Special Testing Scenarios

The Department has developed a guidance document to assist test coordinators in dealing with special testing scenarios. This document also provides information on how to correctly associate students with district and school internal retrieval numbers (IRNs). Please refer to *AASCD Special Testing Scenarios Guidance Document*, located on the Ohio Alternate Assessment Portal (search keyword: *scenarios*), for more detailed information on the following scenarios:

- Students Receiving Services Outside Their Home Districts
- Students Receiving Vouchers or Scholarships
- Students Who Move Districts
- Students Enrolled in Internet-Based Schools
- Hospitalized Students and Medical Waivers
- Educational Service Centers (ESCs)
- Information Technology Centers (ITCs)

Test Security

The AASCD is subject to the same considerations in terms of test security and ethical practices as Ohio's general assessments. Refer to the *Ohio Statewide Assessment Program Rules Book* for additional information on test security and procedures related to test incidents and irregularities.

Maintaining test security is one of your most important responsibilities as a TC. Follow your district's written procedures for protecting the security of test materials **at all times**. Secure test materials consist of test booklets, reading passage booklets and printed manipulatives.

Each test contains questions and other material that will be used on future forms of the test. Therefore, security is vital for future administrations, as well as the current administration. You are responsible for ensuring the security not only of the physical test booklets, reading passage booklets and printed manipulatives but also of the content of those materials. Your responsibility for maintaining the security of test questions and materials does not end when materials are returned.

You should be aware that under Ohio law (OAC 3301-13-05; ORC 3319.151; ORC 3319.99) releasing any test question or other content of a test to students or assisting students to cheat in any way may result in invalidation of test scores, termination of employment, suspension of license to teach and/or prosecution. A test incident must be reported to the Ohio Department of Education as soon as it becomes known to the district. Investigations involving breaches in security (violating the Ohio Administrative Code) must be documented and submitted to the Ohio Department of Education within 10 days following the conclusion of the investigation. A summary of state security provisions included in Rule 3301-13-05 of the Administrative Code can be found in Appendix A of this manual. If you have questions or concerns about your responsibility for test security, consult your Board-adopted policy first.

As a TC, you are responsible for the security of all testing materials while they are in your possession. You are also responsible for ensuring that the TEs, TAs and Second Raters act in accordance with all security requirements while they are in possession of test materials. Additionally, District Test Coordinators (DTCs) are responsible for training all Building Test Coordinators (BTCs) in proper testing procedures. Test materials should be kept in a locked, secure location when they are not in use. Only individuals authorized by district policy should have access to these materials.

Pel Hughes provides a district security checklist for secure materials ordered at the district level and school security checklists for secure materials ordered for individual schools. Use these checklists to document all pertinent information regarding discrepancies or missing secure testing materials on the secure material resolution form. Retain the district security checklist and school security checklists for your records; do not return them to Pel Hughes.

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

BTCs must immediately report possible impropriety/security breaches to the DTC. The DTC will investigate any report made by the BTC, document testing irregularities on the secure material resolution form and, if necessary, contact the Department.

Ethical Use of Tests

Pursuant to the requirements of Amended Substitute House Bill 152 (July 1993), the State Board of Education has adopted *Standards for the Ethical Use of Tests* (see Ohio Administrative Code 3301-7-01). These *Standards* guide those who are engaged at any stage of the assessment process in performing their responsibilities with honesty, integrity, due care and fairness to all. The *Standards* ensure the integrity of the assessment process and the reliability and validity of inferences made from the assessment results.

The *Standards* are designed to govern assessment practices related (but not limited) to state graduation testing, standardized achievement testing, and any other grade-level or age-level assessment conducted building-wide or district-wide.

The *Standards* are grouped according to the following stages of the assessment process: (1) standards associated with communicating the ethical standards to staff members who are assigned assessment responsibilities and monitoring their educational practices, (2) standards associated with practices in preparing students for an assessment, (3) standards associated with administration and scoring of assessments and (4) standards associated with the interpretation and/or use of assessment results.

Examples of ethical and unethical or inappropriate assessment practices are provided in the *Standards for the Ethical Use of Tests*. These examples provide a guide for identifying general categories of unethical practices that can occur at each stage of the assessment process and can be helpful during staff in-service sessions related to assessment. Some of these examples can be found in the chart below. These examples are not intended to be an exhaustive list of all possible unethical practices. Good professional judgment must be used when you are determining whether an assessment practice not listed in the *Standards* may be unethical. If you have any questions, please contact the Department.

Scenarios Related to the *Standards for the Ethical Use of Tests*

Is this activity or behavior an ethical practice?	Yes	No
Making a copy of the Alternate Assessments and/or preparing a student study guide based on the Alternate Assessments.		X
Preparing students for the Alternate Assessments by incorporating the extended standards in the appropriate subject curriculum.	X	
Changing a student's response.		X
Using the results of the Alternate Assessments as one of the sources of information on which to evaluate the effectiveness of curriculum.	X	
Hinting to a student to reconsider any answers given on a test.		X
Providing teachers and counselors with information they need to interpret test results.	X	
Revealing the test scores of one student to another student.		X

Second Rater Policy

Approximately 10% of students in the statewide AASCD-tested population will be required to have a Second Rater observe the administration and independently score the student's responses. The Second Rater will observe and score the student in all tested content areas for the assigned student. The Second Rater should not confer with the teacher/Test Administrator on scoring. The Second Rater's scores will be compared with the teacher or Test Administrator's scores to obtain a diagnostic measure of scoring consistency. The student's responses submitted by the teacher or Test Administrator will be the official scoring record for reporting student scores. The results of the Second Rater's scoring will not be reported to the district. Directions for Second Raters can be found in the *Directions for Administration Manual*.

All districts implementing the AASCD will be required to have one or more Second Rater administrations per grade band. A random sampling procedure will be used to identify the students selected for second ratings within the districts. Second Rater assignments will be posted in the Test Information Distribution Engine (TIDE) for online administrations on January 30, 2017. Before the start of the test window, DTCs must go into TIDE to run a report of the students who have been identified to require a second rater administration. Directions for locating assignments can be found in the *TIDE User Guide*.

IMPORTANT: DTCs are responsible for making sure that BTCs, TEs and TAs know which students need a Second Rater before testing begins. Second Rater administration compliance is paramount. Compliance will be monitored throughout the test window.

Second Rater Credentials

District and Building Test Coordinators are responsible for identifying Second Raters and ensuring that they are trained. A Second Rater must have a certificate/license/permit issued by the Department and be trained to administer the AASCD. Building administrators, substitute teachers and classroom aides who meet these criteria may serve as Second Raters. Trained teachers and Test Administrators may serve as Second Raters for test sessions where they are not serving as the teacher or Test Administrator.

Second Rater User Accounts

Test Coordinators must create Second Rater accounts in TIDE for staff who will serve as Second Raters. Doing so will provide these users an appropriate level of access to the DEI and the Online Reporting System.

The Second Rater must record and submit student scores in the online DEI. When using the DEI, the Second Rater must select the test designated for the Second Rater, not the primary test. Submitting scores for the wrong test will require a test reset. Directions for submitting student scores can be found in the *DEI User Guide* and the tutorial available on the Ohio Alternate Assessment Portal.

Please note that staff who already have a user account as a TE or TA within a school may submit scores using the same account when acting as a Second Rater. In addition, persons who serve in multiple schools can be assigned a different role for each school. For example, a user can be assigned TE access in School A but assigned second rater access in School B. Directions can be found in the *TIDE User Guide*.

Second Rater Substitutions

Under some circumstances, it may be appropriate to request that a Second Rater be reassigned to another student. These circumstances include the following:

- Student assigned a Second Rater is medically fragile or hospitalized.
- Student assigned a Second Rater receives instruction at home.
- School failed to provide a Second Rater for the assigned student's administration.

Requests to reassign a Second Rater must be submitted to the Ohio Help Desk by the DTC.

If a student assigned a Second Rater moves out of the district before being assessed, the DTC must call the Ohio Help Desk. The contractor will select an alternate student.

Second Rater assignments are listed in TIDE for online administrations. If a student assigned a Second Rater moves into the district, the receiving district does not need to administer the student's tests with a Second Rater. The DTC may call the Ohio Help Desk and ask for the student's Second Rater assignment to be removed from the student's record in TIDE.

Language Translator Policy

A student who receives instruction in his or her native language may have a translator for the AASCD. Translators may serve as the Test Administrator if they meet the following qualifications: (1) trained to administer the AASCD; (2) hold a certificate, license or permit issued by the Department; and (3) employed by the school district. If a translator does not meet these qualifications, language translations must be conducted in the presence of a trained Test Administrator. The translator will translate from the test booklet script. The Test Administrator will manage the test materials and score the student's responses.

Interpreters and translators who do not meet the requirements to be a Test Administrator must sign a non-disclosure agreement if they will have access to secure testing materials. A sample non-disclosure form is provided in the appendix of this manual.

Family members and close family friends of students may not serve as language translators. A language translator must be an adult, may not be a student in high school and must be proficient in both English and the translated language.

Language translators may review each content area test for up to two hours prior to the administration of the test. It is not expected that foreign language translation will translate verbatim from English to the native language; however, it is expected that it should faithfully translate, to the greatest extent possible, all of the words on the test without changing or enhancing the meaning of the content, adding information or explaining concepts unknown to the student. If a word in English cannot be translated, the English word must be used and no definition or description may be provided.

Districts that provide a translator not employed by their district will be reimbursed up to \$100 per test per student. It is the responsibility of the district to recruit its own translator. For information regarding reimbursement, contact the Ohio Help Desk at (877) 231-7809

Note: English Learners may use a bilingual word-to-word dictionary or electronic translator (English/Native Language). Dictionaries that include definitions or pictures are not allowed. The student should be familiar with the dictionary they will use on the test.

Test Administrator Kits

Test Administrator Kits (TA Kits) are available for three grade bands: grades 3–5, grades 6–8 and High School (HS). Each teacher or Test Administrator who will be giving the AASCD will need access to one TA Kit per grade band that he or she will administer.

Each TA Kit contains all the materials needed to administer all test subjects available for a given grade band. These materials include:

- Spiraled bound test booklets for all content areas
- A reading passage booklet for English language arts (grades 3–5 and 6–8 only)
- Bags of printed manipulatives specific to each content area
- Physical manipulatives (when applicable)
- TA Kit memo listing the materials to be provided by the teacher or Test Administrator
- Hardcopy of the *AASCD Directions for Administration Manual*

Note that for each grade band, there are three different forms, and districts will be assigned one form number per grade band. For example, a district (and all the schools in that district) may be assigned Form 01 for grades 3–5, Form 02 for grades 6–8 and Form 03 for HS. The form number is noted on the TA Kit labels and test booklet covers.

TA Kits should be used to administer the assessment to multiple students within the same grade band. The materials are to be reused for each student. Therefore, kits should be ordered per teacher/Test Administrator, not student.

In general, Second Raters do not need their own TA Kits in order to observe and score the administration. However, should a Second Rater prefer to follow along using materials from the TA Kit, the Second Rater is advised to borrow a TA Kit from another Test Administrator or teacher in the building.

Additional TA Kit orders can be placed by DTCs during the additional order window in TIDE: February 6 – April 12, 2017. Additional orders are placed at the district-level and are subject to Department approval.

Guidance for Ordering and Sending Kits to Entities without an IRN

If a district needs to order and send TA Kits to an entity that does not have an IRN (see the *AASCD Special Testing Scenarios Guidance Document*, available on the Ohio Alternate Assessment Portal), please contact the provider to ascertain its needs. Do not assume the service provider or facility needs a TA Kit. In many cases, service providers are receiving materials from multiple districts. It is permissible for these service providers to administer the assessment using a TA Kit provided from another district, regardless of the form number assigned.

When needed, the district is responsible for sending the TA Kit to the service provider and accounting for its contents upon return. DTCs should develop a plan for sending TA Kits to service providers in a timely manner, as well as a plan for the return of the TA Kits from the provider to the district. TEs, TAs and Second Raters (if applicable) at the service provider should be provided ample time to prepare and administer the assessment.

Online Systems for the Alternate Assessment

Ohio utilizes three online systems to facilitate the administration of the AASCD: the Test Information Distribution Engine (TIDE), the Data Entry Interface (DEI) and the Online Reporting System (ORS). These systems are accessed via the Ohio Alternate Assessment Portal. A summary of the systems can be found below.

System	Description
Test Information Distribution Engine (TIDE)	<p>TIDE for online administrations stores district and school pre-ID information and test material orders and provides Test Coordinators with the tools to add and manage users for administrative tasks associated with the Alternate Assessment.</p> <p>TIDE for online administrations allows authorized users to add, view, edit and remove district- and school-level users; add, view, edit and remove student information; order test materials and track shipments; and invalidate or reset an assessment.</p> <p> The Plan and Manage Testing, Test Completion Rates and Test Status Code Reports tasks previously located in the Test Management Center in the Online Reporting System (ORS) are now located in the Monitoring Test Progress task in TIDE. Through the Monitoring Test Progress task, authorized users can monitor student participation and testing throughout an administration window.</p>
Data Entry Interface (DEI)	<p>While the AASCD will be administered in person using paper test booklets and materials, student scores must be entered into the online DEI. Test Administrators, teachers and Second Raters (if applicable) may choose to enter students' scores into the system at the time of testing, or they can record the scores on the optional scoring worksheet and enter them into the DEI after testing ends. All scores must be submitted in the DEI by the last day of the test window in order for students to receive score reports.</p>
Online Reporting System (ORS)	<p> Through the ORS, authorized users can view student performance data, access downloadable data files and download individual student reports.</p>

Creating and Managing User Accounts

Each user will need secure login credentials to access all three systems; the same username and password is used for all three systems.

New DTCs must contact the Ohio Help Desk to establish and maintain their user accounts. DTCs are responsible for ensuring their contact information is up to date in TIDE. Requests for shipping address changes must be submitted through the Ohio Help Desk. For DTC account inquiries and shipping address changes, please call the Ohio Help Desk at (877) 231-7809.

DTCs or their designees (e.g., District Administrators or BTCs) are responsible for creating user accounts for all other district- and school-level users for the AASCD. Directions for creating user accounts can be found in the *Online User Management Guidance Document*, located on the Ohio Alternate Assessment Portal. TCs should be mindful of the roles they assign users when creating user accounts.

Statewide Student Identifier

All students with Individualized Education Programs (IEPs) in Ohio are required to have a statewide student identifier (SSID). Test Administrators and teachers will need access to students' SSIDs in order to enter student scores in the online DEI. Schools serving students outside of their district of residence must acquire the student's SSID from the district that reports the student in the Education Management Information System (EMIS).

Updating Demographic Information

DTCs will use the TIDE system to pre-identify students who will be participating in the AASCD and make demographic updates as needed. All students participating in the AASCD must be pre-identified in TIDE prior to their scores being entered in the DEI. DTCs can add and update student records during the on-time pre-ID window and account for new students or changes in demographic information during the additional pre-ID window. DTCs should refer to the *TIDE User Guide* and the *DEI User Guide* for guidance on working with the TIDE and DEI systems.

IMPORTANT: In order for TEs, TAs and Second Raters to enter student scores in the DEI, they must enter the student's SSID and first name exactly as they appear in TIDE. Please make sure that the demographic information in TIDE is correct and that TEs, TAs and Second Raters have access to the correct SSID and spelling of the student's name as listed in the pre-ID record in TIDE.

Also, personnel who will be administering assessments to students in multiple schools must have a user account associated with each school. The same username (email address) can be used to associate the user with multiple schools. Follow the instructions provided in the *TIDE User Guide* for adding users to multiple entities.

Test Status Requests

Test Invalidations

Possible reasons for invalidation include the following:

- Violations of test security
- Administration of the wrong grade band test
- Errors in administration procedures and scoring

If a BTC suspects that invalidation is needed, the BTC should notify the DTC. The DTC should go into TIDE and invalidate the assessment. All invalidations are subject to Department approval. For information on invalidating the assessment, please refer to the *TIDE User Guide*.

The last day to invalidate the assessment in TIDE is **April 14, 2017**. Invalid tests not invalidated through TIDE must be submitted as invalid directly in EMIS.

Test Resets

There may be some circumstances where the testing opportunity needs to be reset for the student. Only a DTC or a District Administrator can submit a test reset in TIDE. All requests for resets are subject to Department approval. The following outlines circumstances under which a test may be considered for a reset.

When a teacher, Test Administrator or Second Rater:

- enters or submits scores for the wrong student;

- enters or submits scores in the wrong test (e.g., a TA submits scores under the Second Rater test or vice versa);
- selects the wrong form number for data entry (e.g., Form 01 was selected in the DEI, but Form 02 was administered to the student); or
- submits scores for the wrong tasks within a test (e.g., a TA submits scores for Tasks 1–5 and 13, but the student was assessed in Tasks 3–9 and 13).

Directions for submitting reset requests can be found in the *TIDE User Guide*.

District Test Coordinator Information

Responsibilities

DTCs have the following responsibilities related to receiving, distributing, collecting and returning the materials for the Ohio AASCD:

- Become familiar with this *Test Coordinator's Manual*, the *AASCD Directions for Administration Manual*, the *TIDE User Guide*, the *DEI User Guide* and the *ORS User Guide*. All of these are available for download from the Ohio Alternate Assessment Portal.
- Serve as the contact person between the school district and the Ohio Department of Education.
- Coordinate with the district of service (if you have students who are receiving service outside your district), EMIS coordinators and the Ohio Department of Education Office of Accountability to answer questions related to district and school IRNs, where the student's scores will be reported and where they are counted.
- Arrange to receive and secure the Alternate Assessment materials.
- Take inventory of the school boxes that your district receives.
- Store the materials until they are distributed to the BTCs.
- Distribute the TA Kits to the BTCs.
- Confirm that the BTCs have distributed the TA Kits to the TAs and TEs.
- Answer any questions that the BTCs have about the AASCD.
- Order and supply additional materials to schools as needed.
- Package and ship the test materials to Pel Hughes no later than **April 21, 2017**.



Receipt and Check-In of Alternate Assessment Materials

On-time Ohio AASCD materials will be packed by school and shipped to the district by **February 6, 2017** for districts that confirmed participation and placed orders in TIDE during the on-time order window. Your district's shipment should contain the following materials:

- District packing list
- School box range sheet
- Copies of the school packing list(s)
- AASCD DTC Kit containing:
 - *Test Coordinator Manual*
 - *AASCD Directions for Administration Manual*
 - **WHITE** UPS return shipping (UPS-RS) labels
 - Secure Materials Resolution Form

Please note the following steps to receive and document assessment materials:

1. All AASCD materials will be delivered and returned via UPS.
2. Test materials will arrive at the district in boxes labeled with the DTC's name and shipping address. Each box label references the school name and is sequentially numbered.
3. When test materials arrive, open the DTC Kit bubble envelope. It contains the school box range sheet, district packing list, copies of the school packing list(s) and other administrative materials.
4. Find the school box range sheet. It shows the number of boxes packaged for each school, as well as the number of boxes packaged for the district. Use this sheet to sort the boxes by building and verify that you have received all of your boxes. If you have not received

all of the boxes indicated, please call the Ohio Help Desk at (877) 231-7809 and select the menu option for Alternate Assessment shipments.

5. Pel Hughes has packaged test materials for each building based on the on-time order quantities submitted in TIDE.
6. Distribute materials to the BTCs as early as possible to allow for timely replacement of damaged or missing items. Teachers and Test Administrators should be provided ample time to prepare the materials and practice administering tasks before the test window.
7. If schools need additional TA Kits, place an additional order through TIDE. As the DTC, you are responsible for ordering additional materials; only requests from DTCs will be honored.
8. Remind the BTCs that all test materials must be returned in the original TA Kits that they were assigned. Remind them to save the boxes and plastic bags that the test materials came in and to use them for returning test materials after the test administration. Ask BTCs to return TA Kits to you in sequential order by box number and grade band; their compliance will make the return process much less time consuming for you.
9. Find your AASCD return kit. It is in a white Tyvek envelope that can be found in the DTC Kit bubble envelope. The kit contains a secure material resolution form and **WHITE** UPS-RS labels.

Ordering Additional Materials

If schools need additional TA Kits, it is the DTC's responsibility to order them in TIDE. Note that additional orders are placed at the district level only. Districts may check the status of an order on the website as well. Districts that require assistance with an additional materials order may contact the Ohio Help Desk at (877) 231-7809. BTCs may not contact AIR directly for additional orders. All additional materials will be sent to districts.



Returning Materials

The following contents of the TA Kits must be returned by **April 21, 2017**: test booklets, printed manipulatives (including the plastic bags that they were packaged in), reading passage booklets, optional scoring worksheets (if used) and any supplementary teacher-provided printed manipulatives. Keep or discard the following materials: *Test Coordinator's Manual* and *Directions for Administration Manual*. TAs and TEs may keep physical manipulatives.

In order to facilitate the process of returning materials to Pel Hughes, Pel Hughes will send email notifications regarding the status of returning test materials assigned to each district. This email notification will include information on what test materials have been returned to Pel Hughes and what test materials remain outstanding. While all test materials must be returned by April 21, 2017, Pel Hughes will begin sending these notifications to DTCs during the week of March 15, 2017. This way, DTCs, AIR and Pel Hughes will have an opportunity to reconcile any differences as soon as possible.

- Work with all BTCs *immediately* after all testing is concluded; collect all the TA Kits containing the secure testing materials (test booklets, printed manipulatives and reading passage booklet[s]).
- All printed manipulatives must be returned in their original bags, organized by content area. Do not return test booklets or reading passage booklets in these bags.
- All optional scoring worksheets with student names and/or scores on them must be returned. Districts and schools may **not** keep a copy of these worksheets. These worksheets can be returned in any TA Kit that is shipped to the vendor.
- All Student Placement Questionnaires must be returned in the kits.

- Keep all the TA Kits in secure, locked storage until you have all of them ready for return. All secure test materials must be accounted for after the completion of testing.
- Pack the TA Kits in the boxes in which they were delivered.
- Return soiled test material in plastic bags with the security number written on the bag.
- TA Kit Memos should either be returned with the other secure testing materials.



UPS Return Instructions

Affix a **WHITE** UPS-RS label to the top of each box, making sure that it is not applied across the box flap seam. Do NOT send any boxes via UPS without a UPS-RS label. Please keep records of your shipments to UPS by keeping the tracking number(s). The UPS -RS number is located directly above the bar code in the middle of the shipping label. It is recommended that you copy each UPS -RS label being used.

If you have a daily scheduled UPS pickup, you may send the return shipment with the rest of your packages.

If you do not have a daily scheduled UPS pickup, follow the new procedures below to schedule a UPS pickup.

Scheduling a UPS Pickup

- DTCs are responsible for calling the Ohio Help Desk to arrange for pickup of secure test materials as soon as they are ready, but the pickup must occur **no later than Friday, April 21, 2017**.
- Do NOT call the UPS general pickup number found on the UPS website.
- Provide the Ohio Help Desk agent with the following information:
 - Date and time range for the pickup (note that same-day pickup is not available in all areas)
 - Tracking numbers for at least one of the AASCD boxes
 - Pickup location
- Once the pickup is scheduled, the Ohio Help Desk will then provide you with the pickup confirmation information.

Returning the Secure Material Resolution Form

If there were any discrepancies to report, complete the secure material resolution form. This form can be found in the return kit. Fax this form to Pel Hughes at (504) 486-8348 following the shipment of materials. This form does not need to be returned with your shipment. You do not need to complete this form or return it if there are no discrepancies.

If you have any questions or encounter difficulties with these return procedures, please call the Ohio Help Desk at (877) 231-7809 and select the menu option for Alternate Assessment shipments.

Score Data and Score Reports

For the spring 2017 AASCD, DTCs will be able to retrieve downloadable data files immediately after student scores are submitted. Please see the *Online Reporting System (ORS) User Guide* for instructions on accessing your downloadable data file.

Printed family reports for all students for whom scores were submitted will arrive in districts on **June 9, 2017**.

Note that there are no rescues or verifications permitted for the AASCD. Test Coordinators should carefully monitor test completions using the ORS to ensure that scores are successfully submitted for all students who are required to take the AASCD. Please see the *ORS User Guide* for information on how to monitor test completions. Additionally, DTCs are encouraged to review their downloadable data files before the end of the test window to ensure that scores are available for all students participating in the administration of the AASCD.

Building Test Coordinator Information

Responsibilities

The BTC is responsible for coordinating the administration of the Ohio AASCD in the school. The BTC's primary responsibilities include the following:

- Become familiar with the contents of the *Test Coordinator's Manual*, the *AASCD Directions for Administration Manual*, the *TIDE User Guide*, the *DEI User Guide* and the *ORS User Guide*.
- Receive, check in and securely store the TA Kits.
- Verify that the TEs, TAs and Second Raters (if applicable) are trained on test administration procedures.
- Develop a testing schedule for the school within the test window.
- Work with teachers and Test Administrators to find secure testing locations.
- Distribute test materials to TEs and TAs who will be giving the test before the administration so they have time to become familiar with the assessment.
- Maintain the security of test materials after each test administration.
- Return the school's test materials (all used and unused materials) to the DTC.

Please note: The TA Kits are intended for use with multiple students. There will be some instances where TEs/TAs will need to share the kits. Please factor this in when setting up the testing schedule with the TEs/TAs.

Receiving Materials

BTCs will receive their boxes of AASCD test administration materials from the DTC. The boxes will contain the following:

- School packing list
- School security checklists
- BTC kit containing the following materials:
 - *AASCD Test Coordinator's Manual*
 - *AASCD Directions for Administrative Manual*
- TA Kits assigned to the school

TEs /TAs must keep testing materials in a secure location when the kits are in their possession. Test materials must be returned to secure, locked storage before and after testing.

Additional Materials

Contact the DTC if additional materials are needed for the administration.

Returning Materials

Each kit will come with a memo specifying the materials included in the kit. This memo also includes checklists that the TE/TA should use to verify that all materials are received and returned. BTCs should use these checklists to ensure that all test materials are accounted for. Keep all boxes and plastic bags in which the test materials are delivered. Use these boxes and plastic bags to return the materials to the DTC when testing is complete. If the boxes are damaged in the original shipment, use sturdy boxes or ask the DTC to call Pel Hughes for more boxes. All optional scoring worksheets with student names and/or scores on them must be returned to the DTC for return to the vendor. Districts and schools may **not** keep a copy of these worksheets.

Summary of Test Security Provisions from the Ohio Administrative Code

Rule 3301-13-05 of the Ohio Administrative Code establishes test security provisions for the graduation tests. A summary of those provisions appears below.

- All test questions and all other materials are considered secure and subject to the provisions of Sections 3319.151 and 3319.99 of the Ohio Revised Code and Rule 3301-13-05 of the Ohio Administrative Code. **Ohio Revised Code prohibits the disclosure of test questions, paraphrases, facsimiles or any other material that would assist a pupil taking the Ohio Statewide Assessments. Ohio Administrative Code requires any alleged security violation be reported to the Department of Education as soon as it becomes known to the school district or participating school.**
- By **October 1** of each year, written procedures and penalties shall be communicated to all district employees and students.
- Persons designated as District and Building Test Coordinators, as well as Test Administrators or Teachers, are responsible for ensuring that test security provisions are met.
- Only authorized personnel are permitted access to secure test materials.
- The district must establish written procedures to protect the security of test materials and these procedures shall include the following:
 - Identify authorized persons to be present during testing and have access to secure material.
 - Specify handling and tracking procedures in both the district and building.
 - Specify procedures for investigating any alleged test security violations and penalties for confirmed violations.
 - Specify procedures for determining whether to invalidate a student's test score.
 - Specify that, within **10 days** of determining that a test security violation has occurred, after having first conducted an investigation, the district shall notify the Ohio Department of Education in writing of the finding of such a violation and of any action taken by the school district or participating school.
 - Specify how written procedures will be communicated annually to employees and students in the district.
- After determination that a test security violation has occurred, the District Board and/or State Board of Education may seek the maximum penalty pursuant to Section 3319.151 of the Ohio Revised Code.
- Each district shall cooperate with the State Board in any investigation of a test security violation.
- Prior to taking action for a test security violation, the State Board shall give notice of any action and provide an opportunity for an individual to respond and present a defense.
- Each Joint Vocational School administering the graduation tests shall comply with this rule.

Secure Materials Resolution Form Sample

Ohio AASCD
Spring 2017
Secure Material Resolution Form

012345 YOUR DISTRICT TEST COORDINATOR YOUR ADDRESS YOUR CITY, OH, 12345-9999	PHASE I (At Receipt of Materials) Note any discrepancies between the contents of the shipment and the packing list.	PHASE II (After Testing) Before any materials are returned to Pel Hughes, note any duplicate or missing numbers found during or after testing.		COMMENTS Note any additional comments/discrepancies.
		DUPLICATE	MISSING	

Secure test materials include test booklets, printed manipulatives, and reading passage booklets. **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 security 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 Pel Hughes.

**If there are discrepancies after testing, fax this form to Pel Hughes at:
 1-504-486-8348.
 Do not return original form with test materials.**

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

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

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

Appendix C

Sample Non-Disclosure Form

A copy of Ohio's AASCD Non-Disclosure Form is provided in the event that a district or school requires such documentation, e.g., oral language translations. Non-disclosure forms should not be submitted to the Department or returned with secure test materials.

**Ohio's Alternate Assessment
for Students with Significant Cognitive Disabilities
Spring 2017 Administration**

Non-Disclosure Form

I understand that the Ohio Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) materials are restricted. I understand all test questions and all other materials that are considered part of the Ohio Alternate Assessment including, but not necessarily limited to, reading passages, charts, graphs, maps and tables shall be considered secure and subject to the provisions of sections 3319.151 and 3319.99 of the Revised Code and to the provisions of Ohio's Administrative Code 3301-13-05 prohibiting any person from revealing any specific question and/or materials that a person knows are part of an assessment.

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 administration will remain strictly confidential.

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

Printed Name: _____ Date: _____

Signature: _____

The district should retain a copy of this agreement for its records.

Do not return copies of the agreement to the Ohio Department of Education

