

Appendix L: Supplemental Instructions For Paper Accommodations

1. Overview

The 2018-2019 OGT administration was designed as an online administration and during the school year each tester will have three opportunities to test. Paper test booklets are only available for specific situations, and all responses on paper must be entered into the Data Entry Interface (DEI) by the test administrator for those students that have an accommodation to use paper test materials. **For the 2018-2019 OGT, an SSID or acceptable student test ID is required in order to test and adults are required to present a photo ID.**

This appendix covers paper-specific policies and procedures for districts and schools administering the 2018-2019 Ohio Graduation Tests (OGT) using a paper test booklet. **There are no answer documents for the OGT**, the test administrator must enter all student responses written on the blank paper that was provided or in the test booklet by the student into the DEI.

District test coordinators (DTC), building test coordinators (BTC) and test administrators (TA) administering paper tests must review the information in this appendix, as well as the general administration information in the [OGT-IAM](#), prior to testing. Understanding testing policies and procedures is essential to a successful administration.

2. Schedules

2.1 OGT Key Dates for Testing Using Paper Test Booklets

Each tester has the opportunity to test three times during the 2018-2019 school year. The online and the paper test forms are the same and each are taken in order (Form 01, Form 02, Form 03). Online OGT testers may take their three test opportunities anytime during the 2018-2019 administration. Students that will be testing using OGT paper test booklets have a prescribed test window start as noted below for each of their opportunities*:

- Form 01: September 4, 2018- July 31, 2019
 - Student must take Form 01 before taking Form 02
- Form 02: January 2, 2019-July 31, 2019
 - Student must have first attempted Form 01 before taking Form 02
- Form 03: May 1, 2019-July 31, 2019
 - Student must have first attempted Form 01 and Form 02 before taking Form 03

*Switching Modes: If a student tested online the first time (Form 01) and is testing on paper for their second opportunity, they will not be able to test on paper until January 2.

The following table lists key dates for the paper administration of the OGT.

Table 1. Ohio Graduation Tests – For Students Using Paper Test Booklets

Reminder: Before placing an order in TIDE, districts must check in Plan and Manage Testing which test form(s) a student has previously been administered and ensure they order the next

form number. For example, if a student has already taken Form 01, whether online or on paper, order Form 02. When placing the order, districts must enter the student's SSID in the comments and indicate what Form # (none, 01, 02 or 03) has been previously taken. All responses must be entered into the Data Entry Interface (DEI) by the test administrator immediately after testing,

OGT Paper Test Booklet Ohio Graduation Tests Activities	2018-2019 Date(s)
Pre-ID Window for the 2018-2019 OGT administration (all testers must be pre-identified in advance of testing with a "Y" for the subject(s) to be tested.	August 21, 2018 – July 31, 2019
OGT Form 01 Paper Test Booklet Testing & Data Entry Interface Window	September 4, 2018 – July 31, 2019
OGT Form 01 General and large print test booklet order window in TIDE	September 4, 2018 – July 26, 2019
OGT Form 01 Braille test booklet order window by calling Ohio Help Desk (Note: Braille test booklets will be delivered two-weeks after ordering)	September 4, 2018 – July 8, 2019
Last day for TA to enter responses into DEI or submit Test Status Requests for tests taken using OGT Form 01 in TIDE	July 31, 2019
OGT Form 02 Paper Test Booklet Testing & Data Entry Interface Window	January 2, 2019 – July 31, 2019
OGT Form 02 General and large print test booklet order window in TIDE	January 2, 2019 – July 26, 2019
OGT Form 02 Braille test booklet order window by calling Ohio Help Desk (Note: Braille test booklets will be delivered two-weeks after ordering)	December 4, 2018 – July 8, 2019
Last day for TA to enter responses into DEI or submit Test Status Requests for tests taken using OGT Form 02 in TIDE	July 31, 2019
OGT Form 03 Paper Test Booklet Testing & Data Entry Interface Window	May 1, 2019 – July 31, 2019
OGT Form 03 General and large print test booklet order window in TIDE	May 1, 2019 – July 26, 2019
OGT Form 03 Braille test booklet order window by calling Ohio Help Desk (Note: Braille test booklets will be delivered two-weeks after ordering)	April 12, 2019 – July 8, 2019
Last day for TA to enter responses into DEI or submit Test Status Requests for tests taken using OGT Form 03 in TIDE	July 31, 2019

2.1.1 Deadlines for Returning Paper OGT Test Booklets

IMPORTANT: Districts are required to return OGT test booklets **immediately** after testing. The Department considers a district's failure to return secure test booklets the business day immediately after testing concludes to be a test security violation.

District test coordinators are responsible for scheduling their own pickups per the instructions in [Appendix N](#) of the OGT-TAM.

For more information regarding schedules, test security, ethical use of tests, Pre-ID and test eligibility, the after testing policy, and reporting, refer to the [OGT-TAM](#) on the portal.

3. Before Testing

3.1 Secure Test Materials

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

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

All OGT general test booklets and large-print test booklets are shrink-wrapped in packs of one and can be ordered in TIDE at the district level. All orders will be reviewed by the Department for approval. Test booklets will be delivered two days after the order has been approved.

Braille test booklets are shrink-wrapped in packs of one and can be ordered by calling the Ohio Help Desk (877) 231-7809 option 4. Please note that braille test booklets must be ordered two weeks before testing is scheduled to occur.

District and school personnel may not open the shrink-wrapped packages until the day of the scheduled administration. These individuals must be employees of the district and hold a certificate, permit or license issued by the Ohio Department of Education.

3.2 OGT Test Booklets

OGT test booklets are ordered for a specific student and the following steps must be done before requesting the test booklet:

- The DTC confirms that the student has not already taken that form previously either online or on paper. The DTC will access Plan and Manage Testing, enter the student SSID and look to see what test(s) the student has started or completed. The form number is indicated in the test name.
- The DTC must enter this SSID and what form # (none, 01, 02 or 03) was previously administered in the comments field in [TIDE](#) before submitting the order in TIDE for a general or large print test booklet. All requests will be submitted to the Department for approval, orders without an SSID in the comments field will be rejected. The DTC will provide the SSID to the Ohio Help Desk when requesting braille test booklets.
- **Reminder:** There are no answer documents for the OGT, all responses must be entered into the Data Entry Interface (DEI) by the test administrator immediately after testing.

District test coordinators may order the following paper test materials in [TIDE](#) under the “Paper Orders 2018-2019 OGT” administration. Please see [Section 2](#) for information on what form may be ordered and when.

- Reading test booklet (general or large print)
- Writing test booklet (general or large print)
- Mathematics test booklet (general or large print)
- Science test booklet (general or large print)
- Social studies test booklet (general or large print)

District test coordinators may order braille test booklets by calling the Ohio Help Desk at 1-877-231-7809. Please allow at least two weeks for delivery of braille test booklets to the district.

IMPORTANT: Information regarding test materials:

- There are no answer documents for the OGT. **The test administrator must enter all student responses written on the blank paper that was provided or in the test booklet by the student into the DEI immediately after testing.**
- Test booklets are to be used by the student/SSID that was identified when the order was placed in TIDE or with the Ohio Help Desk.
- Test booklets are identified by Form # and must be taken in form order. Paper forms may be administered during the following windows:
 - Form 01: September 4, 2018 to July 31, 2019
 - Form 02: January 2, 2019 to July 31, 2019
 - Form 03: May 1, 2019 to July 31, 2019.
- The online and the paper test forms are the same and each are taken in order (Form 01, Form 02, Form 03). **Switching Modes:** If a student tested online the first time (Form 01) and is testing on paper for their second opportunity, they will not be able to test on paper until January 2.
- All test booklets are secure documents and are nonscorable.
- Test booklets must be returned to DRC immediately after testing is completed.
- All test booklets are shrink-wrapped in packs of one.
- See the instructions for special versions, oral translations and human read-aloud administrations in [Appendix M](#).

3.3 Access to the Data Entry Interface

There are no answer documents for the OGT. All students testing using a test booklet, large-print test booklet or a braille test booklet **MUST** have the test administrator record and submit student responses into the Data Entry Interface (DEI), which is located on the portal. Test administrators are responsible for transferring and submitting student responses from the test booklets and/or sheets of paper with student responses into the [Data Entry Interface](#) by the date listed in the [Key Dates](#) table.

IMPORTANT: Test booklets will **not** be scanned and scored. The test contractor will not score responses in a test booklet. The test contractor will not score responses that were written on blank or specialized paper under any circumstances. **Failure to submit student responses into the Data Entry Interface will result in no scores being reported.**

Test coordinators are responsible for ensuring that all personnel who need access to the Data Entry Interface have a user account and will use the Manage Users task in TIDE to do so. Every person who will administer an OGT test using a test booklet must have a Test Coordinator (DTC/BTC), Test Administrator (TA) or Teacher (TE) role to access the Data Entry Interface. For directions on creating, modifying and deleting user roles and for detailed information on each user's level of access to the online testing systems, refer to information available on the [portal](#).

Test administrators entering responses for students using a test booklet need access to a device with a supported Internet browser installed so that the test administrator may log into the Data Entry Interface. The Data Entry Interface does not require the installation of the Secure Browser or AIRSecureTest App. See the [Online System Requirements](#) document on the portal for a list of supported web browsers.

See the instructions for special versions, oral translations and human read-aloud administrations in [Appendix M](#).

3.4 Blank Paper

Test administrators must provide at least eight sheets of lined/blank paper for students who are taking the writing test and at least two sheets of blank paper to students who are taking any other OGT test using a test booklet. 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. Immediately after the test ends, test administrators will collect the used and unused scratch paper. The test administrator must securely shred used paper locally.

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

3.5 OGT Calculators

The red TI-30X IIS is the only handheld calculator that can be used in place of the online calculator during the mathematics and science tests.

If using the OGT calculator in place of the online calculator, prior to distributing these, each test administrator must clear the calculator memory by gently pressing the black "RESET" button on the back of the calculator or by pressing the "ON" button and the "CLEAR" button simultaneously. The display must read "MEM CLEARED."

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

3.6 OGT Mathematics Reference Sheets

The *Mathematics Reference Sheet* is inside the mathematics test booklet. The reference

sheet, which is perforated for easy removal, appears in the front of the mathematics test booklet. Available for download from the Department's website are English and large print English language OGT mathematics reference sheets. The test administrator may download and print the appropriate reference sheet from the [Resources for Students and Families](#) section of the Department's OGT website. Students may not bring their own copies.

3.7 Test Room Preparation

The seating arrangement of the test administration room should not crowd testers. Separating testers 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 materials in the room that could assist testers with test items should be covered or removed before the test administration.

3.8 Further Information

For more information regarding schedules, test security, ethical use of tests, Pre-ID and test eligibility, staff responsibilities, testing instructions, after testing policy, and reporting refer to the [OGT-TAM](#) on the portal.

4. During Testing

4.1 Student SSID and Accommodations

For the 2018-2019 OGT, an SSID or acceptable student test ID is required in order to test and testers are required to present a photo ID.

4.2 Oral Language Translations and Human Reader Accommodations

For information regarding an oral language translation or a human reader accommodation, refer to [Appendix M](#) of the OGT-TAM on the portal.

4.3 OGT Oral Script

To ensure standardized administration conditions throughout Ohio, test administrators must follow the script contained in the Directions and Scripts for OGT Paper Test Administrations, located in [Appendix P](#), which test administrators must download from the portal.

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.

4.4 Enforcing Testing Time

Testers are allowed up to 2-1/2 hours to complete each test. Test administrators are responsible for ensuring testers have 2-1/2 hours to take each test in one day, and they are responsible for enforcing testing times for each test.

Please note, OGT testers must not test beyond 2-1/2 hours for each test. Test administrators must keep track of time.

Only testers with the extended time accommodation are permitted time in excess of the published testing time. In situations when additional time is granted, tests still need to be completed within the same day. Should you have questions regarding accommodations please call the Ohio Department of Education Office of Assessment, 1-614-466-1317.

4.5 Further Information

For more information regarding test security, ethical use of tests, Pre-ID and test eligibility, staff responsibilities, testing instructions, the after testing policy, and reporting, refer to the [OGT-TAM](#) on the portal.

5. After Testing

When a student has completed the test, the student is to return all paper materials and the calculator if used.

5.1 Data Entry Interface (DEI)

It is the test administrator's responsibility to ensure that all student responses recorded in the test booklet and all constructed responses that were recorded onto the blank paper are entered into the Data Entry Interface (DEI) verbatim. Instructions for completing entry are included in a separate [OGT DEI User Guide](#).

The test administrator must enter the responses into the DEI **immediately after testing**. No responses will be able to be entered after the close of the test window.

Responses that were written on blank or specialized paper must be securely destroyed after entry into the DEI.

5.2 Packing Materials for Return

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. It is the district test coordinator's responsibility to return all test booklets to DRC. See [Appendix N](#) for further instructions.

6. Test Coordinator Responsibilities

6.1 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 using a paper test booklet, 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;
- Makes sure that test administrators are familiar with the accessibility features available for students;
- **Prior to ordering:** Ensures the participating student is pre-identified as “Y” for the proper OGT subjects;
- **Prior to ordering:** Confirms that the student should receive the paper accommodation. For any question regarding accommodations, please refer to ODE Office of Assessment at 1-614-466-1317. **Note: all paper test booklets must be assigned to a student/SSID when ordering);**
- **Prior to ordering:** Confirms which Form # the student has previously been administered and orders the next form in the sequence*;
 - *The online and the paper test forms are the same and each are taken in order (Form 01, Form 02, Form 03). **Switching Modes:** If a student tested online the first time (Form 01) and is testing on paper for their second opportunity, they will not be able to test on paper until January 2.
- **Prior to ordering:** Is aware that general test booklets and large-print test booklets will be delivered two days after the Department has approved the order; braille test booklets will be delivered two-weeks after the order has been approved; and has scheduled testing accordingly;
- **Ordering:** Orders the general test booklet or large-print test booklet in TIDE. **The SSID of the student who will be testing using the test booklet and the last form number administered must be entered in the Order Comments Box. Failure to enter a SSID will result in the order being rejected by the Department;**
- **Ordering:** Orders for braille test booklets are requested through the Ohio Help Desk at 1-877-231-7809, Option 4. **The SSID of the student, subject(s) requested and shipping address must be provided.** Allow at least 2 weeks for delivery of the braille test booklet;
- Receives test booklet(s) from DRC and distributes them to the appropriate testing location;
- Ensures that building test coordinators maintain test security of and account for all secure test booklets and materials before, during and after test administration;
- **Ensures the test administrator has entered all student responses into the Data Entry Interface immediately following the conclusion of the test administration to the student;**
- Ensures that the building test coordinator returns the test booklet to the DTC one business day after the test is administered;
- Ensures that all test booklets are promptly returned to DRC by applying the white UPS return shipping label and white nonscorable label that were received in the original box the materials were delivered in;
- Receives and distributes test results, when available.

6.2 Building Test Coordinator Responsibilities

The building test coordinator is responsible for coordinating the test administration in a school building. In schools where a student is testing using a test booklet, 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;
- Confirms with the district test coordinator the student name and SSID that will be testing using the test booklet (this should match the SSID the district test coordinator entered in TIDE when placing the order);
- Receives test booklet(s) from the district test coordinator and provides for locked, secure storage when test booklets are not in use;
- Confirms using Plan and Manage Testing that the student has not taken the test form previously prior to removing shrink-wrap and distributing the test booklet on the test day with other test materials (calculators, blank paper, reference sheets);
- Ensures that test administrators understand their responsibilities when the test session ends;
- Collects and accounts for test materials immediately following the test administration that day;
- Clears the memory and stores the OGT calculators (when applicable);
- **Ensures the test administrator has entered all student responses into the Data Entry Interface immediately following the conclusion of the test administration to the student;**
- Promptly packages and returns the test booklet(s) to the district test coordinator for return to DRC;
- Securely destroys all paper where student responses were written.

6.3 Test Coordinator Responsibilities 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 the Test Security Section of the [OGT-IAM](#). For detailed information on the steps required of test administrators and students during the paper test administration, refer to [Section 7](#) of this manual.

IMPORTANT: There are no answer documents. Students may respond in the nonscorable test booklets and on the blank paper that is provided for each student. **Student responses will be entered in the Data Interface Entry (DEI) by the test administrator immediately after testing.**

6.3.1 Distributing Materials to Test Administrators

Building test coordinators may not open the shrink-wrapped test booklet until the day of testing. Test booklets must be kept in a secure location at all times. The morning that a school begins administering a test using the test booklet, the building test coordinator may deliver the test booklet to the room as needed.

6.4 Test Coordinator Responsibilities After Testing

It is the test administrator's responsibility to ensure that all student responses recorded in the test booklet and all constructed responses that were recorded onto the blank paper are entered into the Data Entry Interface (DEI) verbatim. Instructions for completing this are included in a separate [OGT DEI User Guide](#).

The test administrator must enter the responses into the DEI immediately after testing. No responses will be able to be entered after the close of the test window.

Responses that were written on blank or specialized paper must be securely destroyed after entry into the DEI.

After testing, it is the building test coordinator's responsibility to collect, inventory and pack the test booklet(s) for the school and return the test booklet(s) to the district test coordinator no later than one day after testing. The district test coordinator is responsible for returning materials to DRC.

Instructions for returning the test booklet are provided in [Appendix N](#), procedures for both the building test coordinator and district test coordinator are included.

6.4.1 Returning OGT Test Booklet Instructions for the Building Test Coordinator

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

- Ensure the test administrator entered the student's responses into the DEI.
- Collect the test booklet and compare against the listing of materials received from the district test coordinator. Districts are required to return their schools' test booklets **within one day after the test was administered**.
- If applicable, securely destroy any ancillary materials (e.g., student notes recorded on scratch paper) from the administration.
- Package the test booklet for return to the district test coordinator. If needed, include filler material, such as newspaper, in the box to prevent shifting during shipping. It is not necessary to place the test booklet in a return bag or apply a return box label to the box. The district test coordinator applies all box labels for OGT test booklets.
- Place box in a secure, locked location until they are returned to the district test coordinator.

6.4.2 Return OGT Test Booklet Instructions for District Test Coordinators

District test coordinators are responsible for ensuring the return of all OGT test booklets, the business day immediately after testing and within two weeks of receiving the materials.

Refer to the instructions for returning test booklets that are in [Appendix N](#). A district test coordinator checklist is provided.

7. Test Administrator Responsibilities

IMPORTANT: This section includes step-by-step directions for administering paper tests. The test administrator must download [Appendix P](#) for the oral script that test administrators must follow.

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.

The test administrator is the person who administers the test. In districts where a student will be testing using an OGT test booklet, 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 the student;
- Receives the secure OGT test booklet from the building test coordinator, maintains the security of the test booklet at all times and returns the test booklet to the building test coordinator immediately after testing;
- Ensures that all materials needed on test day are available (test booklet, blank paper, OGT calculator, reference sheets);
- Ensures the student has 2-1/2 hours of testing time available for each OGT test they are taking;
- 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.

7.1 Test Administrator Responsibilities Before Testing

7.1.1 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 materials in the room that could assist students with test items should be covered or removed before the test administration.

7.1.2 Receiving Materials from the Building Test Coordinator

On the morning that a school begins administering the OGT, the building test coordinator will deliver the individual test booklet to the room as needed. Please make sure that you receive enough materials to administer the tests (see list of materials needed for large-print and braille testers in [Appendix M](#) of the *OGT-TAM*).

7.1.2 Preparing for the Administration

Whether the test administrator is proctoring an administration of one or more tests in the same session, the test administrator must prepare for the administration by taking the following steps:

1. Devise a method to ensure that each tester does not exceed the 2-1/2 hour allotted test time for each test.
2. Make sure that testers' desks, tables or workspaces are cleared of personal items, except for a pencil.
3. Have extra pencils in case testers need them.
4. Confirm that testers taking the mathematics or science test have access to an approved calculator (see [Appendix C](#) in the [OGT-TAM](#)); testers may not share calculators during the test session. Make sure that the memory is cleared before and after testing.
5. Confirm that testers with approved accessibility features have any necessary resources.
6. Have at least two sheets of blank paper available per tester for each test.
7. Ensure that a monitor is in the room with the test administrator for any testing group of more than 30 testers.
8. Ensure the test administrator has access to the Data Entry Interface.

Test administrators administering human read-aloud, foreign language translations or special version test booklets, refer to [Appendix M](#) for instructions.

7.1.3 Important Notes About the Administration

- Students taking a test using an OGT test booklet will receive one nonscorable test booklet and blank paper. Students will mark their responses in the test booklet and on the blank paper. **Responses recorded on either of these documents will not be scored.**
- **IMPORTANT:** The student responses for all test questions must be transcribed verbatim into the online Data Entry Interface (DEI) by the test administrator immediately after testing. The test administrator must be an employee of the district with a license, certificate or permit issued by the Ohio Department of Education and must complete data entry with a witness present. Only responses submitted into the Data Entry Interface will be scored. The test contractor will not score responses in test booklets or any other documents.