



Fall 2018 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:

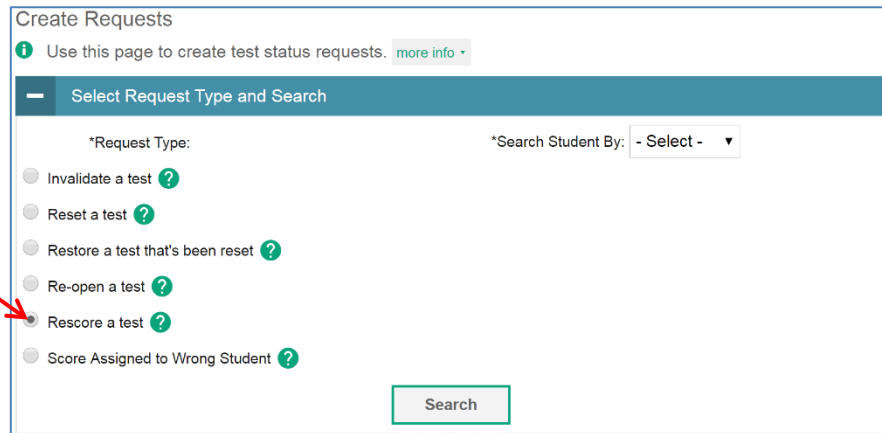
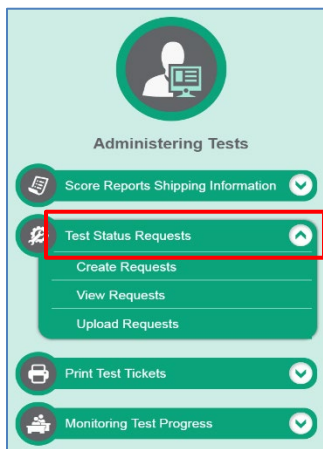
Grade 3 English Language Arts	December 10 – January 30
High School End-of-Course English Language Arts, Mathematics, Science and Social Studies	February 19 – April 11

Submitting Rescore Requests in TIDE

District test coordinators may submit a rescore request 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 2018-2019" 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"/>	000003	4001936	zz0000001	Lastname4001	Firstname4001	1	expired	2016-02-22T13:12:28.300	2016-04-29T12:54:47

4. The table below indicates which fall 2018 Ohio’s State Tests are eligible for rescore. Boxes without a checkmark are not eligible for rescore.

Grade 3 Fall 2018 Tests	Online	Paper
Grade 3 English Language Arts	✓	✓

High School Fall 2018 Tests	Online	Paper	Breach Online	Breach Paper
English Language Arts I	✓	✓	✓	✓
English Language Arts II	✓	✓	✓	✓
Algebra I	N/A	✓	N/A	✓
Geometry	N/A	✓	N/A	✓
Integrated Mathematics I	N/A	✓	N/A	✓
Integrated Mathematics II	N/A	✓	N/A	✓
Biology	N/A	N/A	✓	✓
Physical Science	✓	✓	N/A	N/A
American Government	N/A	N/A	✓	✓
American History	N/A	N/A	✓	✓

5. Locate the student’s test that is to be rescored; Click [Create]. In the Reason box:
- Enter a comment stating why the district is requesting a rescore on the student’s test. Requests are subject to Department approval.
 - Enter the district’s purchase order (PO) number anywhere within the Reason box.
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. The rescore will be processed within 30 days of request approval. The district test coordinator will receive an email from TIDE when the rescore has completed processing.
7. The district test coordinator must log into TIDE to view the status of the request:
- A completed rescore will have the status “processed.”
 - If the rescore request resulted in a score change, the new score will be available in the Online Reporting System (ORS).
 - If the rescore request did not result in a score change, the score will be unchanged in the Online Reporting System.

Submitting Verification Requests

District test coordinators may submit a verification 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 that tested on paper.

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

Student Tested and Did Not Receive a Score

1. The district test coordinator should confirm the student's record does not appear in the Online Reporting System.
2. Before requesting a verification for a student that tested on paper, district test coordinators should review if the district has any tests that need 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(s) (e.g., Grade 3 English language arts)
 - d. Test mode (online or paper)
4. Contractor staff will investigate the request and will contact the district test coordinator with results within 30 days of the request. If the investigation results in a document needing to be scored, the district will be charged for a rescore.

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 test coordinator should confirm with the test administrator 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 (online or paper)
3. Contractor staff will investigate the request and will contact the district test coordinator with results within 30 days of the request.

Score Assigned to Wrong Student (Only for Students that Tested on Paper)

IMPORTANT: For online tests, AIR cannot investigate whether a student tested under the wrong SSID nor reassign an online test to another SSID 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.

NOTE: American Institutes for Research (AIR) can only verify the misapplication of a Pre-ID label to a student’s scorable paper test document. Scores cannot be reassigned in the Online Reporting System for students who tested on paper.



1. Log into TIDE and select the “Ohio State Tests 2018-2019” administration.
2. Navigate to the Test Status Requests task.
3. Create a Test Status Request for “Score Assigned to Wrong Student.”

Administering Tests

- Score Reports Shipping Information
- Test Status Requests**
 - Create Requests
 - View Requests
 - Upload Requests
- Print Test Tickets
- Monitoring Test Progress

Create Requests

Use this page to create test status requests. [more info](#)

Select Request Type and Search

*Request Type: Invalidate a test ? Reset a test ? Restore a test that's been reset ? Re-open a test ? Rescore a test ? Score Assigned to Wrong Student ?

*Search Student By: - Select -

Search

- 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).

➕ Create Enter search terms to filter search results 🔍

Number of records found: 1

<input checked="" type="checkbox"/>	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"/>	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 associated with the student. Locate 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 and will contact the district test coordinator with results within 30 days of the request.

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.**