## Testing Support

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| Testing resources, manuals, user guides, guidance documents, technical specifications and practice materials | Ohio’s State Tests Portal  
www.ohiostatetests.org |
| Assistance with Student IDs for 22+ Diploma or testers without a Student ID         | Ohio Department of Education  
Office of Assessment  
25 S. Front Street,  
Mail Stop 507  
Columbus, OH 43215 |
| Scheduling test administrations                                                     | 1-877-OHIOEDU  
(1-877-644-6338) or  
(614) 466-1317  
http://education.ohio.gov |
| Emergency school closures during the test window                                     |                                                                                 |
| Reimbursements for translators                                                      |                                                                                 |
| Identifying which testers are eligible to take each test                            | Ohio’s Accessibility Manual |
| Security cases; test incidents                                                      | Ohio Department of Education  
Office of Assessment,  
(614) 466-1317 |
| Calculators                                                                          |                                                                                 |
| Identifying which testers are eligible for accommodations                           |                                                                                 |
| Submitting Pre-ID data                                                              |                                                                                 |
| Marking accessibility features under the test settings in a student/tester record   | American Institutes for Research (AIR)  
1-877-231-7809  
OHHelpDesk@air.org |
| Ordering paper test booklets for a tester with accommodations                       |                                                                                 |
| User accounts                                                                        |                                                                                 |
| Secure browsers and apps                                                             |                                                                                 |
| Error messages received during the online OGT administration                        |                                                                                 |

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Revision History

The revision history for this OGT 2019-2020 manual helps readers easily locate sections where updates have occurred since the first posting of this manual. Significant changes and updates are indicated through red text, underline for additions, and strike-through for deletions. Minor changes, such as typos, formatting and grammar corrections or updates, are not highlighted.

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1. Introduction

1.1 About This Manual

This 2019-2020 Ohio Graduation Tests Test Administration Manual (OGT-TAM) covers policies and procedures for districts and schools that are administering Ohio Graduation Tests (OGT) online or using the test administrator (TA) Data Entry Interface (DEI) system to enter tester responses for the small number of testers that have a documented paper test accommodation. District test coordinators, building test coordinators and test administrators must review the information in this manual prior to testing.

This manual does not cover technical specifications or details on how to use online systems. Refer to the Quick Guide for Setting Up Your Online Testing Technology, user guides and guidance documents available on the portal.

1.2 About the 2019-2020 OGT

The OGT will be administered to adults who have completed their high school courses and those adults who are completing their high school courses in an institution such as a community college. In both cases, testers are required to present a photo ID.

For the 2019-2020 OGT tests, an SSID or acceptable student test ID is required in order to test.

The 2019-2020 OGT (Mathematics, Reading, Science, Social Studies and Writing tests) is an online administration and during the school year each tester will have three opportunities to test. The OGT administration uses the same systems as the Ohio’s State Tests.

Paper test booklets are only available for those testers with a documented accommodation to use paper test materials. Districts that have testers with accommodations that will be using paper test booklets should refer to Appendix L for details on responsibilities of test administrators to enter responses into the Data Entry Interface, information needed prior to ordering and order lead times when testing with a paper test booklet. For guidance on marking test eligibility in the testing systems, see Section 5 on “Student Pre-ID and Test Eligibility” in this manual.

1.2.1 Guidelines for OGT Test Administration Activities

The items listed should be considered when the OGT is scheduled and administered:

- The 2019-2020 OGT administration is an open test window that begins September 3, 2019 and concludes July 31, 2020.
- Each tester will have three opportunities to test during the window. Each opportunity/test form consists of one part. Testers will be assigned test forms randomly by the system.
- Testers are allowed up to 2-1/2 hours to complete each test. Districts should be sure to schedule for a full 2-1/2 hours of testing. If unforeseen circumstances shorten the 2-1/2 hour testing session, testers must be allowed additional time not to exceed the full 2-1/2 hour testing time. The testing must continue on the same day, ensuring that testing materials are secured, and testers have not had an opportunity to discuss the test with others. If test
security has been breached, please contact the Ohio Department of Education Office of Assessment at (614) 466-1317.

- Testers may take more than one subject on the same day.
- For online testers the next opportunity/form for a subject will not be available until the next day, after the system refresh has taken place. The Department recommends that testers review their test results and testing materials before taking the next test opportunity/form for that subject. However, the Department will not prohibit the tester from taking the next opportunity/form before that time.
- English Learners (ELs), including testers who were identified as ELs but have left K-12 education, may use any testing accommodation for ELs presented in Ohio’s Accessibility Manual, as appropriate. Only testers identified as EL through a formal assessment (not OELPA) may have accommodations on the OGT. Refer to Ohio’s Accessibility Manual for information about accessibility features on the OGT including accommodations for testers with disabilities and ELs.
- Testers with Disabilities - If a tester with a disability takes an OGT, the test should be administered entirely under normal testing conditions unless a student’s Individualized Education Program (IEP) or Section 504 Plan specifically requires accommodations for testing. If a tester has exited K-12 education but previously received testing accommodations under an IEP or a Section 504 Plan, he or she should generally receive the same testing accommodations for the OGT.

1.3 OGT Test Mode

For the 2019-2020 OGT administration, districts and schools will administer all OGT tests online and an SSID or acceptable student ID is required in order to test. Each opportunity/test form consists of one part. Testers will be assigned test forms randomly by the system.

For testers with a documented paper accommodation, general, large print and braille test booklets may be ordered by calling the Ohio Help Desk at 1-877-231-7809 and providing the tester’s SSID and proposed test administration date. General and large print test booklets will be delivered to the district within three days and braille test booklets delivered within two weeks of order approval. All orders for paper test booklets are subject to Department approval.

- All tester responses must be entered into the Data Entry Interface by the test administrator immediately after testing. Test administrators must follow the transcribing procedures in Ohio’s Accessibility Manual, Appendix C.
2. OGT Schedules

2.1 OGT Key Dates for Testing

The following tables list key OGT administration dates. Each tester has the opportunity to test three times during the 2019-2020 school year.

Online OGT testers may take their three test opportunities anytime during the 2019-2020 administration, however, the Department does advise that testers await their results from each opportunity in order to prepare for their next opportunity. Note: For a given subject, a tester may only take one test opportunity in a day.

Testers with a documented paper accommodation that will be testing using OGT paper test booklets have prescribed test window starts for each of their test opportunities. Please refer to the dates below and refer to Appendices L-N for additional information regarding use of paper test booklets.

Table 1. Ohio Graduation Tests – Online Testers

<table>
<thead>
<tr>
<th>Online Ohio Graduation Tests Activities</th>
<th>2019-2020 Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID Window for the 2019-2020 OGT administration (all testers must be preidentified in advance of testing with a “Y” for the subject[s] to be tested.)</td>
<td>August 5, 2019 (noon) – July 31, 2020</td>
</tr>
<tr>
<td>Online Testing Window (all three opportunities)</td>
<td>September 3, 2019 – July 31, 2020</td>
</tr>
<tr>
<td>Last day to submit Test Status Requests in TIDE</td>
<td>July 31, 2020</td>
</tr>
</tbody>
</table>

Table 2. Ohio Graduation Tests – For Testers Using Paper Test Booklets

<table>
<thead>
<tr>
<th>Paper Test Booklet Ohio Graduation Tests Activities</th>
<th>2019-2020 Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID Window for the 2019-2020 OGT administration (all testers must be preidentified in advance of testing with a “Y” for the subject[s] to be tested.)</td>
<td>August 5, 2019 (noon) – July 31, 2020</td>
</tr>
<tr>
<td>OGT braille test booklet order window; ordered by calling Ohio Help Desk (Note: Braille test booklets will be delivered two weeks after ordering)</td>
<td>September 3, 2019 – July 6, 2020</td>
</tr>
<tr>
<td>OGT general and large print test booklet order window; ordered by calling the Ohio Help Desk; provide SSID, subject and expected test date</td>
<td>September 3, 2019 – July 27, 2020</td>
</tr>
<tr>
<td>Opportunity 1 earliest start – September 3, 2019</td>
<td></td>
</tr>
<tr>
<td>Opportunity 2 earliest start – October 21, 2019</td>
<td></td>
</tr>
<tr>
<td>Opportunity 3 earliest start – November 25, 2019</td>
<td></td>
</tr>
<tr>
<td>Test administrators are to enter responses in the DEI immediately after testing. Last day to enter responses in the DEI</td>
<td>July 31, 2020</td>
</tr>
</tbody>
</table>
2.2 OGT Testing Times

OGT Testers are allowed up to 2-1/2 hours to complete each test. Each subject test consists of one test part. 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.

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 Ohio Department of Education, Office of Assessment, (614) 466-1317.

See the next section on scheduling administrations for guidance on additional time needed to prepare for administration on test day.

2.3 Scheduling OGT Administrations

There will be no extensions to the published test window.

Testers, including those with the extended time accommodation, are required to complete the test the same day the testers start the test.

The online Student Testing Site enforces the rule that the tester must complete an online test on the same day the tester starts their test. The tester will not be able to sign into a test that has been started on a previous day without an approved Reopen Test Status Request. Refer to Section 8.3 of this manual for more information regarding Test Status Requests.

Test coordinators and administrators are responsible for ensuring all testers complete a test on the same day, regardless of test mode. Some exceptions may occur, such as a tester who becomes ill and unplanned testing interruptions (e.g., an unplanned fire drill). Please see the Make-Up Testing section in this manual for guidance.

2.3.1 Scheduling OGT Test Sessions

Schools may schedule more than one test session per test to accommodate all testers who will be testing. Online test sessions can be set up for more than one subject test, which allows testers who are taking different subjects to test in the same location at the same time. Paper test sessions can also include test takers for more than one subject test. For example, a test administrator can set up a test session for both mathematics and science. Testers may take either test in the same location during the same test session. If sessions include different test subjects, a test administrator must consider the directions may vary by test subject.

If testers are receiving an accommodation that may disturb other testers, such as a human reader, they must be in a separate testing room. Test administrators should ensure that testers who have extended time as an accommodation are scheduled with enough time in the day.
to complete their tests. Extended time may not exceed one school day; testers must complete each subject test on the same day the test is started.

2.3.2 Order of OGT Test Administrations

There is no prescribed test subject order. Additionally, districts and schools may elect to administer more than one OGT subject on the same day. If a tester is eligible for more than one test, the Department recommends that the tester take one subject test per day. However, the Department will not prohibit the tester from taking more than one subject test on the same day. **Note:** For a given subject, a tester may only take one opportunity in a day. (i.e. A tester may take a writing and a science test in the same day; but will not be able to take more than one science test in the same day).

2.3.3 OGT Administration Preparations

The testing times do not include the time required for administration preparations. For all OGT administrations, the room should be free of “clues” that would aid the tester in taking the test (e.g., maps and charts). Test administrators should allow at least 20 – 30 minutes to prepare for the test administration. For online testers, test administrators need to prepare the testing room, establish test sessions, read the online scripted directions, assist testers with signing into the test and approve testers to test. For testers using paper test booklets, the preparation includes the time needed to prepare the testing room, distribute materials to testers and read that subject’s paper scripted directions for starting testing.

The Department expects districts and schools to have the necessary online technology requirements in place well in advance of the test window. Districts and schools must not wait until the first day of testing to prepare tester devices for testing. Districts and schools should review the documents on the technology resources page of the portal for detailed instructions on preparing for online testing.

2.4 OGT Make-Up Testing

There is at least one scenario for conducting make-up testing: a tester’s test session is interrupted, and the tester cannot complete the test during his or her scheduled test session. Make-up testing must occur within one week of the test interruption. A tester who has a test interruption, is not required to resume his or her test with other testers who are taking the same test but may do so. If a tester does not return within one week of the initial test, the tester must begin a new test with the next test form.

Districts that experience an interruption that prevents their testers from submitting tests on the same day the testers start their tests must refer to the Test Incident Guidance Document available in Appendix G of this manual.
2.5 Breaks

Although it is permissible for test administrators to give testers a brief break, test security must be maintained throughout the break. Testers should not talk during a break. Breaks should generally be no more than 15 minutes and testers should not be dismissed to another location or other situation where they can discuss the test with others.

It is preferable that only one tester at a time be allowed out of the testing room. Testers who wish to go to the restroom during the test must turn in all their testing materials to the test administrator prior to leaving the room. This includes handheld OGT TI30-X IIS calculators (if applicable), scratch paper with or without responses, and paper test booklets. Online testers should also pause their tests when taking a break.
3. Test Security

One of the most important responsibilities of test coordinators, test administrators, monitors, proctors and teachers is maintaining test security. At all times, the district’s and the state’s written procedures for protecting secure test information must be followed. It is illegal and unethical for anyone to reproduce or disclose any of the test content or cause the content to be reproduced or disclosed in any format. Test security is vital to the successful administration of the tests. All district and school personnel are responsible for ensuring the security of the individual test questions. The responsibility to maintain the security of the test questions continues even after the test concludes.

Under Ohio law, releasing any test questions or other contents of a test or helping testers cheat in any other way may result in an invalidation of test scores, termination of employment, suspension of certificates/licenses/permits and/or prosecution. Districts must ensure that testers are aware of test security requirements and associated consequences. Violations of test security provisions in the district’s written procedures may also be punishable by penalties specified by the district.

Adult testers who have completed their high school requirements and those adults who are completing their high school requirements in an institution such as a community college are required to present a photo ID in order to test.

3.1 Electronic Device Policy

Districts/schools must have a policy on electronic device usage during and after test sessions. Accessing an electronic device during testing can be grounds for an invalidation; however, if cheating can be ruled out, the district may elect not to invalidate the test. If a tester was observed having a cell phone out during or after the test session, it is important to determine if any test question, passage or prompt was photographed, texted or in any way compromised. In extreme cases where test questions, passages or prompts have been posted on any social medium, the district must immediately contact the Office of Assessment. The tester’s test opportunity is over. District/school policy will determine if an invalidation is required for any other situation.

Districts/schools must determine if electronic devices may be used after the test session has been completed. Silent work may be allowed after the completion of a test session and may include electronic devices if this is permitted within the district/school policy and does not pose a threat to test security.

Test administrators may have a cell phone for medical and technological emergencies, to use as a time keeper or to otherwise perform necessary test related actions. Test administrators must not use the cell phone for non-test related issues or personal issues. Test administrators should be reminded to never take photographs or video of testers, tests, computers or the testing room during testing.
3.2 Test Administrator Criteria

Any person administering a test must be an employee of the district and hold a license, certificate or permit issued by the Ohio Department of Education. In situations where a local education agency, such as a Developmental Disabilities (DD) facility or Educational Services Center (ESC), is providing services for a district, employees at those locations may be considered “de facto” employees of the district and administer tests as long as they also hold a license, certificate or permit issued by the Ohio Department of Education. It is district policy if they consider substitute teachers employees of the district. During every administration, a test administrator who meets these criteria must be in the room at all times. This person must actively monitor testers to ensure test security. If the test administrator must leave the room in which the test is being administered, another test administrator who meets the criteria must be called to be in the test room.

The ratio for testing purposes is one test administrator to 30 testers in any testing room. For any group of more than 30 testers, a proctor or monitor must be in the room with the test administrator. The proctor or monitor is not required to meet the criteria for administering a test. A test administrator must be in each testing room, including rooms where small groups are administered the tests or where accommodations are provided.

3.3 Actively Monitor Test Sessions

A test administrator must actively monitor the test session. This includes but is not limited to the following:

- Walking around the room (the test administrator may sit at the test administrator desk for short periods but may not be involved with non-test activities);
- Ensuring that the testers are taking the correct test;
- Observing that testers are not involved in activities that might be considered cheating;
- Monitoring test completion per tester;
- Monitoring how much time is left in a test session; and
- Generally being involved with the test session.

These are not active monitoring behaviors:

- Reviewing a test so closely that tester responses are clearly examined;
- Being involved with non-test administration activities such as grading papers, completing lesson plans or completing tasks on an electronic device for a non-test reason; or
- Leaving the testers unattended while the test is still in session.

If district policy allows testers to leave the room while testing is in progress, testers must first get permission from the test administrator. Districts and schools must follow the guidelines set forth under “Breaks” in the Schedules section of this manual.
3.4 Security Violations

The following are security violations, which will need to be discussed with the Department as soon as the alleged violation is known; see the inside front cover of this manual for contact information. This is not an exhaustive list.

Before or during a test administration:
- Reviewing a tester’s screen or test booklet to review test content or a tester’s responses other than to enter responses in the Data Entry Interface;
- Using a tester’s login information to access an online test in order to review the test content;
- Reviewing the test and creating a study guide or in some way releasing the test questions to testers;
- Describing the test questions in an email, or discussing the test questions with anyone;
- Standing over a tester who is taking the test and indicating in some manner that the tester’s answer is incorrect, blank or deficient;
- Coaching a tester in any manner to indicate the correct answer or any answer; and
- Leaving testers unattended during testing for any amount of time.

After the test administration:
- Posting any portion of the test content, verbatim or paraphrased, and/or a tester response on social media before, during or after the test administration;
- Marking, tampering with or contaminating a tester’s responses in any way, unless by a scribe or test administrator with permission to transcribe the tester’s responses with no changes into the Data Entry Interface;
- Failing to collect and securely shred any scratch paper or math reference sheet that was provided to and used by testers during a test and that contains tester writing;
- Failing to account for and return any test booklet within one week after the test was taken;
- Discussing test questions after the test has been administered; and
- Describing the test questions in an email or discussing the test questions with anyone.

At any point, if personnel believe that a violation of test security has occurred, he or she should contact the building test coordinator about the alleged test security violation. The building test coordinator should report the alleged test security violation to the district test coordinator. The district test coordinator will contact the Department to discuss the situation. Guidance on test incidents is available in Appendix G of this manual and is accessible on the Department’s website by going to education.ohio.gov and searching the following key words: Test Incident Guidance Document.
4. 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 testing process in performing their responsibilities with honesty, integrity, due care and fairness to all. The Standards ensure the integrity of the testing process and the reliability and validity of inferences made from the test results.

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

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

Examples of ethical and unethical or inappropriate test 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 testing process and can be helpful during staff in-services related to testing. Some of these examples can be found 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 a testing practice not listed in the Standards may be unethical. If you have any questions, please contact the Department. Please note that an unethical practice may also be a security violation.

Scenarios Related to the Standards for the Ethical Use of Tests

<table>
<thead>
<tr>
<th>Is This Activity or Behavior an Ethical Practice?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the state provided practice tests as the sole method of preparing students for the tests without teaching the learning standards measured by the tests</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Using the state provided practice tests as an activity after students have received instruction on the learning standards and item formats</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Making a copy of secure published tests and/or preparing a student study guide based on the tests</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Preparing students for the tests by incorporating Ohio’s Learning Standards in the appropriate subject curriculum</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Copying the vocabulary words from a secure published test that will be administered and incorporating them into instruction</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Changing answers that students have marked, written, typed or gridded in</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Is This Activity or Behavior an Ethical Practice?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
</tr>
<tr>
<td>Using the results of the tests as one of the sources of information on which to evaluate the effectiveness of curriculum</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hinting to a student to reconsider any answers given on a test</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Setting a testing schedule that limits students from receiving the maximum time allowed for the test</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Providing teachers and counselors with information they need to interpret test results</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Revealing the test scores of one student to another student</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
5. Student/Tester Pre-ID and Test Eligibility for OGT

5.1 Pre-ID

Please note all Pre-ID information from the 2018-2019 school year has been removed from TIDE. All testers must be added for the 2019-2020 school year with new, updated student demographic and eligibility information.

A SSID or acceptable student ID is required in order to test. Districts must preidentify all testers. To have access to OGT in the online Student Testing Site, the tester must have:

- Test mode marked as yes (Y) in each OGT subject field the tester is eligible to take
- One of these three enrolled grade levels
  - Grade 12 - Students who are enrolled in high school
  - Grade 13 - Adults who are taking courses required for graduation (adult ed.)
  - Grade 14 - Adults who completed high school course requirements, but still need to pass one or more subjects of the OGT (proficiency only/OGT only)
- AASCD test eligibility must be marked as no (N) or left blank.

Note: Pre-ID file uploads will not overwrite previous Pre-ID file uploads in TIDE. TIDE checks each record in the new file to determine what updates to make.

- If the SSID is new, TIDE appends the new record to the student listing.
- If the SSID is already present in the student listing, TIDE will update required fields (e.g., date of birth). TIDE will only update optional fields when a non-blank value is present in the new file. It is important to note that the test eligibility and mode fields are “required when applicable,” which follows the same rule.
  - For OGT testers this means, for example, a district may upload one Pre-ID file that includes testers’ mathematics of “Y” for test mode field. Then, a subsequent file can include testers’ science “Y” for test mode. If the mathematics test mode fields are left blank in the subsequent file, the testers’ existing mathematics information will be retained in TIDE and the science information will be appended.

5.1.1 Student IDs for Adults Not Enrolled in School or Enrolled in an Adult Program

For the 2019-2020 OGT, an SSID or acceptable student ID is required to register testers or to order tests. Adults returning to take the OGT who do not have an SSID must have an ID assigned to them by the Office of Assessment. Inquiries can be made by calling (614) 466-1317.

5.2 Test Eligibility for Ohio Graduation Tests

The 2019-2020 OGT administration is for students who entered 9th grade for the first time before July 1, 2014 (the Class of 2017 was the last class to take the OGT). Students who have not passed one or more portions of the OGT must score proficient on those portions in order to earn a state of Ohio diploma. Adult education students who require portions of the OGT for graduation or adults classified as “OGT only” may participate. All testers are required to present a photo ID to test.

For additional guidance on participation in Ohio Graduation Tests, consult the Department’s website.
6. Staff Responsibilities

This section provides information to districts and schools that are testing OGT online or who have a tester with a documented accommodation for paper testing. Depending on the size of the district/school, one person may be assigned multiple roles.

6.1 District Test Coordinator Responsibilities for OGT Administration

The district test coordinator is the primary point of contact between the district and the Department. The district test coordinator:

- Has primary responsibility for the test administration and oversight of all online systems used during the administration;
- Coordinates with the local technology coordinator, as needed, to ensure district and school preparedness for online testing;
- Ensures that all personnel are aware of state and district test security procedures and follow these procedures at all times;
- Reports all alleged security violations to the Department (building coordinators and test administrators must report to the district test coordinator);
- Ensures that all participating testers are preidentified as “Y” for the appropriate Ohio Graduation Test subject(s) and marked with an enrolled grade of 12, 13, or 14;
- Prepares and trains building test coordinators for the test administration prior to testing;
- Makes sure test administrators are familiar with the accessibility features available for testers;
- Creates user accounts for all personnel who need access to online testing systems or must delegate this responsibility;
- Uses the Monitoring Test Progress task in TIDE to track test completions, that all required online tests are submitted, and ensure all responses for tests taken using a paper test booklet have been entered into the Data Entry Interface by the test administrator on the same day the test was taken;
- Requests test booklets for a tester with a documented paper accommodation and ensures the test administrator is familiar with the Data Entry Interface and transcribing procedures;
- Submits any Test Status Requests in TIDE, if needed; and
- Ensures paper test booklets are returned immediately after testing and security is maintained.

6.2 Building Test Coordinator Responsibilities for OGT Administration

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

- Ensures that state and district test security procedures are followed in the building;
• Reports all alleged security violations to the district test coordinator;
• Ensures that the test administrators act in accordance with all security requirements;
• Trains all test administrators and monitors in proper online test administration procedures before testing;
• Can preidentify testers in TIDE using the Add Student task, and can update a tester’s demographics and accessibility features in TIDE;
• Ensures that test administrators have the necessary student information for testing, including test eligibility and accessibility features and accommodations, tester names as they appear in TIDE and SSIDs (or Student IDs);
• Ensures that test administrators understand their responsibilities when the test session ends;
• Uses the Monitoring Testing Progress task in TIDE to track test completions and ensure all required online tests are submitted;
• Uses the Monitoring Test Progress task in TIDE to track and ensure all responses for tests taken using a paper test booklet have been entered into the Data Entry Interface by the test administrator and submitted;
• Depending on the preference of the district test coordinator, the building test coordinator may also be responsible for creating and maintaining other building level user accounts in his or her school building; and
• Ensures that test booklets are received for a tester with a documented paper accommodation and the test administrator is familiar with Data Entry Interface duties. (see Appendix L).

6.3 Test Administrator Responsibilities for OGT Administration

The test administrator is the person who administers Ohio Graduation Tests. In districts where testers are testing, the test administrator:

• Has a Teacher or Test Administrator user account which is associated with the same school(s) as the testers testing in their session;
• 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 testers;
• Is aware of state and district test security procedures and follows them at all times;
• Has access to the tester information needed for tester sign-in on test day, verifies the tester photo identification matches the tester name in TIDE and knows which test(s) testers are eligible to take;
• Is familiar with accessibility features available for testers;
• Ensures that the red OGT TI-30X IIS calculators are available, and the memory has been cleared for the mathematics and science tests;
• Ensures two sheets of blank paper are provided for each tester taking a writing test and that blank paper is available upon tester’s request or at district direction for other subjects;
• Knows how to establish a test session, adjust test settings, approve tester to test and monitor and stop test administrations using the TA (Test Administrator) Interface;
• Monitors the 2-1/2 hour testing time available for each test given;
• Has the OGT Testing Highlights and Script available for use on test day;
• Reviews and understands the Test Administrator User Guide; and
• Ensures test booklets are on hand for a tester with a documented paper accommodation, are familiar with Data Entry Interface duties and transcribing procedures (see Appendices L-N), and ensures blank paper is provided to each tester.
7. Before Testing Instructions

7.1 Prepare Staff

Test coordinators are responsible for ensuring that district and school staff who will serve in the various user roles for online testing are identified and have user accounts, understand test security practices, know the testing schedule, and are prepared to administer the online Ohio Graduation Tests.

7.2 User Accounts

Test coordinators are responsible for ensuring that all personnel who need access to online testing systems (see bullets below) have a user account using their current email address and will use the Users task in TIDE to do so. Failure to update email addresses or user account roles may result in users not receiving all necessary communications. Updates to district test coordinator user accounts must be made by contacting the Ohio Help Desk.

- District Test Coordinator (DTC)
- District Administrator (DA)
- EMIS Coordinator (EC)
- District Reporting User (DRU)
- Building Test Coordinator (BTC)
- Building Reporting User (BRU)
- Test Administrator (TA)
- Teacher (TE)
- Information Technology Center (ITC)

Every person who will administer an online test must have a Test Coordinator (DTC/BTC), Test Administrator (TA) or Teacher (TE) user account. Users should never log in using another individual’s credentials. Test coordinators must create user accounts well in advance of the test window to ensure that test administrators and teachers have time to set up their accounts and practice setting up test sessions using the Test Administrator Practice Site. Teachers and test administrators can also use their accounts to access the optional Test Administration Certification course. Test coordinators can track in TIDE which users have completed the course.

There is no user role specified for technology coordinators, as this role normally does not require access to systems associated with online testing. District test coordinators can add an account for the person serving as the technology coordinator using one of the available user roles if this person needs access to one of the systems.

**Note:** 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.

7.2.1 Activating Your User Account

All user account passwords have been reset for the 2019-2020 school year. You must follow the process before you will be able to access TIDE for the 2019-2020 school year. All user accounts which had access to TIDE in 2018-2019 will continue to have access this year, after resetting the password. Click the “Request a new one for this school year” link on the login page to begin the process.
If you do not have a user account, contact your district or building test coordinator. When your test coordinator creates your user account, you will receive an email from AIR with a link to establish the account. You must click the link within the amount of time specified in the email to establish a password that meets the listed criteria and activate your account.

7.3  **Understanding the Functions of the Online Testing Systems**

Test coordinators and administrators must be familiar with the testing applications listed below.

<table>
<thead>
<tr>
<th>Online System</th>
<th>Functions and Tasks</th>
</tr>
</thead>
</table>
| Test Information Distribution Engine (TIDE) | Test coordinators use TIDE to:  
  • Manage user accounts  
  • Pre-ID all OGT testers  
  • Mark tester accessibility features for all OGT testers  
  • Submit test status requests to the Department (if needed)  
  • Create rosters of testers (optional)  
  • Monitor test progress  

  Test administrators use TIDE to:  
  • View tester demographic and test eligibility information  
  • Print test tickets for OGT testers  
  • Mark or view tester accessibility features for all OGT testers |
| Practice Tests Site                | Testers can use the Success Site ([http://ogt.success-ode-state-oh-us.info/studentsOGT.htm](http://ogt.success-ode-state-oh-us.info/studentsOGT.htm)) to:  
  • Take an OGT practice test  
  • Review OGT sample content and item types  
  • Review OGT released items from prior test administrations  

  Testers and district/school personnel can use the Ohio’s State Tests practice tests section of the portal to:  
  • Become familiar with online test navigation  
  • Practice responding to multiple choice and constructed response items online  
  • Use online test tools  
  • Practice logging in using their name and SSID as they appear in TIDE  
  • Determine appropriate test settings for testers. See *Ohio’s Accessibility Manual* for more information |
| Test Administrator (TA) Practice Site | Test administrators and teachers with user accounts use the practice site to administer practice sessions and to become familiar with features of the TA Interface before the test window |
| Student Testing Site               | The live, operational Student Testing Site is:  
  • Used only by preidentified testers for online testing  
  • Accessible only via the Secure Browser or App, which must be installed on the tester’s device in advance of testing |
<table>
<thead>
<tr>
<th>Online System</th>
<th>Functions and Tasks</th>
</tr>
</thead>
</table>
| TA (Test Administrator Interface) | Personnel with Test Coordinator, Test Administrator and Teacher user accounts use the TA Interface to administer the live, operational online tests. They will use the TA Interface to:  
  • Establish test sessions  
  • Approve testers to test, update accessibility features (if needed) and mark accommodations (if needed)  
  • Monitor testers’ online testing progress, ensuring that testers complete each of their tests within the 2-1/2 hour testing time  
  • Pause tests (if needed)  
  • Stop test sessions |
| Data Entry Interface (DEI) | Used by the test administrator to enter tester responses, following transcribing procedures, for those testers that had a documented paper accommodation |

Access to each application is dependent on the user role. Authorized users can access TIDE, the TA Interface, and the TA (Test Administrator) Practice Site from the portal. The practice items and released items are publicly available on the portal. For live, operational testing, testers must access the Student Testing Site using the Secure Browser or App.

### 7.4 OGT Tester Pre-ID

Test coordinators must ensure that all OGT testers are preidentified in advance of testing. **Please note all Pre-ID information from the 2018-2019 school year has been removed from TIDE. All testers must be added for the 2019-2020 school year with new, updated student demographic and Ohio Graduation Tests eligibility information.** Failure to preidentify testers in advance of testing will delay testers from accessing the OGT.

All OGT testers must be preidentified and have an Ohio Graduation Tests test mode designation of “Y”, and a grade level of 12, 13 or 14 in order to take tests online or allow the test administrator to enter responses into the Data Entry Interface. Under the Student Information task in the TIDE “Ohio State Tests 2019 – 2020” administration, district test coordinators have two options for preidentifying testers: upload a Pre-ID file or manually add testers. Building test coordinators have the option to add testers manually only.

TIDE synchronizes with the Student Testing Site and TA Interface. After test coordinators add tester information to TIDE, these applications will contain each tester’s information.

Districts that work with an Information Technology Center (ITC) must contact their Information Technology Center to request that their Pre-ID files are uploaded. Information Technology Centers only have access to the upload Pre-ID files task in TIDE.

Additional guidance adding tester pre-ID records can be found in the [Guidance Document for 2019-2020 Ohio Pre-ID Files](#).
7.5 Updating OGT Accessibility Features Under Student Test Settings

As outlined in Ohio’s Accessibility Manual, some accessibility features must be enabled for individual testers prior to testing. It is advisable for test coordinators to update a student’s test settings in TIDE in advance of the test window with the appropriate accessibility features. To do so, the test coordinator can upload a student test settings file. Alternatively, test coordinators or test administrators can manually edit tester records in TIDE. For directions on uploading or manually editing student test settings, refer to the TIDE User Guide, located in the help section of TIDE or on the portal.

Test coordinators and test administrators must discuss the features and who will update tester records, if needed. If applicable test settings are not marked in TIDE prior to the test administration, the test administrator must update them in the TA Interface under “Test Settings” when approving a tester to test. Additionally, test administrators must mark if testers are eligible to receive accommodations during testing.

The following features are available for the online Ohio Graduation Tests:

<table>
<thead>
<tr>
<th>Embedded Feature</th>
<th>Classification Level</th>
<th>By Default, This Feature Is</th>
<th>Can Feature Be Marked Through a Student Settings Upload in TIDE or in the TA Interface?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Testing Tools</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highlighter</td>
<td>Universal</td>
<td>On</td>
<td>Yes</td>
</tr>
<tr>
<td>Masking</td>
<td>Universal</td>
<td>On</td>
<td>Yes</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>Universal</td>
<td>On</td>
<td>Yes</td>
</tr>
<tr>
<td>Test Clock</td>
<td>Universal</td>
<td>On</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Reading Testing Tools</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line reader</td>
<td>Universal</td>
<td>On: Available for reading, writing and social studies only</td>
<td>Yes</td>
</tr>
<tr>
<td>Paginated stimuli</td>
<td>Universal</td>
<td>On: Available for reading, writing and social studies only</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Visual Tools</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color choice</td>
<td>Designated support</td>
<td>Black text on a white background</td>
<td>Yes</td>
</tr>
<tr>
<td>Mouse pointer (size and color)</td>
<td>Designated support</td>
<td>At the default level</td>
<td>Yes</td>
</tr>
<tr>
<td>Print size</td>
<td>Designated support</td>
<td>At the default level</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Other Testing Tools</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permissive mode</td>
<td>Accommodation</td>
<td>Disabled</td>
<td>No: Can only be enabled with approval from the Department (request at least 72 hours prior to testing by contacting the Ohio Help Desk)</td>
</tr>
</tbody>
</table>
7.6 Accommodations

A small number of testers will have accommodations. Several accommodations are available. Ohio's Accessibility Manual describes these features.

Test Coordinators should be familiar with allowable accommodations on Ohio Graduation Tests and confer with building staff to identify testers who need accommodations during testing. If a tester is eligible to receive an accommodation, the test administrator should indicate the appropriate accommodation codes under Test Settings in the TA Interface while approving a student to test. See the OGT Online Testing Highlights and Script in Appendix K for directions.

7.7 Verifying Technology Preparedness

The Department recommends that a technology coordinator be identified and be involved with the technology systems necessary for the online tests. Test coordinators must verify that their district and school technology, including the network, hardware and software, meets the specified requirements listed on the portal to ensure all systems function properly in advance of testing. District and school personnel must also ensure that there are sufficient numbers of devices to complete online testing for all testers. This may mean that testers will need to be placed in groups and tested at different times if one device per tester is not available.

7.7.1 TA (Test Administrator) Interface

The test administrator will need access to a device with a supported Internet browser installed so that the test administrator may log into the TA Interface, set up a test session, approve testers to test and monitor the test session. The TA Interface is web-based and does not require the installation and use of a special application. See the Quick Guide for Setting Up Your Online Testing Technology on the portal for additional information. Well in advance of testing, please make sure to verify the device is compatible by logging into the TA (Test Administrator) Practice Site and interacting with the site.

7.7.2 Secure Browser and/or Test App

Districts and schools must install AIR’s Secure Browser or AIRSecureTest App on every tester device prior to the test window. All testers who are testing online must have access to an approved device during their scheduled test session. Test coordinators must work with technology coordinators to install the Secure Browser or AIRSecureTest App on each computer, Chromebook or tablet that testers will use for online testing before the test window begins.

Please be sure to review the Quick Start Guide for information on installing and using the Secure Browser and AIRSecureTest App, as well as information on preparing computers and tablets for online testing.

Before testers arrive in the testing room, it is recommended that the test administrator close all open applications on each device and launch the Secure Browser or App.
Testers must use the Secure Browser or App to access the Student Testing Site for online testing. After launching the Secure Browser or App, a tester can no longer access any other applications on the computer/device and automatically connects to the Student Testing Site. The Secure Browser and App ensure a secure environment for student testing by disabling hot keys, disabling copy and screenshot capabilities and preventing access to the desktop and other applications (Internet, e-mail and other files or programs installed on the computer/device). The Secure Browser and App do not display the IP address or URL for the Student Testing Site. Additionally, the print option is not available from within the Secure Browser or App, even if testers know the keystroke sequences. The “back” and “forward” browser options are not available, except as allowed in the testing environment as test navigation tools.

During testing, the computer desktop and tablet home screen are unavailable to testers. To exit the Secure Browser or App, testers must click the pause button or answer all items and submit their tests. If a tester pauses or submits his or her test, the TA Interface will indicate this.

7.8 OGT Tester Information Needed for Test Day

All testers are required to present a photo ID to test. Testers who are testing online will not be able to sign into the Student Testing Site unless they have been preidentified with a grade level of 12, 13 or 14 and their test mode is listed as "Y" for the appropriate Ohio Graduation Tests subject. The district test coordinator is primarily responsible for preidentifying all testers but building test coordinators have the ability to add testers to TIDE manually as well.

Talk with your building test coordinator about the testers to whom you will administer a test session and confirm with your test coordinator that these testers have been preidentified in TIDE. IMPORTANT: The test administrator and tester must be associated with the same school. TA/TE accounts can be associated with multiple schools.

IMPORTANT: On test day, you will need the tester information listed below. You must keep tester information secure at all times.

<table>
<thead>
<tr>
<th>Tester Information Needed</th>
<th>Why This Information Is Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name (as it appears in TIDE)</td>
<td>In order to sign into the online test and start testing, the tester must enter:</td>
</tr>
<tr>
<td></td>
<td>• their first name, <strong>exactly</strong> as it appears in TIDE</td>
</tr>
<tr>
<td>SSID or Student ID (for 22+ Program and Adult Diploma or testers without a SSID)</td>
<td>• their SSID, or Student ID (for Adult Diploma and 22+ Program or testers without a SSID)</td>
</tr>
<tr>
<td>Test eligibility</td>
<td>Test administrators are responsible for ensuring that the tester selects the correct test during the sign in process before approving the tester to test.</td>
</tr>
<tr>
<td>Tester Information Needed</td>
<td>Why This Information Is Needed</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Eligibility for accessibility features</td>
<td>Test administrators are responsible for ensuring that testers only receive accessibility features that they are eligible for. See <a href="#">Ohio’s Accessibility Manual</a> for a complete list of available accessibility features.</td>
</tr>
<tr>
<td>Accommodation codes</td>
<td>Accommodation codes must be marked in the TA Interface at the time of testing (e.g. Scribe).</td>
</tr>
</tbody>
</table>

Test coordinators or test administrators may prepare and provide the tester with ticket, card or sheet of paper that contains the tester’s first name and SSID or Student ID to help the tester type the information accurately.

Please remember that SSIDs/Student IDs are confidential information. Test administrators must collect and securely shred any documents containing the tester’s name and SSID/Student ID.

### 7.9 OGT Calculators

For the mathematics and science tests, the OGT online Student Testing Site provides a calculator.

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.

### 7.10 OGT Mathematics Reference Sheet

The online Student Testing Site includes an English language reference sheet for testers taking the mathematics test.

If a district or school wishes to use paper copies of the reference sheet, this is permissible. The test administrator should download and print the reference sheet from the [Ohio Graduation Tests](#) page on the Department’s website. Available for download from the Department’s website are English and large print English language OGT mathematics reference sheets.

Use of the paper mathematics reference sheets is at district/school discretion. Testers may not bring their own copy.
7.11 Blank Paper for OGT Administration

Test administrators must provide at least two sheets of blank paper to testers who are taking the writing test. Test administrators may provide blank paper for the mathematics, reading, science and social studies tests upon tester request or at district direction. Test administrators must have sufficient blank paper available for testers who request it. Testers 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. Testers also may use personal white boards instead of paper. It is recommended that testers use a form of paper (blank or specialized) they are already familiar with from their instruction. Immediately after the test ends, test administrators will collect the used and unused scratch paper. The test administrator must securely shred used paper locally.

**IMPORTANT:** The test contractor will only score responses marked in the Student Testing Site by the tester or marked by the test administrator in the Data Entry Interface. The test contractor will not score responses written on any type of paper or in the test booklet under any circumstances.

7.12 Testing 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.
8. During Testing Instructions

8.1 OGT Oral Script
To ensure standardized administration conditions throughout Ohio, test administrators must follow the script contained in the OGT Online Testing Highlights and Script, located in Appendix K, or 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 testers, paying careful attention to the instructions directed to the test administrator, which are inserted among the oral directions.

8.2 Important Things to Know About the Online Testing System

8.2.1 Enforcing Testing Time
The TA Interface displays the approximate time each tester has been in the test. The timer only runs while the tester is viewing test content. The timer does not count the time when the tester is on log-in pages, the review page or when the test is paused. When a test is resumed after a pause or re-open, the time will continue from the time the test was paused or closed. The online system will not enforce a time limit. Test administrators are responsible for ensuring that testers complete their tests within the allotted 2-1/2 hours testing time.

8.2.2 Pausing the Test
If a circumstance requires pausing the test, the tester can do so from the Student Testing Site or the test administrator may do so from the TA Interface.

Pausing a tester’s test will sign the tester out of his or her test. A tester who pauses his or her test and signs back into the test on the same school day will be able to revisit all the items on the test. A tester who pauses the test on one school day (e.g., Monday) and signs back in another day (e.g., Tuesday) will not be able to access the test without approval from the Department via Test Status Request.

Note: Essay responses are auto saved every two minutes. Essay responses are also saved whenever a tester navigates to a different page or item and when the tester clicks the save button. For essay responses, a tester may recover their work using the built in Select Previous Version tool from the Context menu. If the test administrator or tester pauses the test or if the tester clicks End Test, no prior responses will be available in the Select Previous Version tool when they reaccess the item. All saved versions are stored in the AIR server and a saved version can be restored with Department approval; please call the Ohio Help Desk for assistance. Responses may not be able to be restored the same day.

8.2.4 Submitting the Test
Upon reaching the last item on the test, testers have the opportunity to review their answers and then submit their tests. If a tester does not actively submit his or her test, the test will be
automatically submitted for scoring. Testers should not log back into tests solely for the purpose of submitting a test.

### 8.2.5 OGT Test Opportunities

OGT testers have three test opportunities, meaning there are three individual test forms per subject that are randomly assigned, and a tester can take each form only once. A tester may test in the same subject on three separate days from September 3, 2019 to July 31, 2020. After a tester’s test is submitted, the tester will not be able to sign in and visit that test form again without approval from the Department via Test Status Request.

There is no prescribed test subject order. Additionally, districts and schools may elect to administer more than one OGT subject on the same day. If a tester is eligible for more than one test, the Department recommends that the tester take one subject test per day. However, the Department will not prohibit the tester from taking more than one subject test on the same day. **Note:** a tester must wait until the next day to take the next subject form to allow for system processing (i.e. Tester may take a writing and a science test in the same day; but will not be able to take more than one science test in the same day).

### 8.3 Test Status Requests

There may be times when a district test coordinator needs to ask the Department to make exceptions to testing rules. See the following table for exceptions and the Test Status Request types that must be submitted in TIDE. Be sure to include detailed rationale in the comments section and/or call the Department to discuss the situation and allowable options. **Note:** A Test Status Request cannot be submitted for a test for which the score has been reported in the Online Reporting System (ORS). The test status requests are described in more detail in the information that follows.

<table>
<thead>
<tr>
<th>In Order To</th>
<th>Submit This Test Status Request Type in TIDE</th>
</tr>
</thead>
</table>
| Allow the tester to revisit questions on a day subsequent to the day the OGT was started | Reopen a test  
To submit a reopen request, the test must be in completed, expired, submitted, scored, reported or invalidated status. |
| Allow the tester to sign back into an OGT that has been submitted | Reset  
To submit a reset request, the test can be in any status. |
| Allow the tester to start the OGT over by removing all responses marked prior to the request | Invalidation  
To submit an invalidation request, the test must be in completed, denied, expired, paused, submitted, scored, or reported status. |
| Invalidate an OGT tester’s test (e.g. tester took the wrong test, tester was cheating) | Restore a test that was reset  
To submit a restore request, the test must be in Reset status. |
| Restore an OGT that was incorrectly reset | |

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During Testing Instructions
8.3.1 Reopen a Test

If a tester’s test is submitted in error, the district test coordinator can submit a request to reopen a test. After the request is approved and processed, the tester can resume testing.

If a tester’s test is interrupted (e.g., illness, loss of Internet connectivity) and the interruption lasts more than one school day, the test will be inactive the next day. The tester will not be able to resume testing on that form#. If needed, the district test coordinator can request to reopen the test. **To submit a re-open request, the test must be in completed, submitted, scored or reported status.** After the request is approved and processed, the tester can resume testing. Please refer to the Test Incident Guidance Document in Appendix G for additional information.

The district test coordinator will submit these requests using the Test Status Requests task in TIDE. Directions for submitting test reopen requests are in the TIDE User Guide located in the help section of TIDE or on the portal.

After the Department approves the request to reopen a test, the tester will have access to all test questions the next time he or she signs into the test. When the tester resumes testing, he or she will do so using the remaining time, not to exceed the 2-1/2 hour total testing time. The Test Timer on the TA interface will reflect the total amount of time the tester has spent viewing test content on that test form from all test sessions. The tester may not return to questions already answered on a previous test day. It is the test administrator’s responsibility to ensure that the tester does not do so.

**IMPORTANT:** Do not request to reopen a test if the tester pauses the test but will resume on the same day. A test in paused status cannot be reopened, a tester can sign into a paused test.

8.3.2 Resets

Resetting a tester’s test removes that test from the system and enables the tester to start the test anew (without losing the test opportunity). Tester responses associated with the test that is reset are removed from the system.

If a tester needs an accessibility feature turned on, he or she can pause the test to sign out and then sign into the test on the same day. When reapproving the tester to test, the test administrator can mark the correct accessibility feature and the tester can revisit all questions on the test. In this instance, a reset is not allowable.
8.3.3 Invalidations

A test invalidation is required when a test has been compromised by a tester, administrator or unauthorized party to the administration. Invalidating a tester’s test cancels the tester’s test opportunity. District test coordinators must submit invalidations in TIDE if there are test violations, e.g., a test administrator sees two testers discussing answers to questions during a test session.

Note: Refer to the Ohio’s State Tests Rules Book for additional guidance on test violations.

8.4 Administering the Ohio Graduation Tests

For information on the steps required of test administrators and testers during the OGT online test administration, refer to the OGT Online Testing Highlights and Script, which is located in Appendix K and available for download on the portal.

Important: Test administrators must refer to the script for each test session. The OGT Online Testing Highlights and Script also includes step-by-step instructions and troubleshooting tips for online testing.

8.5 Monitoring Testing

Test coordinators should use the Monitoring Test Progress task in TIDE to track the status of Ohio Graduation Tests taken online by testers in their districts and schools and for responses entered in the Data Entry Interface by test administrators for testers with a documented paper accommodation that tested using a paper test booklet.

At any point, if district or school personnel believe that a violation of test security has occurred, follow the procedures established by the school district for handling alleged test security violations.

8.5.1 Monitoring Test Progress

Authorized users can access Plan and Manage Testing, Test Completion Rates, and Test Status Code Reports from the Monitoring Test Progress task in TIDE. These reports allow authorized users to track student participation (e.g., how many testers have tested and how many still need to test). Note: These reports are based on testers who are preidentified in TIDE and who have signed into the Student Testing Site or those testers with an accommodation that used a paper test booklet and the test administrator entered responses in the Data Entry Interface.

Test coordinators are responsible for tracking test submissions throughout the OGT administration window and verifying that tester tests are being completed and submitted.

8.5.2 Disruptions During Testing

In the event that a tester becomes disruptive during testing, the test administrator should stop testing for all testers affected, note the time and have the tester removed. Once the tester is removed, the other testers in the testing group may continue testing with the remaining time.

If the tester who caused the disruption is unable to continue testing on the scheduled test day, the test administrator should note how much time has elapsed. If the district wishes to allow
the tester to finish testing, the test coordinator must submit a Test Status Request in TIDE to reopen the test (include pertinent details). Once the Department approves the request, the tester should then complete the test within one week from the initial testing start date, using the remaining time. The tester may not return to questions already answered.

8.6 Procedures to Follow for Emergency Closing of Schools During Testing

In the event that a school or district closes or must be evacuated due to weather or another emergency during regularly scheduled testing, please have the testers complete testing within one week of the closure/emergency. Consult the Test Incident Guidance Document in Appendix G of this manual for further guidance.
9. After Testing Policy for Ohio Graduation Tests

Districts and schools must establish a local policy for OGT testers who complete the test before the end of the scheduled testing time.

Districts and schools may decide to release testers who complete and submit their tests before the test administration session ends. Building test coordinators must ensure that other school personnel are aware of the test administration times, locations and where testers will be released to after submitting their tests.
Appendix A: Summary of Test Security Provisions from the Ohio Administrative Code


- All test questions and all other materials are considered secure and subject to the provisions of Sections 3319.151 and 3301.0710 of the Ohio Revised Code and Rule 3301-7-01, 3301-13-02 and 3301-13-05 of the Ohio Administrative Code. Revised Code prohibits the disclosure of test questions, paraphrases, facsimiles, or any other material that would assist a pupil taking statewide tests.
- 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, 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 concluding the 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. See the Department’s Ohio’s State Test Rules Book for more details of a security investigation.
  - 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.
Appendix B: OGT Supplemental Instructions for Oral Translation and Human Reader Accommodations

OGT Oral Translations

English learners who require an oral translation in order to access content on the OGT are eligible for an oral translation of the OGT. Only testers identified as EL through a formal assessment (not OELPA) may have accommodations on the OGT.

During this type of administration, a translator orally translates the OGT into the tester’s native language. Please search keyword Translators on the Department’s website for guidance on reimbursement for translators. Translations are not allowed on the passages of the OGT reading test, to do so is cause to invalidate the test.

Policies

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

- Test coordinators, test administrators, and translators must maintain test security at all times.
- The district test coordinator must assign a test administrator to assist with scheduling the testing for testers who will receive a language translation.
- Districts and schools are responsible for identifying people who will serve as translators.
- The test administrator will contact the translator and arrange the location, dates and times to administer the tests. When scheduling a translator, please tell the translator to arrive at least 30 minutes early in order to review instructions before translating the tests. The translator may not review the test prior to the day of the test.
- The test administrator may not leave the translator and the tester in the room alone. The test administrator is responsible to ensure that the translator and tester do not breach test security.
- English learners may have extended time to complete their tests (up to one full school day).
- English learners may use a word-to-word dictionary that meets the criteria listed in Ohio’s Accessibility Manual.
- If at any time during a language translation, a tester feels more comfortable with an English-language administration and requests English (rather than a language translation in his or her native language), the translator may present the test in English.
- A language translation must be administered one-on-one, as test form numbers are randomly assigned to a tester when logging into the Student Testing Site.
OGT Online Student Response Mode

Some questions require a written or typed response from the tester. A tester who is testing online can respond in one of three ways:

1. Tester can type his or her responses in English in the Student Testing Site.
2. Tester can orally respond. Tester must be administered the test one-on-one. If the tester responds in his or her native language, the translator must translate the tester’s response and type the tester’s response in English in the online Student Testing Site. If the tester responds orally in English, the translator will type the tester’s responses verbatim in the online Student Testing Site. **This option is not allowed for the OGT writing test, the tester must enter his or her response to the writing prompts in English in the Student Testing Site.**
3. Tester can compose responses in his or her native language. If a tester will produce written responses in a language other than English, the tester will write on blank paper. The translator must translate the tester’s response and type the tester’s response in English in the online Student Testing Site. Alternatively, a tester can record his or her responses in his or her native language in the Student Testing Site. The translator must return to the student’s test and translate the response into English. If the translator returns to the student’s test on a subsequent day, the district test coordinator must submit a request to reopen the test. See Section 8.3 for information on Test Status Requests. **This option is not allowed for the OGT writing test, the tester must enter his or her response to the writing prompts in English in the Student Testing Site.**

Regardless of the tester’s response mode, test administrators are responsible for ensuring that the OGT submitted for scoring contains English responses. **Only responses in English will be scored.**

Online Administrations

If a tester receives an oral foreign-language translation, the test administrator will set up a test session, the tester will sign into the test and the test administrator will mark the “Other” accommodation under the tester’s test settings when approving the tester to test.

The translator will translate from the tester’s device. A tester who is testing online needs only an approved device with the Secure Browser or App installed and two sheets of blank paper (if the tester requests blank paper or at district direction).

A tester should not typically take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup often display an application on one screen while another application is accessible on the other screen. However, dual monitors are allowable as an accommodation for oral translations. Please refer to Appendix D in Ohio’s Accessibility Manual for more information.
Before the Test Administration

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

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

General Procedures for OGT Language Translation

The test administrator will read the test directions aloud in English. The translator will “translate verbatim” (interpret) the test directions, questions and answer choices. “Translate verbatim” does not mean a word-to-word translation as this is not appropriate for any language translation. The oral translator (interpreter) should faithfully translate, to the greatest extent possible, all of the words without changing or enhancing meaning of the content, adding information or explaining concepts unknown to the tester. The translator can repeat or clarify directions, if needed. Translators may not translate OGT reading passages. Some words may not have a translation in another language. If a word cannot be translated, it should be read in English.

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

Translating/Transcribing for OGT Constructed-Response Questions

Many questions on the OGT require a written response from the tester. Constructed responses may not be translated for the OGT writing test, a tester must produce their own responses in writing in English. Constructed responses may be translated for the reading, mathematics, science, and social studies tests. When the tester has completed a response on blank paper, the translator will type the response word-for-word (including any and all graphic depictions if possible) in English in the tester’s device. A tester may also respond orally in their native language. If the tester chooses to respond orally or with non-English responses into his or her nonscorable test booklet or on blank paper, the translator will translate the tester’s response into English and type the tester’s response in English in the tester’s device. Some testers may prefer to respond to a constructed-response question in English rather than in their native language. If this is the case, the tester should type their responses in English in their device.

Translating the OGT Reading Test

The tester must read all passages silently in English; the OGT reading passages may not be translated for the tester. When a tester is finished reading a passage, he or she should signal to the translator to begin the language translation of the questions and answer choices.
Translating the OGT Writing Test

No writing responses may be translated. The tester must respond to the OGT writing prompts in writing in English.

Translating the Mathematics, Science and Social Studies Tests

Some questions will include tables, figures, pictures, charts or graphs. Any text included immediately before these should be orally translated for the tester (e.g., “Use the picture below to answer question 5”). When referring to tables, figures, pictures, charts or graphs, the translator must be consistent in translation and description (e.g., “The title of the graph is ‘Fitness Test Results.’ The x-axis is titled ‘Number of Crunches.’ The y-axis is titled ‘Number of Lunges.’”). Many questions will have numbers as answers. The translator should discuss with the tester if numbers need to be orally translated.

Breaks in the Testing Session

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

Concluding the Testing Session

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

After Test Administration

After the tester has concluded reviewing responses, the tester will submit his or her test and the test administrator will end the test session. If an online testing tester wrote responses on paper, the test administrator must securely destroy that paper.
OGT Human Reader Accommodation

During this type of one on one administration, the test administrator reads the test to the individual tester. If the tester is testing online and is eligible for a human reader, the test administrator will read from the tester’s device. **OGT reading passages are not to be read aloud.** Refer to [Ohio’s Accessibility Manual](#) for information.

A tester should not typically take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup often display an application on one screen while another application is accessible on the other screen. However, dual monitors may be allowable as an accommodation for human reader situations. Please refer to Appendix D in Ohio’s Accessibility Manual with Appendices for more information.

**OGT General Procedures for Human Reader**

For all OGT, the test administrator will read aloud the entire test (exception: **OGT reading passages are not to be read aloud**) including the test directions, questions and answer choices. Anything read can be repeated for the tester as often as necessary if the tester requests a repeat. The test administrator may not answer tester questions regarding the content of test questions. The best response is, “I can’t answer that; just do your best.”

**Reading the Tests Aloud**

Some questions will include tables, figures, pictures, charts or graphs. Any text included immediately before these should be read to the tester (e.g., “Use the picture below to answer question 5.”). When referring to tables, figures, pictures, charts or graphs, the test administrator must be consistent with descriptions (e.g., “The title of the graph is ‘Fitness Test Results.’ The x-axis is titled ‘Crunches.’ The y-axis is titled ‘Number of Lunges’”). Many questions will have numbers as answers. The test administrator can ask the tester whether numbers need to be read aloud.

**Breaks in the Testing Session**

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

**After Test Administration**

After the tester has concluded reviewing responses, the tester will submit his or her test and the test administrator will end the test session. If the tester wrote any responses on paper, the test administrator must securely destroy that paper.
Appendix C: Non-Disclosure Agreement for OGT Translators

2019-2020 Administration of the Ohio Graduation Tests

I understand that these test materials are restricted. I understand that all test questions and all other materials related to these tests including, but not limited to, passages, prompts, charts, graphs and tables are considered secure and subject to the provisions of Sections 3301.0710 and 3319.151 of the Ohio Revised Code and Rules 3301.7.01, 3301.13.02 and 3301-13-05 of the Ohio Administrative Code.

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

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

Language Translator Printed Name:

Language Translator Signature:

Date:

The district/school must maintain a copy of this form and provide it to the Department upon request. It should not be returned with other test materials.
Appendix D: OGT Calculator Policies

The Ohio Graduation Tests use Desmos as the online calculator. The Desmos calculators available in the Ohio’s State Tests practice test site have been modified for testing. The modified versions of the Desmos calculators are available to use for practice at any time and are the same versions testers will have available during online testing.

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, the 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.

Specific specialized external calculators (e.g., large key, talking) are allowed for testers who need them for accessibility, provided that accommodation is specified in the student’s Individualized Education Program (IEP) or 504 Plan.

Refer to Ohio’s Accessibility Manual for information about students with disabilities and the use of calculation devices or fact charts.
Appendix E: What to Do When — Troubleshooting for OGT Online Testing

This section addresses some scenarios that may arise before or during online testing. If you encounter a situation that is not covered, please see the inside front cover of this manual for guidance on whom to contact.

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>What to Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>An online test administrator needs a Test Administrator or Teacher User Account</td>
<td>District test coordinators, district administrators and building test coordinators can create Test Administrator (TA) and Teacher (TE) User Accounts.</td>
</tr>
<tr>
<td>2</td>
<td>A user forgets his or her password</td>
<td>From the TIDE Login Screen at oh.tide.airast.org, click [Forgot Your Password?]. Enter your username (your e-mail address), then [Next].</td>
</tr>
<tr>
<td>3</td>
<td>A tester’s accessibility features are not listed correctly under Test Settings in the TA Interface</td>
<td>The test administrator should update the tester’s accessibility features under Test Settings in the TA Interface before approving the tester to test.</td>
</tr>
<tr>
<td>4</td>
<td>There are no tests available for the tester to select on the “Your Tests” screen</td>
<td>Tests on the “Your Tests” page are grayed out and cannot be selected by the tester.</td>
</tr>
<tr>
<td></td>
<td>Tests on the “Your Tests” page are grayed out and cannot be selected by the tester</td>
<td>Verify that a test for which the tester is eligible is selected in the TA Interface. Verify that the tester has been identified with a “Y” as the test mode for the appropriate subject for OGT in his or her Pre-ID record and that their grade level is 12,13 or 14. Verify that the tester’s test eligibility was not set to “Yes” for the alternate assessment (AASCD). If the tester sees the tests are grayed out and cannot be selected, verify that the tester has not already taken all three opportunities. Testers can only take each test form once.</td>
</tr>
<tr>
<td>5</td>
<td>A tester’s “Review Test Settings” page shows the wrong accessibility features</td>
<td>The test administrator should have the tester sign out and then sign in again. Before the test administrator approves the tester to start the test, he or she must click the test settings and adjust them to provide the desired accessibility features. Once they are set, the test administrator must approve the tester. The tester will be able to continue his or her test with the appropriate features.</td>
</tr>
<tr>
<td>6</td>
<td>A tester needs to leave the computer for some reason</td>
<td>Have the tester click the [Pause] button, which will sign the tester out of the test. If the tester leaves the room without pausing the test, the test administrator should pause it from the TA Interface. When the tester returns, have the tester sign into the correct active session and continue testing.</td>
</tr>
<tr>
<td>7</td>
<td>A tester is cheating</td>
<td>See Section 3 of this manual for guidance on reporting security violations. The tester’s test opportunity is over.</td>
</tr>
<tr>
<td>8</td>
<td>A tester starts or takes a test for which the tester is not eligible</td>
<td>See the information on Test Status Requests in this manual.</td>
</tr>
<tr>
<td>9</td>
<td>A tester cannot sign into the secure browser</td>
<td>Make sure the tester is entering their first name and SSID or student ID exactly as it is in TIDE. If the tester name has an apostrophe and the tester is testing on a Chromebook, ensure the keyboard setting is US, not international.</td>
</tr>
</tbody>
</table>
Appendix F: Summary of OGT Additional Resources

The online portal (http://oh.portal.airast.org/ost.stml) contains a series of user guides, manuals, guidance documents, video tutorials and practice materials. A summary of some of the available materials is listed below. To locate resources, navigate to the portal and select from the list of available materials. You can also use the search feature to look for documents that address specific topics or keywords. If you are unable to find the information you are looking for, please see the inside front cover of this manual for additional support.

<table>
<thead>
<tr>
<th>For Guidance or Information on</th>
<th>Refer to</th>
</tr>
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</table>
| Preparing testers             | Testers can use the Success Site (http://ogt.success-ode-state-oh.us.info/studentsOGT.htm) to:  
  - Take OGT practice tests  
  - Review OGT sample content and item types  
  - Review OGT released items from prior test administrations  
  Testers can download released test materials (tests, answer keys, scoring guides) from the Department website.  
  Testers can use the Ohio’s State Tests practice tests section of the portal to:  
  - Become familiar with online test navigation  
  - Practice responding to items online  
  - Use online test tools  
  - Practice logging in using their name and SSID as they appear in TIDE  
  Student Testing Site video tutorial  
  Online item tutorial videos |
| Managing online user accounts | TIDE User Guide  
  TIDE Tasks for Test Coordinators  
  TIDE Pre-ID Guidance Document |
| Submitting Pre-ID data        | TIDE User Guide  
  User Role Matrix  
  TIDE User Management Guidance Document |
| Marking student/tester accessibility features under test settings |  |
| Submitting Test Status Requests |  |
| Creating rosters and printing test tickets |  |
| Tracking test completions     |  |
| Error codes or message codes  | Message Codes Document |
| Approaches for establishing online user accounts | TIDE User Management Guidance Document |
| Which online user accounts have access to which online systems | TIDE User Guide  
  User Role Matrix  
  TIDE User Management Guidance Document |
| How to proctor the online tests | Test Administrator Interface User Guide  
  Test Administrator Interface Certification Course |
| Internet, network, hardware and software requirements | Quick Guide for Setting Up Your Online Testing Technology Manual |
| How to download and install the Secure Browser for desktop computers and the App for tablets and Chromebooks |  |
| Administering tests using paper test booklets and test administrator entering of responses into the Data Entry Interface. | Appendix L, Appendix M, Appendix N  
  OGT Data Entry Interface Guide |
Appendix G: Test Incident Guidance Document

A test incident is any event or procedure that may impact a tester’s performance on a test or may potentially impact the integrity of the test, the data and the test results before, during and after testing. There are three types of test incidents that are described in detail on the following pages: testing irregularities, test security violations and technology incidents.

Call the Department’s Office of Assessment at (614) 466-1317 for further guidance if the district becomes aware of collaboration among testers or other test security issues.

### Test Incident Guidance Document

<table>
<thead>
<tr>
<th>Common examples of testing irregularities</th>
<th>How to proceed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electrical outage during testing.</strong></td>
<td><strong>Computer-based/Paper-based tests:</strong> Test administrator will mark the time of the interruption and secure the materials.</td>
</tr>
<tr>
<td></td>
<td>If test security was maintained during the event and time allows, testers can complete testing on the same day with the remaining time.</td>
</tr>
<tr>
<td><strong>Fire alarm goes off during testing or another emergency evacuation occurs.</strong></td>
<td>If time does not allow testers to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317.</td>
</tr>
<tr>
<td></td>
<td>If test security was not maintained during the event (e.g. testers were allowed to congregate outside during the outage and were not monitored), the district must contact the Office of Assessment at (614) 466-1317.</td>
</tr>
<tr>
<td><strong>Tornado drill or other scheduled drill during testing.</strong></td>
<td><strong>Computer-based/Paper-based tests:</strong> Districts should try to conduct testing around scheduled drills. If this is not possible, the test administrator will mark the time of the interruption and secure the materials.</td>
</tr>
<tr>
<td></td>
<td>If test security was maintained during the event and time allows, testers can complete testing on the same day with the remaining time.</td>
</tr>
<tr>
<td></td>
<td>If time does not allow testers to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317.</td>
</tr>
<tr>
<td></td>
<td>If test security was not maintained during the event (e.g. testers were allowed to congregate in the gymnasium and were not monitored) or if time does not allow testers to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317.</td>
</tr>
<tr>
<td><strong>School delays and closures due to inclement weather.</strong></td>
<td><strong>Computer-based/Paper-based tests:</strong> For school delays, schools can proceed with testing if time allows. Please ensure that all testers, including testers with the extended time accommodation, have enough time in the day to complete the test.</td>
</tr>
<tr>
<td></td>
<td>For school closures, please contact the tester and provide a revised testing date.</td>
</tr>
<tr>
<td></td>
<td>For school closures that occur after testers had started a test session, the district must contact the Office of Assessment at (614) 466-1317.</td>
</tr>
<tr>
<td><strong>Common examples of testing irregularities</strong></td>
<td><strong>How to proceed</strong></td>
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</tbody>
</table>
| **Tester submitted test prior to completion** (only applies to computer-based tests). Or, tester turns in test booklet and then states they were not finished (applies to paper-based tests only). | **Computer-based tests**: If a tester submits his or her test in error, the test coordinator can submit a test status request in TIDE to reopen a test so the tester can continue testing on the same day. In the comments section, explain the test incident in detail to justify request and document incident. The tester will not be able to continue testing until the Department approves the request made in TIDE. Please remind testers to not submit their test until it is completed.  

**Paper-based tests**: Once a tester has turned in their paper-based test booklet, they have finished testing and may not resume testing. |
| **Tester becomes ill during testing or tester leaves school early without finishing testing. Examples may include: medical and/or emotional emergencies.** | **Computer-based tests**: If a tester becomes ill or leaves school early and is unable to continue testing on the scheduled test day, the test administrator should pause the tester’s test and collect any test materials (e.g. scrap paper, test ticket, calculator), note at which item the tester stopped and how much of the testing time has elapsed.  

The tester should then complete the test on another day within a week of the test start, using the remaining time, not to exceed the established total testing time. The test administrator must closely monitor testers to ensure they do not return to previously answered items.  

The test coordinator must submit a test status request into TIDE to re-open a test on a day subsequent to when the test was paused. In the comments section, explain the test incident in detail to justify the request and document incident. The tester will not be able to continue testing until the Department approves the request made in TIDE.  

**Paper-based tests**: If a tester becomes ill or leaves school early and is unable to continue testing on the scheduled test day, the test administrator should collect the tester’s test materials, note at which item the tester stopped and how much of the testing time has elapsed. The test administrator will enter the tester’s responses that they completed into the Data Entry Interface (DEI).  

The tester should then complete the test on another day within a week of the test start, using the remaining time, not to exceed the established total testing time. The tester may not return to previously answered items, the test administrator may not update previously answered items in the DEI. |
<table>
<thead>
<tr>
<th>Common examples of testing irregularities</th>
<th>How to proceed</th>
</tr>
</thead>
</table>
| Test administrator ends test session prematurely. | **Computer-based tests**: If a test administrator ends a session prematurely, the test administrator should immediately create a new session ID for testers to use, to finish testing on the same day.  
If test security is not maintained between sessions (e.g. TA does not create a new session immediately and testers are dismissed and not monitored), then the district must contact the Office of Assessment at (614) 466-1317.  
If tests are not completed on the same day, then the district must contact the Office of Assessment at (614) 466-1317.  

**Paper-based tests**: If a test administrator collects a tester’s test booklet and response papers with responses prematurely, the test administrator may immediately redistribute the test booklet/response papers for the tester to use to finish testing on the same day.  
If test security is not maintained between sessions (e.g., test administrator does not redistribute the test booklet/papers immediately and tester is dismissed and not monitored), then the district must contact the Office of Assessment at (614) 466-1317.  
If tests are not completed on the same day, then the district must contact the Office of Assessment at (614) 466-1317. |
| Designated support (e.g. color contrast, print size, hand-held calculator, noise buffers, etc.) was not available but should have been and the tester completed the test. | Designated supports are not required for testing (unless documented on an IEP or 504 plan). Therefore, not having access to the support does not automatically result in a test invalidation.  
If the error is discovered during testing, the tester can be provided the support and continue to test with the remaining allowable time.  
If the tester finishes testing and then the error is discovered:  
**Computer-based tests**: If after speaking with the tester and the district determines that the tester will not retake the tests, no action is required.  
If after speaking with the tester and the district determines that the tester will retake the test with the designated support, the district must contact the Office of Assessment at (614) 466-1317.  
**Paper-based tests**: If after speaking with the tester and the district determines that the tester will not retake the tests, the test administrator will enter the tester responses in the DEI.  
If after speaking with the tester and the district determines that the tester will retake the test with the designated support, then the district must contact the Office of Assessment at (614) 466-1317. |
<table>
<thead>
<tr>
<th>Common examples of testing irregularities</th>
<th>How to proceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation should have been provided but was not (e.g., read aloud, oral translation, extended time, etc.).</td>
<td>If the error is discovered during testing, the tester can be provided the accommodation and continue to test with the remaining allowable time. Accommodations are required to be offered for testing when documented on an IEP or 504 Plan. Districts have their own policy about EL accommodations. However, not having access to an accommodation does not automatically invalidate the test. If the tester finishes testing and the error is discovered: <strong>Computer-based tests:</strong> If after speaking with the tester and the district determines that the tester will not retake the tests, no action is required. If after speaking with the tester and the district determines that the tester will retake the test with the accommodation, the district must contact the Office of Assessment at (614) 466-1317. <strong>Paper-based tests:</strong> If after speaking with the tester and the district determines that the tester will not retake the tests, the test administrator will enter the tester responses in the DEI. If after speaking with the tester and the district determines that the tester will retake the test with the accommodation, then the district must contact the Office of Assessment at (614) 466-1317.</td>
</tr>
<tr>
<td>Accommodation was provided that student/tester was not eligible for.</td>
<td>Providing testing accommodations to students/testers who are not eligible results in an invalid assessment. <strong>Computer-based tests:</strong> If after speaking with the tester and the district determines that the tester will not retake the test, invalidate the test in TIDE. If after speaking with the tester and the district determines that the tester will retake the test without the accommodation, the district must contact the Office of Assessment at (614) 466-1317. <strong>Paper-based tests:</strong> If after speaking with the tester and the district determines that the tester will not retake the test, the test administrator will invalidate the test in the DEI. If after speaking with the tester and the district determines that the tester will retake the test without the accommodation, then the district must contact the Office of Assessment at (614) 466-1317.</td>
</tr>
<tr>
<td>Common examples that are NOT testing irregularities</td>
<td>How to proceed</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>A tester signed in/tested under another tester’s SSID.</td>
<td><strong>Computer-based tests only:</strong> If tester SSIDs were inadvertently swapped and a tester submitted their test as another tester, contact the Ohio Help Desk at (877) 231-7809 immediately. Provide the Ohio Help Desk with the SSIDs and test subject(s) involved.</td>
</tr>
<tr>
<td>A student refused test accommodations.</td>
<td><strong>Computer-based tests/Paper-based tests:</strong> When a student refuses an IEP or 504 Plan accommodation, the district should take steps to understand why the student is refusing to use the accommodation. Regardless, the accommodation should continue to be made available during the test window. It may be necessary to convene the student’s IEP team or 504 Plan committee to review accommodations and the impact on participation in the assessment.</td>
</tr>
<tr>
<td>A tester received an emergency accommodation.</td>
<td><strong>Computer-based tests/Paper-based tests:</strong> For testers who need an emergency accommodation (e.g., broken wrist, glasses, etc.), the test coordinator may fill out the optional <a href="#">emergency accommodation form</a> and maintain it at the local level. It does not need to be submitted to the Department.</td>
</tr>
</tbody>
</table>
A **technology incident** is an unexpected computer-based testing event that may or may not compromise the test results.

<table>
<thead>
<tr>
<th>Common examples of technology incidents</th>
<th>How to proceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building lost internet connectivity while testers were testing.</td>
<td>Test administrator will mark the time of the interruption and collect any ancillary paper materials. If test security was maintained during the event and time allows, testers can sign in again to complete testing on the same day with the remaining time. If test security was not maintained during the event (testers were allowed to congregate together during the outage and were not monitored), the district must contact the Office of Assessment at (614) 466-1317. If time does not allow testers to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317.</td>
</tr>
<tr>
<td>A tester receives an error message while taking the test.</td>
<td>Refer to the Message Codes document on the portal. Write down the message ID (usually five digits) and the text of the error. Contact the Ohio Help Desk at (877) 231-7809. If a tester receives an error message and is unable to continue testing on the scheduled test day, the test administrator should pause the tester's test, note at which item the tester stopped and how much of the testing time has elapsed. The test coordinator must submit a test status request into TIDE to reopen a test. In the comments section, explain the test incident in detail to justify the request and document the incident. The tester will not be able to continue testing until the Department approves the request made in TIDE. The tester should then complete the test within one week of the test start, using the remaining time, not to exceed the established 2-1/2 hour total testing time. The test administrator must closely monitor testers to ensure he or she does not return to previously answered items.</td>
</tr>
<tr>
<td>A tester’s device crashes or loses connection to the internet while taking the test.</td>
<td>The tester can continue his or her test on another computer. If the tester has issues signing on to the new computer, contact the Ohio Help Desk at (877) 231-7809. If a tester is unable to continue testing on the scheduled test day, the test administrator should collect the tester’s test materials, note at which item the tester stopped and how much of the testing time has elapsed. The test coordinator must submit a test status request into TIDE to reopen a test. In the comments section, explain the test incident in detail to justify the request and document incident. The tester will not be able to continue testing until the Department approves the request made in TIDE. The tester should then complete the test within one week of the test start, using the remaining time, not to exceed the established 2-1/2 hour total testing time. The test administrator must closely monitor the tester to ensure he or she does not return to previously answered items.</td>
</tr>
</tbody>
</table>
A technology incident is an unexpected computer-based testing event that may or may not compromise the test results.

<table>
<thead>
<tr>
<th>Most common examples that are NOT technology incidents</th>
<th>How to proceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A tester accidentally paused his or her test.</td>
<td></td>
</tr>
<tr>
<td>A tester’s sign in process was delayed.</td>
<td></td>
</tr>
<tr>
<td>A tester’s test item had difficulty loading, but he or she was still able to complete it on the same day of testing.</td>
<td>Please refer to Appendix E for online testing trouble-shooting tips.</td>
</tr>
<tr>
<td>A tester was unable to sign into the test.</td>
<td>Essay responses are auto saved every two minutes. Essay responses are also saved whenever a tester navigates to a different page or item and when the tester clicks the save button. For essay responses, a tester may recover his or her work using the built in Select Previous Version tool from the Context menu.</td>
</tr>
<tr>
<td>A tester was unable to complete an item.</td>
<td></td>
</tr>
<tr>
<td>A tester inadvertently deletes some or all of his or her essay responses and the test has not been paused, or the tester has not clicked End Test.</td>
<td></td>
</tr>
<tr>
<td>A tester inadvertently deletes some or all of his or her essay responses and the test has been paused, or the tester has clicked End Test.</td>
<td>Essay responses are auto saved every two minutes. Essay responses are also saved whenever a tester navigates to a different page or item and when the tester clicks the save button. For essay responses, a tester may recover his or her work using the built in Select Previous Version tool. If the test administrator or tester pauses the test or if the tester clicks End Test, no prior responses will be available in the Select Previous Version tool when they reaccess the item.</td>
</tr>
<tr>
<td>A tester's devise has lost connectivity and when the tester reaccessed the test, the tester’s response for the essay question is not his or her desired version.</td>
<td>All saved versions are stored in the AIR server and a saved version can be restored with Department approval; call the Ohio Help Desk and provide SSID, test name and test question number.</td>
</tr>
</tbody>
</table>
A **test security violation** is an unethical testing practice or violation of the state or school’s security procedures that compromises test security and/or data security and the integrity of a tester’s score results.

<table>
<thead>
<tr>
<th>Most common examples of possible test security violations</th>
<th>How to proceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A tester had a cell phone or other electronic device out during or after a test session.</td>
<td>Refer to the Department’s electronic device policy. If applicable, see row on cheating/sharing test items below. Call the Office of Assessment at (614) 466-1317 for further guidance if needed. Please identify your call as a possible test security incident.</td>
</tr>
<tr>
<td>Test booklets left unattended.</td>
<td></td>
</tr>
<tr>
<td>Paper test was administered outside of that paper Form# testing window.</td>
<td>Call the Office of Assessment at (614) 466-1317 for further guidance if needed. Please identify call as possible test security incident.</td>
</tr>
<tr>
<td>Testers left unsupervised with testing materials.</td>
<td></td>
</tr>
<tr>
<td>A tester was coached with verbal or nonverbal prompts to indicate an answer to an item.</td>
<td></td>
</tr>
<tr>
<td>A tester was cheating or otherwise sharing test items.</td>
<td><strong>Computer-based tests</strong>: If the tester was found cheating, refer to the invalidations section in the OGT-TAM. <strong>Paper-based tests</strong>: If the tester was found cheating, the district must invalidate the test, refer to the invalidations section in the OGT-TAM.</td>
</tr>
<tr>
<td>Test booklets were lost or unable to be returned to testing vendor.</td>
<td>Call the Ohio Help Desk at (877) 231-7809, option 3 and report the incident. Additional documentation may be requested by the testing vendor. Call the Office of Assessment at (614) 466-1317 for further guidance if needed. Please identify your call as a possible test security incident.</td>
</tr>
</tbody>
</table>
Appendix H: OGT Reporting Information

A Note About Information Retrieval Numbers (IRNs)

Each Ohio district and school obtains its own unique IRN, or information retrieval number, from the Ohio Department of Education. For the majority of testers, the Attending District IRN and Attending School IRN are sufficient and there is no need to populate the Home District IRN and Home School IRN. However, for testers testing outside their home district, the Home District IRN may need to be populated. Testers that have an attending district and home district identified in their Pre-ID record will appear on the participation reports in TIDE for both the attending district and home district.

Ohio uses district and school IRNs during testing for the purpose of identifying which entities will receive tester scores. The Department’s 2019-2020 Ohio Pre-ID File Layout contains four IRN fields: Attending District IRN, Attending School IRN, Home District IRN and Home School IRN. Attending districts and home districts, if identified in a student’s Pre-ID record, will have access to tester scores in the Online Reporting System.

Districts will not receive OGT printed score reports or OGT score report labels. Districts can access tester scores in the Online Reporting System 30 days after testing to view tester results. Districts can print an Individual Student Report for their testers from the Online Reporting System when requested.

Note: The Online Reporting System (ORS) and Ohio’s Education Management Information System (EMIS) are not linked. There is no automated process that transmits scores from ORS to EMIS. It is the responsibility of each district to submit its testers’ scores into EMIS. Districts that receive tester scores are responsible for sharing them with other districts that have authorized access to the scores when appropriate.

Information Technology Centers

Information Technology Centers (ITCs) have to access TIDE in order to upload Pre-ID files for the districts they serve. ITCs that need to update their user accounts, including updates to their district associations in TIDE, should contact the Ohio Help Desk at OHHelpDesk@air.org or (877) 231-7809.
Appendix I: OGT District Test Coordinator Checklist

2019-2020 Ohio Graduation Tests District Test Coordinator (DTC) Checklist

The purpose of this document is to provide district test coordinators with:
- Important dates leading up to testing.
- Key steps to prepare for the 2019-2020 administration of Ohio Graduation Tests. This checklist provides important activities.

Important Dates Leading Up To Testing

The following tables list key administration dates. Important dates also are available on Ohio’s State Tests Portal.

Table 1. Ohio Graduation Tests – Online Testers

<table>
<thead>
<tr>
<th>Online Ohio Graduation Tests Activities</th>
<th>2019-2020 Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID Window for the 2019-2020 OGT administration (all testers must be pre-identified in advance of testing with a “Y” for the subject(s) to be tested)</td>
<td>Now – July 31, 2020</td>
</tr>
<tr>
<td>Online Testing Window (all 3 opportunities)</td>
<td>September 3, 2019 – July 31, 2020</td>
</tr>
</tbody>
</table>

Table 2. Ohio Graduation Tests – For Testers Using Paper Test Booklets

<table>
<thead>
<tr>
<th>Paper Test Booklet Ohio Graduation Tests Activities</th>
<th>2019-2020 Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID Window for the 2019-2020 OGT administration (all testers must be pre-identified in advance of testing with a “Y” for the subject(s) to be tested)</td>
<td>Now – July 31, 2019</td>
</tr>
<tr>
<td>Paper Testing Window (all three opportunities)</td>
<td>September 3, 2019 – July 31, 2020</td>
</tr>
<tr>
<td>Opportunity 1 (earliest start: September 3, 2019)</td>
<td></td>
</tr>
<tr>
<td>Opportunity 2 (earliest start: October 21, 2019)</td>
<td></td>
</tr>
<tr>
<td>Opportunity 3 (earliest start: November 25, 2019)</td>
<td></td>
</tr>
<tr>
<td>OGT braille test booklets order window; ordered by calling Ohio Help Desk (877) 231-7809: provide SSID, subject and expected test date (Note: Braille test booklets will be delivered two weeks after ordering)</td>
<td>September 3, 2019 – July 6, 2020</td>
</tr>
<tr>
<td>OGT general and large print test booklets order window; ordered by calling the Ohio Help Desk (877) 231-7809: provide SSID, subject and expected test date</td>
<td>September 3, 2019 – July 27, 2020</td>
</tr>
<tr>
<td>Test administrators are to enter responses into the DEI immediately after testing</td>
<td></td>
</tr>
</tbody>
</table>
### Getting Ready for the 2019-2020 OGT Administration

<table>
<thead>
<tr>
<th>Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>o District establishes a testing schedule.</td>
</tr>
<tr>
<td>o Review the 2019-2020 OGT Test Administration Manual (OGT-TAM); notify building test coordinators and test administrators about the availability of the manual.</td>
</tr>
<tr>
<td>o Preidentify all testers in TIDE in advance of testing. Districts must mark student records with an “Y” for eligible OGT subjects and the tester must have an enrolled grade of 12, 13 or 14. Review the Guidance Document for 2019-2020 Ohio Pre-ID Files for more information. Please note that pre-ID information from the previous school year does not carry-over.</td>
</tr>
</tbody>
</table>

### Technology Preparation

<table>
<thead>
<tr>
<th>Technology Preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Verify that district and school equipment is supported for online administrations and that sufficient technology is available for all testers and test administrators.</td>
</tr>
<tr>
<td>o Conduct network diagnostics from the practice test sign-in page.</td>
</tr>
<tr>
<td>o Download and install the applicable secure browser and/or secure test app onto each device that will be used for testing per the guidelines in the Quick Start Guide.</td>
</tr>
<tr>
<td>o Ensure all devices are ready for testing by taking a practice test on the device.</td>
</tr>
<tr>
<td>o Ensure that each building test coordinator and test administrator has a user account. Remove user accounts for personnel no longer associated with the district. Review the User Management Guidance Document.</td>
</tr>
<tr>
<td>o To request paper testing materials for a tester with a documented paper accommodation, call the Ohio Help Desk at (877) 231-7809 and provide the tester SSID, subject and expected test date. Refer to the Key Dates for the paper test administration opportunity start dates.</td>
</tr>
</tbody>
</table>
## Preparing Test Administrators and Testers

- Distribute copies of the 2019-2020 Test Administrator Checklist in Appendix J to all personnel administering an OGT.

- Encourage test administrators to provide testers with opportunities to interact with online multiple choice and constructed response items in the Student Practice Site and review the Student Testing Site tutorials for these item types.

- Encourage test administrators to provide testers with opportunities to take an OGT practice test and review released OGT items in the OGT Success Site.

- Review Ohio's Accessibility Manual and ensure that test administrators review it as needed. Set student accessibility features in TIDE by uploading a test settings file or individually marking student records.

- Confirm that each test administrator has:
  - A TE or TA user account;
  - Reviewed the Test Administrator Certification Course and the companion document;
  - Practiced setting up test sessions with testers in the TA Practice Site;
  - Reviewed the 2019-2020 OGT Test Administration Manual (OGT-TAM) and;
  - Reviewed the Test Incident Guidance Document in the OGT-TAM.

- Confirm the availability of red TI-30X IIS handheld calculators for testers taking the mathematics and science tests. **The red TI-30X IIS is the only handheld calculator that can be used during the mathematics and science tests. Clear the calculator's memory.**

- For online testers, download a copy of the OGT Online Testing Highlights and Script from the OGT-TAM.

- For test administrators that have a tester with a documented paper accommodation that is using a paper test booklet: download and distribute a copy of the OGT Directions and Scripts for Paper Administrations, Appendix L, Appendix M and Appendix N. Receive paper test materials and distribute them to schools as needed.
<table>
<thead>
<tr>
<th>2019-2020 OGT Administration</th>
<th>Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Administer the OGT during your district’s established test schedule. Each tester has three opportunities to test during the 2019-2020 OGT Administration.</td>
<td></td>
</tr>
<tr>
<td>o Online and paper testing window opens <strong>September 3, 2019</strong> and closes <strong>July 31, 2020</strong>.</td>
<td></td>
</tr>
<tr>
<td>o Testers may take more than one subject test on the same day.</td>
<td></td>
</tr>
<tr>
<td>o The next opportunity/form for a subject will not be available to an online tester until the next day, after the system refresh has taken place. The Department recommends that testers review their test results and testing materials before taking the next test opportunity/form for that subject. However, the Department will not prohibit the tester from taking the next opportunity/form before that time.</td>
<td></td>
</tr>
<tr>
<td>o For a tester with a documented paper accommodation that is using a test booklet, three opportunity start times are noted below (all testing and data entry must be completed by July 31, 2020):</td>
<td></td>
</tr>
<tr>
<td>▪ Opportunity 1 earliest start: September 3, 2019</td>
<td></td>
</tr>
<tr>
<td>▪ Opportunity 2 earliest start: October 21, 2019</td>
<td></td>
</tr>
<tr>
<td>o Submit test status requests in <strong>TIDE</strong>, if needed. See the <strong>TIDE User Guide</strong> for instructions.</td>
<td></td>
</tr>
<tr>
<td>o Report test incidents to the Department per the guidelines in the <strong>2019-2020 OGT Test Administration Manual</strong>.</td>
<td></td>
</tr>
<tr>
<td>o <strong>Use TIDE</strong> to track online testing and Data Entry Interface progress. See the <strong>TIDE User Guide</strong> for instructions.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix J: OGT Test Administrator Checklist

2019-2020 Ohio Graduation Tests (OGT) Test Administrator (TA) Checklist

The purpose of this document is to provide test administrators with:

- Key steps to prepare for the 2019-2020 OGT administration
- Important activities

2019-2020 OGT Administration Test Window

<table>
<thead>
<tr>
<th>OGT Test Window – each tester has three opportunities</th>
<th>2019-2020 Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGT Online Testing Window (all three opportunities)</td>
<td>September 3, 2019 – July 31, 2020</td>
</tr>
<tr>
<td>OGT Paper Testing Window (all three opportunities)</td>
<td>September 3, 2019 – July 31, 2020</td>
</tr>
<tr>
<td>Opportunity 1 (earliest start: September 3, 2019)</td>
<td></td>
</tr>
<tr>
<td>Opportunity 2 (earliest start: October 21, 2019)</td>
<td></td>
</tr>
<tr>
<td>Opportunity 3 (earliest start: November 25, 2019)</td>
<td></td>
</tr>
</tbody>
</table>

Preparing for 2019-2020 Ohio Graduation Tests Administration

<table>
<thead>
<tr>
<th>Test Administration Resources</th>
<th>Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Review the 2019-2020 OGT Test Administration Manual (OGT-TAM) for detailed information on policies and procedures.</td>
<td></td>
</tr>
<tr>
<td>□ Discuss the school’s testing schedule with the building test coordinator. Note each OGT tester has 2-1/2 hours to test.</td>
<td></td>
</tr>
<tr>
<td>□ Review Ohio’s Accessibility Manual to plan for student tools, supports and accommodations.</td>
<td></td>
</tr>
<tr>
<td>□ Review the Test Incident Guidance document in Appendix G.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User Accounts and the TA Interface</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Verify your Teacher (TE) or Test Administrator (TA) user account by signing in to the TA Practice Site and setting up practice test sessions. If you do not have a user account, speak to your building test coordinator.</td>
<td></td>
</tr>
<tr>
<td>□ Complete the Test Administrator Certification Course and review the Test Administrator Certification Companion Document.</td>
<td></td>
</tr>
<tr>
<td>□ Familiarize yourself with the Test Administrator User Guide for detailed information about the TA Interface.</td>
<td></td>
</tr>
<tr>
<td>□ Confirm you have a supported internet browser available on the device you will use to access the TA Interface on test day.</td>
<td></td>
</tr>
<tr>
<td>□ Confirm with your technology coordinator that all testing devices have the secure browser (for desktops and laptops) or AIRSecureTest App (for Chromebooks and tablets) installed.</td>
<td></td>
</tr>
<tr>
<td>Prepare Testers</td>
<td>Make sure testers are familiar with the online testing system, item types and tools they will use during testing.</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>□ Review the <a href="#">student tutorials</a> covering student sign-in, navigation and online testing tools.</td>
</tr>
<tr>
<td></td>
<td>□ Testers can use the <a href="#">Success Site</a> to take an OGT practice test, review OGT sample content, and review OGT released items from previous administrations.</td>
</tr>
<tr>
<td></td>
<td>□ Student tutorials covering different item types are available under the Student Practice Resources folder for testers to review multiple choice and constructed response item types.</td>
</tr>
<tr>
<td></td>
<td>□ Provide testers with opportunities to interact with multiple choice and constructed response online items in the <a href="#">Student Practice Site</a>.</td>
</tr>
<tr>
<td></td>
<td>□ For mathematics and science tests, testers will have access to an online calculator. Interactive calculators are available under the <a href="#">Student Practice Resources</a> for mathematics and science. Review the calculator policies in <a href="#">Appendix D</a>. The only handheld calculator that can be used in place of the online calculator is the red TI-30X IIS calculator. Ensure testers have an opportunity to become comfortable with the calculator they are using prior to testing. Make sure the handheld calculator’s memory is cleared.</td>
</tr>
</tbody>
</table>
## Test Day Information

- **Have available a copy of the OGT Online Testing Highlights and Script from Appendix K of the OGT-TAM during testing.** It provides step-by-step instructions for administering the test, including the oral script that the administrator must follow. If you have paper testers, have a copy of the Directions and Scripts for OGT Paper Test Administrations. Test administrators must follow the oral script and be prepared to enter responses into the DEI immediately after the paper testing is completed.

- **Discuss the tester information you will need on test day with the building test coordinator:**
  - Student first name as it appears in TIDE and the SSID, or Student ID for testers who do not have an SSID. This information is needed for student sign-in. Test administrators may print test tickets to distribute to testers on test day; instructions can be found in the [TIDE User Guide](#).
  - Accessibility features for all testers, including accommodations for testers with disabilities and ELs.

- **Plan for resources that might be needed on test day:**
  - The red TI-30X IIS is the only handheld calculator that can be used in place of the online calculator for testing. Review the criteria outlined in the Department’s calculator policies in Appendix D.
  - If testers taking a mathematics test wish to use paper copies of the reference sheet, download the sheet from the [Department website](#) and print copies for tester use during the test session. Testers may not bring their own copies to the test session.
  - Blank paper for testers (2 sheets per tester for the writing tests; upon request for mathematics, reading, science and social studies).

- **Review Appendix B of the 2019-2020 OGT Test Administration Manual (OGT-TAM) for supplemental instructions for oral translations and human reader administrations.**

- **In addition to the above, discuss the following with the building test coordinator for testers that will be testing using a paper test booklet:**
  - Securely storing secure test materials before and after testing.
  - Ensure you are prepared to enter responses into the DEI immediately after testing.
  - Accessibility features for all testers including accommodations for testers with disabilities and ELs.
  - Review the guidance on blank paper in the OGT-TAM.
  - Review the OGT-TAM for supplemental instructions for braille and large-print test booklets.
Appendix K: OGT Online Testing Highlights and Script

2019-2020 OGT Online Testing Highlights and Script

Test administrators must use this document when administering Ohio Graduation Tests (OGT) online. It includes step-by-step directions, the oral script that test administrators must read aloud (printed in **bold** letters), descriptions of test settings and accommodation codes, and troubleshooting tips. This document provides key information that test administrators need on test day. Be sure to review the 2019-2020 OGT Test Administration Manual (OGT-TAM) for additional information.

**Step 1. Prepare for the Administration**

- Have available the information testers will need for signing in: first name and SSID (Student ID for testers who do not have an SSID). Test administrators may print test tickets to distribute to testers on test day; find instructions in the **TIDE User Guide**.
- Have available each tester’s accessibility features information.
- Have access to the **Test Administrator User Guide**. The user guide provides complete information regarding the TA Interface and Student Testing Site.
- Have available at least two sheets of blank paper per subject for each tester.
- For the OGT mathematics and science tests, the OGT online Student Testing Site provides a calculator. 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 handheld 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.”
- The online Student Testing Site includes the reference sheet for the mathematics test in English; use of the paper reference sheet is at district or school discretion. If testers wish to use paper copies of the reference sheet, testers may use only the reference sheet posted on the Department’s [website](#). The test administrator must provide the sheet; testers may not bring their own copies.
- Prepare the test room. Ensure that charts, maps and other materials in the room that could assist testers with test items are covered or removed before the OGT administration.
- Close all open applications on tester devices and launch the **AIR Secure Browser or AirSecureTest app**.
Step 2. Establish a Test Session

To test online, testers must sign into an active test session and be approved for testing by the test administrator. Test administrators can establish test sessions only on test day, immediately before testers begin testing. Note that the TA Interface will log out test administrators whose sessions are idle more than 20 minutes. Therefore, test administrators should establish the test session within 20 minutes of when testers will sign in.

2a. Navigate to the TA Interface on the portal, then log in. The Ohio Graduation Tests will only be available to select during the active test window: September 3, 2019 through July 31, 2020.

2b. After logging in, the test selection screen is immediately available. Click the + next to Ohio Graduation Tests to see the available subjects.
2c. Click the checkbox next to an OGT test subject to include it in the test session.

Testers will only be able to take the tests they are eligible for and that you select for the session. There are three forms/opportunities for each subject and forms are randomly assigned to each tester. You may have three testers in science, and each may have a different form presented to them. Testers may not test in the same subject in the same test session.

If a tester will take more than one test (must be a different subject) during the session, select both tests for the session. (Reminder that each tester has 2-1/2 hours to complete each test.) After the tester submits one test, he or she will sign in again using the same Session ID and select the other subject test. Note: The system will not allow a tester to take more than one test in a given subject per day.

2d. Click the green [Start Operational Session] button to start the session. Upon doing so, the TA Interface will generate the Session ID.

2e. Locate the Session ID. It appears at the top of the TA Interface screen.

Note: The location of the Session ID box may vary depending on your device and width of your browser window. Two examples are shown.

Write your Session ID on the board so that all testers can see it.

Please note if testers are taking more than one test during the session, testers will use the same Session ID to sign into both tests.
### Step 3. Introduce Testers to the Test Administration

Follow the script in the right column to introduce the test administration to testers. Use these directions for all testers when starting a session.

<table>
<thead>
<tr>
<th>For this group of testers</th>
<th>Use this script to orient testers to the administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>For all testers</td>
<td>SAY: <strong>Today you are taking an Ohio Graduation Test for</strong> (provide the subject name(s)).</td>
</tr>
<tr>
<td></td>
<td>If administering only one test to each tester during the session,</td>
</tr>
<tr>
<td></td>
<td>SAY: <strong>You will have 2-1/2 hours to complete your test today.</strong></td>
</tr>
<tr>
<td></td>
<td>If administering more than one test to a tester during the same session,</td>
</tr>
<tr>
<td></td>
<td>SAY: <strong>You will take two tests for two subjects today. You will have 2-1/2 hours to complete each test. You may start with the test subject of your choice.</strong></td>
</tr>
<tr>
<td></td>
<td>Unless the student test timer has been set to off for all testers:</td>
</tr>
<tr>
<td></td>
<td>SAY: <strong>You will be able to track how much time you have been in the test by looking at the test clock in the upper right corner of your screen. This clock only runs while you are in the test. You can click on the clock to hide the time and click on the clock again to show the time.</strong></td>
</tr>
<tr>
<td></td>
<td>Test Clock Shown</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Test Clock Shown" /></td>
</tr>
<tr>
<td></td>
<td>Test Clock Hidden</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Test Clock Hidden" /></td>
</tr>
<tr>
<td></td>
<td>SAY: <strong>If you need a break during the test, raise your hand.</strong></td>
</tr>
<tr>
<td>For this group of testers</td>
<td>Use this script to orient testers to the administration</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>For all testers</td>
<td>You may use blank paper as scratch paper during the test.</td>
</tr>
<tr>
<td></td>
<td>• For the writing test: I will now distribute the scratch paper. Use this paper to help plan your writing response. This paper is for your notes only. You may use the paper to write down ideas and organize what you will write.</td>
</tr>
<tr>
<td></td>
<td>• For reading, mathematics, science and social studies tests: If you would like scratch paper, raise your hand. Distribute paper to testers who request it.</td>
</tr>
<tr>
<td></td>
<td>• If district policy is to provide scratch paper to all testers SAY: I will now distribute the scratch paper.</td>
</tr>
<tr>
<td></td>
<td>Anything you write on this paper will not be scored. You must put all your answers in the online testing system.</td>
</tr>
<tr>
<td></td>
<td>Read each question carefully. Think about what is being asked. Look carefully at graphs or diagrams because they will help you understand the question.</td>
</tr>
<tr>
<td></td>
<td>If you do not know the answer to a question, skip it and go on to the next question. If you have time, go back to the questions you skipped and try to answer them before submitting your test. You can use the mark for review tool to help remind you which items you want to return to later.</td>
</tr>
<tr>
<td></td>
<td>You do not have to save your response to each test question. As soon as you mark your answer, the system records it. If you change an answer, the system saves your new answer.</td>
</tr>
<tr>
<td></td>
<td>If you are typing an answer and want to make sure it is saved, you can click the SAVE button. If you do not click the SAVE button, the system will save your response when you move to the next question.</td>
</tr>
<tr>
<td></td>
<td>For essay responses there is a built-in tool that saves your responses called the Select Previous Version tool. You will have access to these prior response versions until either your test is paused or until you click End Test.</td>
</tr>
<tr>
<td></td>
<td>When you reach the last question on the test, click the END TEST button. Reminder, once you click END TEST you will not have access to the Select Previous Version tool to access your prior essay responses. The Student Testing Site will ask you if you want to review your answers. Questions you have marked for review and questions you did not answer will be flagged. When you are done reviewing your answers, you will click SUBMIT TEST.</td>
</tr>
<tr>
<td>For this group of testers</td>
<td>Use this script to orient testers to the administration</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
</tbody>
</table>
| For testers who will be released immediately after they submit their tests | If administering two tests to a tester during the same session,  
  SAY: **You need to complete all the items on the first test and submit that test before you can start the other test. After you submit the first test, log out and go back to the sign-in screen. Type your name, SSID (or Student ID) and the same Session ID. If you need help signing in again, raise your hand. After you submit the second test, please log off your computer. You will then** (provide instructions to testers who are released after testing).  
  If administering only one test during the session,  
  SAY: **After you submit your test, please log off your computer. You will then** (provide instructions to testers who are released after testing). |
| For all testers | SAY: **Does anyone have any questions?**  
Answer any questions.  
SAY: **I will now walk you through the steps for starting the test. If someone is having trouble during the test, I will help that tester. Testers are not allowed to work together.**  
Proceed to the student sign-in step. |
**Step 4. Student Sign-In**

In order to sign in and take a test, each tester must enter his or her first name (as it appears in TIDE), his or her SSID (or Student ID for testers who do not have an SSID) and the Session ID. Follow the script below to start the student sign-in process.

4a. **SAY:** You should see the test sign-in screen. If you do not see the test sign-in screen, raise your hand.

   Launch the secure browser or app on the tester’s device if needed.

4b. **SAY:** You should see a box in the lower left that states, “This is the Operational Test Site”. If your box does not say this, raise your hand.

   Have the tester click “Take an Operational Test” button.

4c. **SAY:** Before you can start the test, you must type in three things.

   In the First Name box, type your first name only.
   In the Student ID box, type your SSID (or Student ID).
   In the Session ID box, type the Session ID exactly as it appears on the board. **The Session ID is** (provide Session ID from Step 2).

   Once you have typed in your information, click [Sign In]. After you sign in, you will see a page that says, “Is This You?” Raise your hand if you do not see a page that says, “Is This You?”

   If a tester is unable to sign in, a message describes the reason for sign-in failure. Refer to the **troubleshooting** section for possible resolutions.

4d. **SAY:** Read the “Is This You?” screen. Make sure the information is correct. If the information is correct, click [Yes]. If your information is not correct, raise your hand.

   If any of a tester’s information is not correct, the tester may not continue. Contact your test coordinator, who will need to update the tester’s demographic information in TIDE prior to testing.
4e. SAY: The next screen shows “Your Tests.” Click on [provide the test name]. If you need help, raise your hand.

Testers can select only one test at a time. If testers will take more than one test during the session, they will select one test (e.g., science). After they submit that test, they will sign in again using the same session ID and select the remaining test (e.g., writing).

If the correct test is not available, see the troubleshooting section for possible resolutions.

SAY: After you have clicked on your test, you will see a message that says you are waiting for approval. Please wait for approval and the next set of instructions.
Step 5. Approve Students for Testing

5a. Once testers begin appearing in the approvals queue, click the [Approvals (#)] button at the top of the TA Interface to open the Approvals and Student Test Settings pop-up window.

   **Note:** The location of the Approvals box may vary depending on your device and width of your browser window. See two examples at right.

5b. Confirm that the testers listed in the Approvals and Student Test Settings window are the testers who will be testing during the test session. Make sure each tester is listed under the correct test.

   Click the lookup icon to review a tester’s accessibility features. (Accessibility features are described in the Test Settings and Accommodations table at the end of this document.)
5c. Review and edit a tester’s accessibility features and accommodation codes within the Test Settings window.

Do not approve a tester if the incorrect features or accommodation codes are marked.

For a complete guide of test setting and accommodations, refer to the *Test Settings and Accommodations* table at the end of this document.

Click [Set] to confirm the settings and return to the Approvals and Student Test Settings box.

Click [Set & Approve] to confirm the settings and approve a tester’s test.

5d. If a tester’s test settings do not require updating, click the green check box to approve an individual tester (recommended) or click [Approve All Students] within Approvals and Student Test Settings. After doing so, each approved tester will advance to the “Is This Your Test?” screen.

Click the red X to deny a tester’s request to access the test. You will be prompted to enter a reason why the tester’s request was denied (e.g., the tester selected the wrong test).
Step 6. Review the Instructions and Help Information

Testers will see the instructions and help screen.

SAY: The Instructions and Help page provides a link to view your test settings. To review your test settings, click the View Test Settings button. Under the Additional Test Information heading is a message regarding test security, please review this message. At the bottom of the screen is a link to the Help Guide, which has information about test navigation, tools, and features. You may review this now by clicking the View Help Guide button. If you want to refer to this information during the test, click on the question mark in the top right corner of your screen.

If you have any questions regarding the Help Guide, the Additional Testing Information or if any of your test settings are incorrect, raise your hand.

If any settings are incorrect, the tester should click [Return to Login]. When the tester logs back in, correct the test settings when approving the tester to test.

The availability of Student Testing Site tools depends on whether certain accessibility features, such as masking, are turned on and which test the tester is taking. More detailed information on the Student Testing Site tools is available in the Test Administrator User Guide.

Test administrators may prefer that all testers start the test at the same time. Note, however, the bandwidth requirements of the test are greatest when testers click [Begin Test Now]. If all testers click [Begin Test Now] at the same time, it may temporarily affect the speed of the network.

SAY: When you are ready to start your test, click [Begin Test Now].

When testers click [Begin Test Now], the Student Testing Site will present the first question.
Step 7. Monitor the Administration

7a. Monitor Testing and Ensure Test Security

Use the TA Interface to view the testing progress of any tester. The site will not show test questions or scores, but the student Progress column shows you a bar graph of your tester’s testing progress. The student Time column displays the approximate time each tester has been in the test. The timer only runs while the tester is viewing test content. The timer does not count the time when the tester is on log-in pages, the review page or when the test is paused. When a test is resumed after a pause or re-opened, the time will continue from the time the test was paused or closed. The online system will not enforce a time limit. Test administrators are responsible for ensuring that testers complete each of their tests within the 2-1/2 hour testing time.

The TA Interface refreshes automatically every minute. You can manually refresh at any time by clicking the refresh icon towards the top of the page.

When the test session first begins, all students will appear under the Tests started/paused/completed heading on the TA Interface. If the system notices an irregularity (example: system crash or student inactivity) the student will show under the Tests requiring TA intervention heading which will appear at the top of the TA Interface, flagging the student for the test administrator’s attention. Click the more info button associated with the student on the screen to see details about this identification. You can provide this information to the Ohio Help Desk to assist in troubleshooting issues.

Note: A test that is paused by the student will appear in the TA Interface under the Test Status column, a paused test has a more info button. Click this button to see details about why the student’s test is paused. You can provide this information to the Ohio Help Desk to assist in troubleshooting issues.

Circulate through the room periodically. Make sure that all conditions of test security are maintained. Assist testers with test navigation, as needed, but do not answer questions about test content.

Check the TA Interface at least every 20 minutes to ensure that the session does not close out due to inactivity.
7c. Pausing a Test (if needed)

It may be necessary to pause an individual tester’s test (e.g., the tester needs a break). Testers can pause their tests from the Student Testing Site, or you can click the pause icon in the Pause Test column to sign the tester out of the test.

Reminder: Once a test has been paused, the tester will not have access to the Select Previous Version tool to select prior essay responses.

If a situation requires all testers to stop testing, you can pause all testers’ tests by stopping the session. If you stop the session, all in-progress tests will be paused, and the system will sign testers out of their tests. Testers will not be able to review answers before the system signs testers out. If a session is stopped, it cannot be resumed. You will have to create a new session and give the new Session ID to testers so that they can sign in and resume testing.

Reminder: The time a test is paused does not reduce tester testing time and the test timer will not include the time elapsed while the test is paused.

7d. Transferring a Session (if needed)

If you have problems with your computer or Web browser or need to change computers during an active test session, you can transfer the session from one computer, mobile device or browser to another without stopping the session or interrupting testers’ in-progress tests. To transfer a test session to a new device or browser:

- Do not stop or log out of the session you are currently in. If you do, you will end the test session and pause all testers’ tests, signing testers out of the test. Reminder: Once a test has been paused, the tester will not have access to the Select Previous Version tool to select prior essay responses.
- Log into the TA Interface on the new machine or in the new browser. A Session ID prompt will appear.
- Enter the active Session ID into the box and click [Enter]. When the Session ID is validated, you will be able to continue your test administration activities.

The test session on the previous computer or browser will transfer automatically. This will not stop the session or pause tester tests.

If you have problems with your computer or Web browser and do not remember your Session ID, upon signing in again, click the link to [Start a Different Session]. Testers should pause their tests and sign in again with your new Session ID. Remind testers that once they pause their test, they will not be able to select prior essay responses from the Select Previous Version tool.
Step 8. Notify Testers about the End of the Test

If administering only one test to each tester during the session, when there are approximately 10 minutes left for the test session, let testers know they are nearing the end of the testing session.

SAY: There are 10 minutes left in the test session.

If administering more than one test to a tester during the session, testers must not test beyond the allotted 2-1/2 hours. Test administrators must keep track of time and let testers know when they only have 10 minutes left to complete their test.

Note: It is permissible to notify testers of the time remaining in the test session in advance of the last 10 minutes e.g. “There are 30 minutes left in the test session”). Test administrators still must notify testers when 10 minutes are remaining in the test session.
Step 9. Ending the Administration

A tester’s test ends if the tester submits the test. If the tester reaches the maximum 2-1/2 hours allowable time for the test but has not submitted his or her test, the test administrator must pause the tester’s test to end the tester’s administration for that test.

The test administrator ends a test session if all testers have submitted their tests or if the maximum allowable 2-1/2 hour testing time has been reached.

Tester Submits the Test

When the tester clicks [End Test] in the online Student Testing Site, then [yes] in the subsequent pop-up window to continue, he or she will then view a screen similar to the one shown on the right.

All items (marked and unmarked) are available for the tester to review. Reminder that the tester will not be able to select the prior essay response using the Select Previous Version tool.

After a tester clicks [Submit Test], there will be one last pop-up window: Are you sure you want to submit the test? Once the tester clicks [Yes], the tester will not be able to review test questions or responses.

Tester Reaches the Testing Time

If a tester reaches the maximum allowable amount of time for a test, let the tester know you will end the test. Pause the tester’s test from the TA Interface. The test will remain in paused status; the testing system will force paused tests through to scoring at the end of the day.

Test Administrator Ends the Test Session

If all testers within the session submit their tests before the allowable 2-1/2 hour time elapses, end the session. If the 2-1/2 hour testing time is reached, let testers know that the test session is ending.

Click the red [Stop] button next to the Session ID to end the test session. If a tester does not submit his or her test, the test will remain in paused status; the testing system will force paused tests through to scoring at the end of day.

Logout of the TA Interface by clicking [Logout]. A message will appear, asking you to confirm that you want to logout.

Immediately after testing, collect any used and unused scratch paper and reference sheets from testers. Securely shred the paper with tester writing. If testers taking the mathematics or science test used a red TI-30X IIS OGT handheld calculator, confirm that the memory on all calculators is clear.
## Test Settings and Accommodations

Guidelines and policies governing accessibility features can be found in *Ohio’s Accessibility Manual*. A summary of the accessibility features available in the Student Testing Site is available below.

<table>
<thead>
<tr>
<th>Test Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation Codes</td>
<td>Test administrators should mark <strong>accommodation codes</strong> for testers who are eligible to receive accommodations on the test. The accommodation codes do not turn on or off any features in the Student Testing Site. All testers have “None” as the default value. The following accommodation codes are available for each OGT subject test. Accommodation codes cannot be indicated in TIDE.</td>
</tr>
<tr>
<td></td>
<td>- Read-Aloud</td>
</tr>
<tr>
<td></td>
<td>- Scribe</td>
</tr>
<tr>
<td></td>
<td>- Other</td>
</tr>
<tr>
<td></td>
<td>- None</td>
</tr>
</tbody>
</table>

### General Testing Tools

<table>
<thead>
<tr>
<th>Test Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highlighter</td>
<td><strong>Highlighter</strong> is set to on by default and allows the tester to highlight text. This setting can be changed in TIDE and the TA Interface.</td>
</tr>
<tr>
<td>Masking</td>
<td><strong>Masking</strong> is set to on by default and allows the tester to cover an area of the item so they can focus on certain item elements. This setting can be changed in TIDE and the TA Interface.</td>
</tr>
<tr>
<td>Strikethrough</td>
<td><strong>Strikethrough</strong> is set to on by default and allows the tester to cross out answer options for selected response items. This setting can be changed in TIDE and the TA Interface.</td>
</tr>
<tr>
<td>Test Clock</td>
<td>The tester <strong>Test Clock</strong> is set to on by default and displays the amount of time the tester has been in the test. The clock only runs while the tester is viewing test content. The clock does not count the time when the tester is on log-in pages, the review page or when the test is paused. When a test is resumed after a pause or re-open, the time will continue from the time the test was paused or closed. This setting can be changed in TIDE and the TA Interface. The tester can collapse or un-collapse the test clock by clicking on it.</td>
</tr>
</tbody>
</table>
### Reading Tools

| Paginated Stimuli* | Paginated Stimuli, when enabled, allows a tester to read a passage by flipping pages, similar to a book or e-reader. This eliminates vertical scrolling on passages. Paginated stimuli is on by default for reading, writing and social studies tests. It is not available for mathematics or science tests. This setting can be changed in TIDE and the TA Interface.  
*This feature is not compatible with Screen Reader Mode.* |

### Line Reader

| Line Reader | Line Reader is set to on by default and allows the student to highlight lines of text as they read. This setting can be changed in TIDE and the TA Interface. |

### Visual Tools

| Color Choice | The following background colors* are available in addition to the default black on white. This setting can be changed via TIDE and the TA Interface.  
*The background color of some graphics will not change.*  
- Light Yellow  
- Light Blue  
- Light Magenta  
- Reverse contrast (black background with white text)  
- White on Navy (navy background with white text) |

| Mouse Pointer | The following pointer sizes and colors are available in addition to the system default. This setting can be changed in TIDE and the TA Interface.  
- Large Black  
- Large Green  
- Large Red  
- Large Yellow  
- Large White  
- Extra Large Black  
- Extra Large Green  
- Extra Large Red  
- Extra Large Yellow  
- Extra Large White |

| Print Size | The default print size is approximately 12 point; other sizes (levels 1-4) scale up. This setting can be changed in TIDE and the TA Interface. |
This mode is an accommodation for students with visual impairments who use screen readers. The default setting is off.

This mode changes the presentation of items. See an example below. Note: This mode offers a vertical presentation (rather than displaying item elements side-by-side) and offers more white space.

*This feature is not compatible with Paginated Stimuli.*

IMPORTANT:

- Students who are working in this mode must use the context menu ( ) to access tools such as highlighting.
- This setting can be changed manually in TIDE and the TA Interface. It is not available to turn on via test settings upload.

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**Screen Reader Mode**

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**Other Tools**

**Permissive Mode** cannot be enabled from the TA Interface. For those few students with disabilities who need to use specialized software or assistive technology in the secure browser, permissive mode enables them to do so. This requires approval by the Department in advance of testing (request at least 72 hours prior to testing by contacting the Ohio Help Desk at (877) 231-7809). For additional information, refer to the Assistive Technology Manual and the Assistive Technology Guidelines in Ohio’s Accessibility Manual with Appendices.
## Troubleshooting

<table>
<thead>
<tr>
<th>Description</th>
<th>What to Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>During tester sign-in, the following message displays: <strong>Please check that your information is entered correctly. If you need help, ask your test administrator.</strong></td>
<td>Verify that the tester has entered the correct first name and SSID or Student ID as they are entered in TIDE. If necessary, use the Student Lookup Tool located in the TA Interface to verify that the tester is preidentified.</td>
</tr>
<tr>
<td>During tester sign-in, the following message displays: <strong>Session ID does not exist.</strong></td>
<td>Verify that the tester has entered the correct Session ID with no extra spaces or characters. Verify that the session was created in the TA Interface (not the TA Practice Site) and that the tester is logging into the Student Testing Site (not the Student Practice Test Site).</td>
</tr>
<tr>
<td>During tester sign-in, the following message displays: <strong>The testing session is closed.</strong></td>
<td>Verify that the tester entered the correct Session ID for the session that is active in the TA Interface. Verify that the Session ID is active in the TA Interface.</td>
</tr>
<tr>
<td>There are no tests available for the tester to select on the “Your Tests” screen. A test is grayed out and cannot be selected.</td>
<td>Verify that a test for which the tester is eligible is selected in the TA Interface (e.g., science has been selected for inclusion in the test session). Verify that the tester is identified as “Y” in his or her Pre-ID record in TIDE for OGT subject. Verify that the tester’s enrolled grade is 12, 13 or 14 in his or her Pre-ID record in TIDE. Verify that the tester’s test eligibility was not set as “yes” for the alternate assessment. Verify that the tester has not already taken all three opportunities/forms for that subject. Verify that the tester has not already tested in that subject today. Tester must wait at least one day before taking their next opportunity in that OGT subject.</td>
</tr>
<tr>
<td>A test the tester is eligible for was not included in the session.</td>
<td>Click [Select Tests] in the TA Interface to add additional tests to the session.</td>
</tr>
<tr>
<td>The wrong accessibility features are listed for the tester on the “Your Test Settings” page.</td>
<td>The test administrator should have the tester sign out and then sign back in. Before the test administrator approves the tester to start the test, he or she must click the test settings and adjust them to provide the desired accessibility features. Once they are set, the test administrator must approve the tester. The tester will be able to continue his or her test with the appropriate features.</td>
</tr>
<tr>
<td>An Android message indicates a keyboard change is needed.</td>
<td>Refer to Configurations and Troubleshooting for Android for detailed instructions on setting up Android tablets.</td>
</tr>
<tr>
<td>Description</td>
<td>What to Do</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>A Chromebook message indicates that Kiosk Mode is needed.</td>
<td>Refer to <em>Configurations, Troubleshooting and Advanced SB Installation for ChromeOS</em> for Chromebook guidance.</td>
</tr>
<tr>
<td>A session ends before the allowable testing time elapses.</td>
<td>Log in and start a new session. Provide the testers with the new Session ID.</td>
</tr>
<tr>
<td>A tester gets signed out of a test while a session is still active.</td>
<td>If a tester’s test is interrupted, the tester should sign back in and rejoin the session.</td>
</tr>
<tr>
<td>A pop-up message says forbidden applications running.</td>
<td>The secure browser will not allow the tester to begin testing if forbidden applications are running. Close any open applications then re-launch the secure browser.</td>
</tr>
<tr>
<td>A tester’s test freezes.</td>
<td>Force quit the secure browser or app and re-launch it. Have the tester sign back in. If another device is available, the tester can sign in on that device. Force quit commands include:</td>
</tr>
<tr>
<td></td>
<td>- Windows: [Ctrl] + [Alt] + [Shift] + [F10]</td>
</tr>
<tr>
<td></td>
<td>- Mac OS X: [Ctrl] + [Alt] + [Shift] + [F10] (The Ctrl key may appear as Control, Ctrl, or ^)</td>
</tr>
<tr>
<td></td>
<td>- Linux: [Ctrl] + [Alt] + [Shift] + [Esc]</td>
</tr>
<tr>
<td></td>
<td>No force quit commands exist for mobile devices. Instead do the following:</td>
</tr>
<tr>
<td></td>
<td>- Chromebook: Power off the Chromebook.</td>
</tr>
<tr>
<td></td>
<td>- iOS (iPads): Close the app as you would any other iOS app.</td>
</tr>
<tr>
<td></td>
<td>- Android: Tap the menu button in the upper-right corner and select Exit.</td>
</tr>
<tr>
<td>The tester has difficulty signing into a test.</td>
<td>Try each of the following steps. If the tester continues to experience the issue after trying each step, contact the Ohio Help Desk at (877) 231-7809 or <a href="mailto:OHHelpDesk@air.org">OHHelpDesk@air.org</a>.</td>
</tr>
<tr>
<td></td>
<td>- Use the Student Lookup icon on the TA Interface to verify student information for login purposes only. It does not indicate whether a tester is eligible to test. To verify tester eligibility for a specific online assessment please check TIDE.</td>
</tr>
<tr>
<td></td>
<td>- Stand over the tester as they are logging in or log in on behalf of the tester.</td>
</tr>
<tr>
<td></td>
<td>- Ensure the tester’s device is using a supported operating system and has the latest version of the secure browser or AIRSecureTest app.</td>
</tr>
<tr>
<td></td>
<td>- Test the tester on a different device of the same operating system.</td>
</tr>
<tr>
<td></td>
<td>- Test the tester on a different device of a different operating system.</td>
</tr>
<tr>
<td>Description</td>
<td>What to Do</td>
</tr>
<tr>
<td>-------------</td>
<td>------------</td>
</tr>
</tbody>
</table>
| A tester reports being kicked out of a test. | Try each of the following steps. If the tester continues to experience the issue after trying each step, contact the Ohio Help Desk at (877) 231-7809 or OHHelpDesk@air.org.  
  • Ensure the tester’s device is using a supported operating system and has the latest version of the secure browser or AIRSecureTest app.  
  • Stand over the tester as they are logging in or log in on behalf of the tester.  
  • Actively monitor the tester during testing to see if he or she is pausing the test. In the TA Interface under the Pause Test column, a paused test has a more info icon. Click this icon to see details about why the tester’s test is paused. You can provide this information to the Ohio Help Desk to assist in trouble shooting the issue.  
  • Test the tester on a different device of the same operating system.  
  • Test the tester on a different device of a different operating system. |
| A tester receives an error message while taking the operational administration (usually five digits). Additional Assistance | Record the error message and check the [Message Codes](#) guidance document for additional information.  
Contact the Ohio Help Desk at (877) 231-7809 or OHHelpDesk@air.org. If you experience technical issues during a test session, have this information available:  
  1) Test administrator name or information technology/network contact person and contact information;  
  2) SSID(s) of affected tester(s);  
  3) Test name and form number being administered;  
  4) Operating system and device information;  
  5) Any error messages and codes that appeared, if applicable;  
  6) Information about your network configuration, e.g., wired or wireless Internet network setup. |
| A tester’s test has been inadvertently paused and the tester wants to restore a previous essay response. Reminder: The Select Previous Version tool will not allow access to prior essay responses if a test has been paused or if the Submit Test button has been pressed. | Call the Ohio Help Desk at (877) 231-7809 to request that a prior essay response be restored. Provide SSID, test name and the question number.  
**NOTE:** The response may not be able to be restored the same day. The tester may need to return another day (no later than one week after the test start) to complete his or her response to the question using the restored version. |
Appendix L: OGT Supplemental Instructions for Paper Accommodations

1. Overview

The 2019-2020 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 testers with a documented paper accommodation, and all responses on paper must be entered immediately into the Data Entry Interface (DEI) by the test administrator. 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 2019-2020 Ohio Graduation Tests (OGT) using a paper test booklet. There are no answer documents for the OGT. The test administrator must enter all tester responses that were written in the test booklet or on the blank paper provided 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-TAM, prior to testing. Understanding testing policies and procedures is essential to a successful administration.

2. Schedule for OGT Paper Administrations

2.1 OGT Key Dates for Testing Using Paper Test Booklets

Each tester has the opportunity to test three times during the 2019-2020 school year. The online and the paper test forms are the same and each test form is randomly assigned to the tester. Online OGT testers may take their three test opportunities anytime during the 2019-2020 administration. Testers that will be testing using OGT paper test booklets have a prescribed test window start as noted below for each of their opportunities:

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

<table>
<thead>
<tr>
<th>Paper Test Booklet Ohio Graduation Tests Activities</th>
<th>2019-2020 Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID Window for the 2019-2020 OGT administration (all testers must be pre-identified in advance of testing with a “Y” for the subject[s] to be tested)</td>
<td>Now – July 31, 2019</td>
</tr>
<tr>
<td><strong>Paper Testing Window (all three opportunities)</strong></td>
<td>September 3, 2019 – July 31, 2020</td>
</tr>
<tr>
<td>Opportunity 1 (earliest start: September 3, 2019)</td>
<td></td>
</tr>
<tr>
<td>Opportunity 2 (earliest start: October 21, 2019)</td>
<td></td>
</tr>
<tr>
<td>Opportunity 3 (earliest start: November 25, 2019)</td>
<td></td>
</tr>
<tr>
<td>OGT braille test booklets order window; ordered by calling Ohio Help Desk: provide SSID, subject and expected test date (Note: Braille test booklets will be delivered two weeks after ordering)</td>
<td>September 3, 2019 – July 6, 2020</td>
</tr>
<tr>
<td>OGT general and large print test booklets order window; ordered by calling the Ohio Help Desk: provide SSID, subject and expected test date</td>
<td>September 3, 2019 – July 27, 2020</td>
</tr>
<tr>
<td><strong>OGT Paper Test Booklet Testing &amp; Data Entry Interface (DEI) Window</strong></td>
<td>September 3, 2019 – July 31, 2020</td>
</tr>
<tr>
<td>Test administrators are to enter responses into the DEI immediately after testing</td>
<td></td>
</tr>
</tbody>
</table>
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 O 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.


3.1 Secure Test Materials

Districts and schools that have testers 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 test booklets are shrink-wrapped in packs of one and can be requested for testers with a documented paper accommodation by calling the Ohio Help Desk (877) 231-7809 option 2 and providing the SSID, subject and expected testing date. All orders will be reviewed by the Department for approval. General and large-print test booklets will be delivered three days after the order has been approved. Please note braille materials must be ordered at least 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 Information Regarding OGT Test Materials

Important information regarding OGT paper test materials:

- There are no answer documents for the OGT. The test administrator must enter all tester responses written by the tester in the test booklet or on the blank paper provided into the DEI immediately after testing following the transcribing procedures.
- Test booklets are to be used only by the tester/SSID that was identified when the order was placed with the Ohio Help Desk.
- Test booklets are identified by Form # and will be randomly assigned to each tester.
- The online and the paper test forms are the same and are randomly assigned to the tester. **Switching Modes:** If a tester tested online the first time and is testing on paper for their second opportunity, they may not be able to test on paper until October 21.
- 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 and Appendix N.

3.3 Access to the Data Entry Interface

There are no answer documents for the OGT. All testers testing using a test booklet MUST have the test administrator submit the tester’s responses into the Data Entry Interface (DEI), which is located on the portal. Test administrators are responsible for transferring and submitting tester responses from the test booklets and/or sheets of paper with tester responses immediately into the Data Entry Interface following transcribing procedures.

IMPORTANT: Test booklets will not be scanned and scored. The test contractor will not score responses written 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 tester 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 testers 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 Quick Guide for Setting Up Your Online Testing Technology on the portal for more information.

See the instructions for special versions, oral translations and human read-aloud administrations in Appendix M and Appendix N.

3.4 Blank Paper for OGT Paper Administrations

Test administrators must provide at least eight sheets of lined/blank paper for testers who are taking the writing test and at least two sheets of blank paper to testers who are taking any other OGT test using a test booklet. Testers 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 written 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.

Prior to distributing the red OGT TI-30X IIS calculator, the 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. Testers 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 – OGT Paper Test Administrations

4.1 Student SSID and Accommodations

For the 2019-2020 OGT, an SSID or acceptable student test ID is required in order to test and testers are required to present a photo ID in order to test.

4.2 Oral Language Translations and Human Reader Accommodations for OGT Paper

For information regarding an oral language translation or a human reader accommodation, refer to Appendix N of the OGT-TAM on the portal.
4.3 OGT Oral Script for Paper Test Administrations

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 testers, 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 at (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 – OGT Paper Administrations

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

5.1 Data Entry Interface (DEI) for OGT Paper Administrations

It is the test administrator’s responsibility to ensure that all tester 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 entering responses are included in a separate OGT DEI User Guide. The test administrator must enter the responses into the DEI immediately after testing.

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

5.2 Packing OGT Paper Test Booklets 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 O for further instructions.

6. OGT Test Coordinator Responsibilities for Paper Administrations

6.1 OGT District Test Coordinator Responsibilities for Paper Administrations

The district test coordinator is the primary point of contact between the district and the Department. In districts where testers 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 testers;
- **Prior to ordering**: Confirms that the tester has a documented paper accommodation. For any question regarding accommodations, please refer to ODE Office of Assessment at (614) 466-1317. **Note**: Paper test booklets are assigned to a specific tester/SSID when the order is approved.
- **Prior to ordering**: Is aware that general test booklets and large-print test booklets will be delivered three days after the order is approved; braille test booklets will be delivered two weeks after the order has been approved; and has scheduled testing accordingly;
- **Ordering**: Orders for test booklets are requested through the Ohio Help Desk at (877) 231-7809, Option 4. The SSID of the tester, subject(s) requested, expected testing date and shipping address must be provided. Allow three days for general and large-print test booklets to be delivered and 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 the test administration;
- **Ensures the test administrator has entered all tester responses into the Data Entry Interface immediately following the conclusion of the tester’s test administration**;
- 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 OGT Building Test Coordinator Responsibilities for Paper Administrations

The building test coordinator is responsible for coordinating the test administration in a school building. In schools where a tester 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 tester name and SSID that will be testing using the test booklet (this must match the SSID the district test coordinator provided 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;
• On test day, removes shrink-wrap and distributes the test booklet with other test materials (calculators, blank paper, reference sheets) to the test administrator;
• Ensures that test administrators understand their responsibilities when the test session ends;
• Collects and accounts for test materials immediately following that day’s test administration;
• Clears the memory and stores the OGT calculators (when applicable);
• **Ensures the test administrator has entered all tester responses into the Data Entry Interface immediately following the conclusion of the tester’s test administration**;
• Promptly packages and returns the test booklet(s) to the district test coordinator for return to DRC;
• Securely destroys all paper where tester responses were written.

6.3 **OGT Test Coordinator Responsibilities During Paper 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-TAM. For detailed information on the steps required of test administrators and testers during the paper test administration, refer to Section 7 of this manual.

**IMPORTANT:** There are no answer documents. Testers may respond in the nonscorable test booklets and on the blank paper that is provided for each tester. **Tester 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 **OGT Test Coordinator Responsibilities After Paper Testing**

It is the test administrator’s responsibility to ensure that all tester 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 Data Entry Interface 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 O, 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 tester’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., tester 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 O. A district test coordinator checklist is provided.

7. OGT Test Administrator Responsibilities for Paper Testing

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 tester 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 tester;
- 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 tester 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 testers.

7.1 OGT Test Administrator Responsibilities Before Testing

7.1.1 Testing 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.

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 OGT Paper 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 and perhaps an eraser.
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 D 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 eight sheets of blank paper for the writing test per testers and at least two sheets of blank paper available per tester for the other subject tests.
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 and Appendix N for instructions.

7.1.3 Important Notes About the OGT Paper Administration

- Testers using an OGT test booklet will receive one nonscorable test booklet and blank paper. Testers will mark their responses in the test booklet and/or on the blank paper. Responses recorded on either of these documents will not be scored.

- **IMPORTANT:** The tester 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 written in test booklets or in any other documents.
Appendix M: OGT Instructions for Braille and Large Print Test Booklets Usage

Braille Materials

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

Materials needed to administer the OGT using braille:

- Braille test booklet (nonscorable) – DTC orders by calling the Ohio Help Desk at (877) 231-7809. Please account for at least 2 weeks for delivery of the braille test booklet to your district.
- Blank paper – OGT directions instruct testers to use blank paper to plan their writing. Testers using braille should be given the opportunity to plan their writing using an appropriate method for the tester.
- Test administrator access to the DEI - There are no answer documents for the OGT. The test administrator must record tester responses in the Data Entry Interface; refer to the transcription directions that follow. All tester responses must be submitted into the DEI Interface immediately after testing.
- An allowable calculator may be used for mathematics and science tests; see Appendix D of the OGT-TAM.

During the Test Administration

Additional time is not a requirement for this accommodation, but may be an IEP or 504 Plan accommodation.

Testers taking a mathematics test will receive a braille version of the reference sheet.

Because of the large-sized braille test booklet and the likelihood that the tester may require a scribe or an assistive device (e.g., Braille Note) to record responses, visually impaired testers may need to be tested in a separate test setting. The test administrator must record tester responses in the Data Entry Interface.

For additional information on the protocol for scribing and transcribing tester responses, please refer to Ohio’s Accessibility Manual.

After the Test Administration

IMPORTANT: The tester responses for all test questions must be transcribed verbatim into the online Data Entry Interface 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 entries written in the braille test booklets or in any other documents.
Additional information regarding the Data Entry Interface can be found in Section 3 of the OGT-TAM and in the OGT Data Entry Interface Guide.

Test administrators will return the braille test booklet and any other documents with tester responses noted to the building test coordinator.

The test coordinator will:

- Securely destroy tester’s notes and any other ancillary documentation.
- Return the braille test booklet to DRC following the instructions in Appendix O.

**OGT Large-Print Test Booklets Materials**

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

Materials needed to administer the OGT using a large-print test booklet:

- Large-print test booklet (nonscorable) in the appropriate subject – DTC orders by calling the Ohio Help Desk at (877) 231-7809.
- At least eight pieces of lined/blank paper for the writing test and at least two blank sheets of paper for all other subjects.
- Test administrator access to the DEI - There are no answer documents for the OGT. The test administrator must record tester responses in the Data Entry Interface; refer to the transcription directions that follow.
- An allowable calculator may be used for mathematics and science tests; see Appendix D of the OGT-TAM.

**During the Test Administration**

For additional information on the protocol for scribing and transcribing tester responses, please refer to Ohio’s Accessibility Manual.

**After the Test Administration**

**IMPORTANT:** Tester responses for all test questions must be transcribed verbatim into the online Data Entry Interface by the test administrator. 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 entries written in the large print test booklets or in any other documents.

Additional information regarding the Data Entry Interface can be found in Section 3 of the OGT-TAM and in the OGT Data Entry Interface Guide.

Test administrators will return the large print test booklets and any other papers with tester responses to the building test coordinator.
The test coordinator will:
- Securely destroy tester’s notes and any other ancillary documentation.
- Return the large print test booklet to DRC following the instructions in Appendix O of the OGT-TAM.

**IMPORTANT:** Tester responses for all test questions must be transcribed verbatim into the online Data Entry Interface immediately after testing. An employee of the district with a license, certificate or permit issued by the Ohio Department of Education must complete data entry with a witness present. Test administrators will enter the tester’s responses recorded in the test booklet and on the paper that was provided to the tester in the Data Entry Interface. Only responses submitted into the Data Entry Interface will be scored. The test contractor will not score responses written in test booklets or in any other documents.
Appendix N: OGT Oral Translation and Human Reader Accommodations Using Paper Test Booklets

OGT Oral Translations for Paper Administrations

English learners who require an oral translation in order to access content on the OGT are eligible for an oral translation of the OGT. Only testers identified as EL through a formal assessment (not OELPA) may have accommodations on the OGT.

During this type of administration, a translator orally translates the OGT into the tester’s native language. Please search keyword Translators on the Department’s website for guidance on reimbursement for translators. Translations are not allowed on the passages of the OGT reading test, to do so is cause to invalidate the test.

Policies

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

- Test coordinators, test administrators and translators must maintain test security at all times.
- The district test coordinator must assign a test administrator to assist with scheduling the testing for testers who will receive a language translation.
- Districts and schools are responsible for identifying people who will serve as translators.
- The test administrator will contact the translator and arrange the location, dates and times to administer the tests. When scheduling a translator, please tell the translator to arrive at least 30 minutes early in order to review instructions before translating the tests. The translator may not review the test prior to the day of the test.
- The test administrator may not leave the translator and the tester in the room alone. The test administrator is responsible to ensure that the translator and tester do not breach test security.
- English learners may have extended time to complete their tests (up to one full school day).
- English learners may use a word-to-word dictionary that meets the criteria listed in Ohio’s Accessibility Manual.
- If at any time during a language translation, a tester feels more comfortable with an English-language administration and requests English (rather than a language translation in his or her native language), the translator may present the test in English.
- A language translation may be given to one tester or a group of testers. A group administration is permissible if all participating testers will be writing their responses. The group administration is not permissible if a tester will be providing his or her responses orally. Testers who will be providing their responses orally must be tested individually.

Tester Response Mode

Some questions require a written or typed response from the tester. Testers who are testing using a paper test booklet can respond in one of three ways:

1. Testers can orally respond. If a tester will provide responses orally, the tester must be administered the test one-on-one. If the tester responds in his or her native language, the translator must translate the tester’s response and type the tester’s response in
English in the Data Entry Interface (DEI). If the tester responds orally in English, the translator will type the tester’s responses verbatim into the DEI. **This option is not allowed for the writing test, the tester must produce a written English response to the writing prompts.** The test administrator will enter the tester’s written English response to the writing prompts into the DEI.

2. Testers can compose responses in their native language. If a tester produces written responses in a language other than English, the tester will write on blank paper. The translator must translate the tester’s response and type the tester’s response in English in the online Data Entry Interface (DEI). **This option is not allowed for the writing test, the tester must produce a written English response to the writing prompts.** The test administrator will enter the tester’s written English response to the writing prompts into the DEI.

3. Testers can mark their selections to the multiple-choice items in the test booklet. If the tester produces written responses in English, the tester will write his or her responses on blank paper or in the booklet if space allows. The test administrator will enter all responses into the DEI.

Regardless of the tester’s response mode, test administrators are responsible for ensuring that the OGT submitted for scoring contains English responses. **Only responses in English will be scored.**

**Before the Test Administration**

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

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

**General Procedures for the OGT Language Translation**

The test administrator will read the test directions aloud in English. The translator will “translate verbatim” (interpret) the test directions, questions and answer choices. "Translate verbatim" does not mean a word-to-word translation as this is not appropriate for any language translation. The oral translator (interpreter) should faithfully translate, to the greatest extent possible, all of the words without changing or enhancing meaning of the content, adding information or explaining concepts unknown to the tester. The translator can repeat or clarify directions, if needed. Some words may not have a translation in another language. If a word cannot be translated, it should be read in English. **Translators may not translate OGT reading passages.**

If requested by the tester, test questions and answer choices can be repeated for the tester as often as necessary. The translator may not answer tester’s questions regarding the content of test questions. The best response is, “I can’t answer that; just do your best.”
Translating/Transcribing OGT Constructed-Response Questions

Many questions on the OGT require a written response from the tester. Constructed responses may not be translated for the OGT writing test, testers must produce their own responses in writing in English. Constructed responses may be translated for the reading, mathematics, science, and social studies tests. When the tester has completed a response on blank paper, the translator will type the response word-for-word (including any and all graphic depictions if possible) in English in the DEI. Testers may also respond orally in their native language. If the tester chooses to respond orally or with non-English responses into his or her nonscorable test booklet or on the blank paper provided, the translator will translate the tester’s response into English and type the tester’s response in English in the DEI. Some testers may prefer to respond to a constructed-response question in English rather than in their native language. If this is the case, they should type their responses in English in the DEI.

Translating the OGT Reading Test

The tester must read all passages silently in English; the OGT reading passages may not be translated for the tester. When a tester is finished reading a passage, he or she should signal to the translator to begin the language translation of the questions and answer choices.

Translating the OGT Writing Test

No writing responses may be translated. The tester must respond to the OGT writing prompts in writing in English using the blank paper provided.

Translating the Mathematics, Science and Social Studies Tests

Some questions will include tables, figures, pictures, charts or graphs. Any text included immediately before these should be orally translated for the tester (e.g., “Use the picture below to answer question 5”). When referring to tables, figures, pictures, charts or graphs, the translator must be consistent in translation and description (e.g., “The title of the graph is ‘Fitness Test Results.’ The x-axis is titled ‘Number of Crunches.’ The y-axis is titled ‘Number of Squats.’”). Many questions will have numbers as answers. The translator should discuss with the tester if numbers need to be orally translated.

Breaks in the Testing Session

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

Concluding the Testing Session

At the conclusion of testing, the test administrator will instruct the tester to review his or her answers to all of the test questions including any translations of the tester’s constructed

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Appendix N: OGT Instructions for Oral Translations/Human Reader Using a Paper Test Booklet
responses. The translator will translate any test question(s) that the tester would like reread. The test administrator should collect the test materials and organize them according to the procedures described below.

**After Test Administration**

After the tester has concluded reviewing his or her responses, the test administrator will submit his or her test in the DEI. The test administrator must securely destroy any paper that the tester has written on.

**Human Reader for OGT Paper Administrations**

During this type of administration, the test administrator reads the test to the tester. If the tester is eligible for a human reader, the test administrator will read from the tester’s test booklet. OGT reading passages are not to be read aloud. Refer to Ohio’s Accessibility Manual for information.

A human reader accommodation may be given to one tester or a group of testers. A group administration is permissible if all participating testers will be writing their responses. The group administration is not permissible if a tester will be providing his or her responses orally. Testers who will be providing their responses orally must be tested individually. OGT reading passages are not to be read aloud.

**General Procedures for Human Reader for OGT Paper Administration**

For all OGT, the test administrator will read aloud the entire test (exception: OGT reading passages are not to be read aloud) including the test directions, questions and answer choices. Anything read can be repeated for the tester as often as necessary if the tester requests a repeat. The test administrator may not answer tester’s questions regarding the content of test questions. The best response is, “I can’t answer that; just do your best.”

**Reading the Tests Aloud**

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

**Breaks in the Testing Session**

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

**After Test Administration**

After the tester has concluded reviewing responses, the test administrator will enter the tester’s responses verbatim into the online DEI with a witness present. If the tester wrote any responses on paper, the test administrator must securely destroy that paper. Only responses submitted into the Data Entry Interface will be scored. The test contractor will not score responses written in test booklets or in any other documents.
Appendix O: OGT Instructions Regarding Receipt and Return of Test Booklets

DRC tracks all test booklets through a unique barcode and security number printed on each test booklet. The security number is located on the front page of the nonscorable test booklet below the barcode. The barcode links the test booklet to the district. Information on the district that received the nonscorable test booklet is used to determine the number of test booklets returned.

Test booklets are to be used only by the tester/SSID that was identified when the order was placed with the Ohio Help Desk. Test booklets are identified by Form #.

IMPORTANT:
- Districts must return all test booklets immediately after testing.
- Districts cannot delay their return of test booklets; to do so is a violation of test security.

Building test coordinators should direct all questions about returning materials to their district test coordinators. District test coordinators who have any questions or encounter difficulties with these shipping procedures should call the Ohio Help Desk at (877) 231-7809 and select Option 3 for assistance from DRC.

1. Receipt of OGT Paper Test Materials

1.1 OGT District Materials

DRC will ship test booklets ordered by the district to the district test coordinator.

IMPORTANT: Districts should expect to receive test booklets and large-print test booklets three days after the order is approved. Braille test booklets will be delivered two weeks after the order has been approved. All test booklets will be shipped to the approved address provided to the Ohio Help Desk when the order was placed.

All materials are boxed by district. Upon receipt of the shipment from UPS, district test coordinators should locate the brown district box(es), which will contain the following:
- OGT Cover Memo – Test Materials
- OGT District Packing List
- OGT District Security Checklist
- OGT Nonscorable DRC-RS Labels (White)
- UPS-RS Labels – Ground
- OGT Test booklet(s)

The District Packing List shows the number of boxes packaged for the district. District test coordinators will use this sheet to verify that they have received all boxes. District test coordinators who do not receive all of their boxes should immediately call the Ohio Help Desk at (877) 231-7809 and select option 3.

District test coordinators are responsible for inventoried the materials. The district test coordinator must securely store test materials until they can be distributed to the appropriate school.
The district test coordinator should retain the OGT Nonscorable DRC labels and the UPS-RS Labels; these will be used to return the materials after the test(s) have been administered.

1.2 OGT School Materials

District test coordinators will distribute each set of test booklets to the appropriate building test coordinators in their district. The district test coordinator should note on the District Security Checklist what document is being sent to which building. Building test coordinators must keep all of the boxes they receive. Building test coordinators will return all test booklets to the district test coordinator in the same box(es) in which the materials were received.

Building test coordinators must maintain test security by using the security numbers to account for all secure test materials before, during and after test administration until they are returned to the district test coordinator. If there are discrepancies or missing test materials, the building test coordinator must notify the district test coordinator immediately.

Building test coordinators must verify that the materials are correct for the tester/SSID that was identified when the order was placed.

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

2. Returning OGT Paper Test Materials to DRC

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.

2.1 Preparing to Return the District’s OGT Test Booklets to DRC

District test coordinators should use the checklist below to complete the necessary steps for returning the nonscorable OGT test booklets to DRC.

- Confirm that you have received each of the test booklets that were sent to the school(s). If test booklets were sent to multiple schools, you may combine the test booklets into one return box.
- Pack the test booklet(s) in the box(es) in which they were delivered.
- Confirm that each box is sealed securely with packaging tape.
- Locate the white UPS-RS labels that were in your shipment.
- Locate the white nonscorable return shipping labels that were in your district box.
- If you need additional labels, call DRC at (877) 231-7809 and select option 3.
- Follow the below UPS return instructions for your district’s materials.

2.2 UPS Return Instructions for OGT Test Booklets

District test coordinators should use the checklist below to complete the necessary steps for returning the nonscorable OGT test booklets to DRC via UPS.
Affix a white nonscorable return shipping label to flap A on the top of each box. Do not send any boxes without a nonscorable return shipping label.

Affix a white UPS Return Service (UPS-RS) label to flap B on the top of each box. Do not send any boxes via UPS without a UPS-RS label.

Keep records of your return shipments to DRC, including the tracking number(s). The UPS-RS number is located directly above the barcode in the middle of the shipping label. It is recommended that you copy each UPS-RS label you use. These tracking numbers do not need to be provided to DRC unless requested.

All district test coordinators are responsible for scheduling a pickup of the nonscorable OGT test booklets. To schedule a pickup:

- Call UPS at 1-866-857-1501. Do NOT call the UPS general pickup number found on the UPS website.
- Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative uses these numbers to bill the pickup and return charges to DRC.
- Schedule a date for pickup and inform UPS that you have UPS-RS labels. Please schedule your pickup at least one day in advance. Same-day service is not available in all areas.

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

2.3 **OGT Return Box Label**

Below is a sample of a white nonscorable return shipping label that the district test coordinator will apply to the box when returning materials to DRC.
Appendix P: Directions and Scripts for OGT Paper Test Administrations

Overview and Key Dates for Administering the OGT Paper Administration

Each tester has the opportunity to test three times during the 2019-2020 school year. The online and paper test forms are the same; each form is randomly assigned to the tester. Online OGT testers may take their three test opportunities anytime during the 2019-2020 administration. Testers with a documented paper accommodation that will be testing using OGT paper test booklets have the below opportunity start dates*:

- Opportunity 1: earliest start date – September 3, 2019
- Opportunity 2: earliest start date – October 21, 2019
- Opportunity 3: earliest start date – November 25, 2019

*Switching Modes: If a tester tested online for their first opportunity and is testing on paper for his or her second opportunity, he or she may will not be able to test on paper until October 21.

All responses must be entered into the Data Entry Interface (DEI) by the test administrator immediately after testing following transcribing procedures.

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

<table>
<thead>
<tr>
<th>Paper Test Booklet - Ohio Graduation Tests Activities</th>
<th>2019-2020 Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID Window for the 2019-2020 OGT administration (all testers must be pre-identified in advance of testing with a “Y” for the subject(s) to be tested)</td>
<td>Now – July 31, 2019</td>
</tr>
<tr>
<td><strong>Paper Testing Window (all three opportunities)</strong></td>
<td></td>
</tr>
<tr>
<td>Opportunity 2 (earliest start: October 21, 2019)</td>
<td></td>
</tr>
<tr>
<td>Opportunity 3 (earliest start: November 25, 2019)</td>
<td></td>
</tr>
<tr>
<td>OGT braille test booklets order window; ordered by calling Ohio Help Desk: provide SSID, subject and expected test date (Note: Braille test booklets will be delivered two weeks after ordering)</td>
<td>September 3, 2019 – July 6, 2020</td>
</tr>
<tr>
<td>OGT general and large print test booklets order window; ordered by calling the Ohio Help Desk: provide SSID, subject and expected test date</td>
<td>September 3, 2019 – July 27, 2020</td>
</tr>
<tr>
<td><strong>OGT Paper Test Booklet Testing &amp; Data Entry Interface (DEI) Window</strong></td>
<td></td>
</tr>
<tr>
<td>Test administrators are to enter responses into the DEI immediately after testing</td>
<td>September 3, 2019 – July 31, 2020</td>
</tr>
</tbody>
</table>
Directions and Scripts for Testers Using an OGT Test Booklet

The test administrator must follow the directions below and read aloud the **bold** type for testers using an OGT paper test booklet. Test administrators must not deviate from the oral directions. Read the appropriate script to testers, paying careful attention to the instructions directed to the test administrator, which are inserted among the oral directions.

**SAY:** Today you are taking [provide the appropriate form number] of the Ohio Graduation Tests in [provide the appropriate test name].

If administering only one test to each tester during the session,

**SAY:** You will have 2-1/2 hours to complete your test today.

If administering more than one test to a tester during the same session,

**SAY:** You will take two tests for two subjects today. You will have 2-1/2 hours to complete each test. When you have completed the first test (provide the appropriate test name), return the test booklet and any sheets of paper that you wrote your constructed responses on. Make sure you have noted the question number you responded to on the paper. I will then provide you with the second test booklet for (provide the appropriate test name) and you may begin testing in that subject.

**SAY:** If you need a break during the test, raise your hand.
Directions for Administering the Reading Test

Please note:

1. Oral reading of the reading passages is not an allowable accommodation for any tester.

2. Responses to the constructed-response questions must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the administration. If testers have books or personal items, direct them to place such items in a specific area away from any testers. NOTE: Testers are not permitted to bring electronic devices into the testing area.

SAY: Today you will be taking the reading test. Test booklets and blank paper will now be distributed. Do NOT open the test booklet until you are told to do so. You may have nothing else on your desk except a pencil and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one.

Distribute one reading test booklet and at least two blank sheets of paper to each tester. Distribute pencils as needed. Before the test begins, testers should write their name on the test booklet and on the blank sheets of paper you have provided to the tester.

SAY: Print your first and last names in the space provided, labeled “Tester Name,” at the top of the front cover of the reading test booklet. Print “Reading” and your first and last name at the top of each blank sheet of paper. Are there any questions?

Answer questions as needed. Pause until testers appear to be finished.

SAY: In a few minutes, you will be taking the reading test. Please do not open your test booklet until told to do so. You may not use any reference materials on this test. There are 38 questions on this test. Most of the questions on the test are multiple choice. There are some short-answer and extended-response questions that will require you to write a response.

I will be entering your responses into the Data Entry Interface (DEI). There are no answer documents. All references to the “Answer Document” in the test booklet should be considered references to the DEI for scoring purposes.

You will use the test booklet to mark your responses to the multiple-choice items. If you change an answer, make sure that you erase your old answer completely.
For short-answer and extended-response questions, you will write the question number before your response on the blank paper you have been provided. If you need additional sheets of paper, please raise your hand. Your first and last name and “Reading” should be written at the top of each sheet of paper in addition to the question number you are responding to. If you have written short-answer or extended-response responses in the test booklet, clearly indicate in the test booklet or on the blank paper where your final answer is recorded.

The questions on the reading test are based on reading passages. You will read a passage first and then answer questions about it. You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

Responses written in the test booklet or on the blank paper will not be scored directly. I will enter your responses verbatim into the DEI for scoring.

Are there any questions about recording your responses?

Answer questions as needed.

SAY: You have 2-1/2 hours to complete this test.

If you finish the test early, you may check the work you did today. When you finish, raise your hand and your test materials will be collected.

You may now open your test booklet. The words “READING TEST” appear across the top of the page. Read the directions on this page. Remember you will not be using an Answer Document and will instead record your responses in the test booklet and on the blank paper. You may begin.

Make a note of the starting time. If testers are getting a brief break, make an announcement at that time. Testers should not talk during a break. It is preferable that only one tester at a time be allowed out of the testing room. Remember that test security must be maintained always.

Make an announcement ten minutes before the end of the testing period.

At the end of the testing time, any tester still working on the test should be told to stop working.

SAY: Stop. Put your pencil down. Close your test booklet and place your provided paper in the inside front cover of the test booklet.

Collect all test materials from the testers. Confirm that the tester has indicated on the blank paper the question number for each short-answer or extended-response question. All test booklets should be counted. Under no circumstances should testers have access to test materials prior to or after a testing session.

ACCOUNT FOR ALL TEST MATERIALS
**IMPORTANT:** It is the test administrator’s responsibility to ensure the tester responses for all test questions must be transcribed verbatim into the online Data Entry Interface (DEI) 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 written in test booklets or in any other documents. Instructions entering responses 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.

Return all test materials to the building test coordinator immediately after the tester’s responses have been entered into the DEI. Responses that were written on blank or specialized paper must be securely destroyed after entry into the DEI.
Directions for Administering the Mathematics Test

Please note: Responses to the constructed-response questions must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the administration. If testers have books or personal items, direct them to place such items in a specific area away from any testers. NOTE: Testers are not permitted to bring electronic devices into the testing area.

* IMPORTANT PROCEDURE PRIOR TO CALCULATOR DISTRIBUTION *

Prior to distributing the OGT calculators to testers, please clear the calculator memory. There are two ways to clear the memory: (1) Press the ON button and the CLEAR button simultaneously; or (2) Press the black “RESET” button on the back of the calculator with a pen or paper clip. Do not use a pencil tip, which could break and jam the “RESET” button. You will know the memory has been reset by the message “MEM CLEARED” that will appear on the display.

Be certain “MEM CLEARED” is displayed on each calculator as they are distributed to testers.

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

SAY: I will now distribute the OGT calculators. You may use this calculator on any part of the mathematics test. You may not use any other calculator.

Distribute the OGT TI-30X IIS calculators, one per tester.

If the calculators are in boxes, SAY: You may remove the OGT calculator from its box. The boxes will be collected.

SAY: Today you will be taking the mathematics test. Test booklets and blank paper will be distributed. Do NOT open the test booklet until you are told to do so. You may have nothing else on your desk except a pencil, the OGT calculator and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one.

Distribute one mathematics test booklet and two sheets of blank paper to each tester. Distribute pencils as needed. Before the test begins, testers should write their name on the test booklet and on the blank sheets of paper you have provided to the tester.

SAY: Print your first and last names in the space provided, labeled “Tester Name,” at the top of the front cover of the mathematics test booklet. Print “Math” and your first and last name at the top of each blank sheet of paper. Are there any questions?

Answer questions as needed. Pause until testers appear to be finished.
SAY: In a few minutes, you will be taking the mathematics test. Please do not open your test booklet until told to do so. The only reference materials you may use on this test is the Ohio Graduation Tests Mathematics Reference Sheet that is located in your test booklet. There are 38 questions on this test. Most of the questions on the test are multiple choice. There are some short-answer and extended-response questions that will require you to write a response.

I will be entering your responses into the Data Entry Interface (DEI). There are no answer documents. All references to the “Answer Document” in the test booklet should be considered references to the DEI for scoring purposes.

You will use the test booklet to mark your responses to the multiple-choice items. If you change an answer, make sure that you erase your old answer completely.

For short-answer and extended-response questions, you will write the question number before your response on the blank paper you have been provided. If you need additional sheets of paper, please raise your hand. Your first and last name and “Math” should be written at the top of each sheet of paper in addition to the question number you are responding to. If you have written short-answer or extended-response responses in the test booklet, clearly indicate in the test booklet or on the blank paper where your final answer is recorded.

You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

Responses written in the test booklet or on the blank paper will not be scored directly. I will enter your responses verbatim into the DEI for scoring.

Are there any questions about recording your responses?

Answer questions as needed.

Instruct testers to remove their Mathematics Reference Sheet from the front of their mathematics test booklets.

SAY: You may now open your test booklet. There is a Mathematics Reference Sheet in the front of your mathematics test booklet. It is called the “Ohio Graduation Tests Mathematics Reference Sheet”. The reference sheet is perforated for easy removal from your test booklet. Please remove your Mathematics Reference Sheet from your test booklet. You may use the edge of the reference sheet as a straight edge, if needed, during the test.

Pause until all testers have removed their reference sheet from their test booklets. Then, begin the mathematics test.
SAY: After you have removed your Mathematics Reference Sheet, you should see the words “MATHEMATICS TEST” across the top of the next page. Read the directions on this page. Remember you will not be using an Answer Document and will instead record your responses in the test booklet and on the blank paper.

You have 2-1/2 hours to complete this test. When you finish, raise your hand and your test materials will be collected.

If you finish the test early, you may check the work you did today. When you finish, raise your hand and your test materials will be collected.

You may begin.

Make a note of the starting time. If testers are getting a brief break, make an announcement at that time. Testers should not talk during a break. It is preferable that only one tester at a time be allowed out of the testing room. Remember that test security must be maintained always.

Make an announcement ten minutes before the end of the testing period.

At the end of the testing time, any tester still working on the test should be told to stop working.

SAY: Stop. Put your pencil down. Close your test booklet and place your provided paper in the inside cover of the test booklet.

Collect all test materials from the testers (including the calculators). Confirm that the tester has indicated on the blank paper the question number for each short-answer or extended-response question. All test booklets, Mathematics Reference Sheets and calculators should be counted. Under no circumstances should testers have access to test materials prior to or after a testing session.

ACCOUNT FOR ALL TEST MATERIALS

IMPORTANT: It is the test administrator’s responsibility to ensure the tester responses for all test questions must be transcribed verbatim into the online Data Entry Interface (DEI) 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 written in test booklets or in any other documents. Instructions for entering responses 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.

Return all test materials to the building test coordinator immediately after the tester’s responses have been entered into the DEI. Responses that were written on blank or specialized paper must be securely destroyed after entry into the DEI.
Directions for Administering the Writing Test

**Please note:** Responses to the short-answer question and the writing prompts must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the administration. If testers have books or personal items, direct them to place such items in a specific area away from any testers. **NOTE:** Testers are not permitted to bring electronic devices into the testing area.

**SAY:** Today you will be taking the writing test. Test booklets and blank paper will now be distributed. Do NOT open the test booklet until you are told to do so. You may not use a dictionary, thesaurus or other reference materials. You may have nothing else on your desk except a pencil and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one.

Distribute one writing test booklet and at least eight blank sheets of paper (paper may be lined) to each tester. Distribute pencils as needed. Before the test begins, testers should write their name on the test booklet and on the blank sheets of paper you have provided to the tester.

**SAY:** Print your first and last names in the space provided, labeled “Tester Name,” at the top of the front cover of the writing test booklet. Print “Writing” and your first and last name at the top of each blank sheet of paper. Are there any questions?

Answer questions as needed. Pause until testers appear to be finished.

**SAY:** In a few minutes, you will be taking the writing test. Please do not open your test booklet until told to do so. The test includes 10 multiple-choice questions, one short-answer question and two writing prompts.

I will be entering your responses into the Data Entry Interface (DEI). There are no answer documents. All references to the “Answer Document” in the test booklet should be considered references to the DEI for scoring purposes.

You will use the test booklet to mark your responses to the multiple-choice items. If you change an answer, make sure that you erase your old answer completely.

For the short-answer response, you will write the question number before your response on the blank paper you have been provided. If you need additional sheets, please raise your hand. Your name and “Writing” should be on each sheet of paper in addition to the question number you are responding to. If you have written your short-answer response in the test booklet, clearly indicate this in the test booklet or on the blank paper where your final answer is recorded.
For the writing prompts, you will compose writing samples on two different topics. You must write on the blank paper provided. Your name and “Writing” should be on each sheet of paper in addition to the question number you are responding to. You may erase, cross out and make any other editing changes on your compositions. You may use printing or cursive writing, but your compositions must be legible. There is no requirement on how much you should write; however, you should cover the topic thoroughly. You may make an outline or write notes in your test booklet before writing. Credit will not be given for outlines, notes or anything written in your test booklet. Make sure your final composition is recorded clearly on your blank paper.

You may respond to the two writing prompts in either order; however, your composition must be clearly marked on each of your pages with the corresponding question number (either 1 or 13). Be sure to budget your time so that you can completely respond to both writing prompts and answer all other questions on the test.

If you need additional sheets of paper, please raise your hand.

Responses written in the test booklet or on the provided paper will not be scored directly. I will enter your responses verbatim into the DEI for scoring.

Are there any questions about recording your responses?

Answer questions as needed.

SAY: You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

You have 2-1/2 hours to complete this test.

If you finish the test early, you may check the work you did today. When you finish, raise your hand and your test materials will be collected.

You may now open your test booklet. The words “WRITING TEST” appear across the top of the page. Read the directions on this page. Remember you will not be using an Answer Document and will instead record your responses in the test booklet and on the blank paper. You may begin.

Make a note of the starting time. If testers are getting a brief break, make an announcement at that time. Testers should not talk during a break. It is preferable that only one tester at a time be allowed out of the testing room. Remember that test security must be maintained always.

Make an announcement ten minutes before the end of the testing period.

At the end of the testing time, any tester still working on the test should be told to stop working.
SAY: Stop. Put your pencil down. Close your test booklet and place your provided paper in the inside front cover of the test booklet.

Collect all test materials from the testers. Confirm that the tester has indicated on the blank paper the question number for the short-answer and writing prompt responses. All test booklets should be counted. Under no circumstances should testers have access to test materials prior to or after a testing session.

ACCOUNT FOR ALL TEST MATERIALS

IMPORTANT: It is the test administrator’s responsibility to ensure the tester responses for all test questions must be transcribed verbatim into the online Data Entry Interface (DEI) 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 written in test booklets or in any other documents. Instructions for entering responses 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.

Return all test materials to the building test coordinator immediately after the tester’s responses have been entered into the DEI. Responses that were written on blank or specialized paper must be securely destroyed after entry into the DEI.
Directions for Administering the Science Test

Please note: Responses to the constructed-response questions must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the administration. If testers have books or personal items, direct them to place such items in a specific area away from any testers. NOTE: Testers are not permitted to bring electronic devices into the testing area.

* IMPORTANT PROCEDURE PRIOR TO CALCULATOR DISTRIBUTION *

Prior to distributing the OGT calculators to testers, please clear the calculator memory. There are two ways to clear the memory: (1) Press the ON button and the CLEAR button simultaneously; or (2) Press the black “RESET” button on the back of the calculator with a pen or paper clip. Do not use a pencil tip, which could break and jam the “RESET” button. You will know the memory has been reset by the message “MEM CLEARED” that will appear on the display.

Be certain “MEM CLEARED” is displayed on each calculator as they are distributed to testers.

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

The calculators may be distributed. OGT TI-30X IIS calculators should be available to testers during the science test. You may either distribute them to all testers or provide them to a tester upon request.

If you distribute OGT TI-30X IIS calculators to each tester, SAY: I will now distribute the OGT calculators. You may use this calculator on any part of the science test. You may not use any other calculator.

Distribute the OGT TI-30X IIS calculators, one per tester (or to testers upon request).

If the calculators are in boxes, SAY: You may remove the OGT calculator from its box. The boxes will be collected.

SAY: Today you will be taking the science test. Test booklets and blank paper will be distributed. Do NOT open the test booklet until you are told to do so. You may have nothing else on your desk except a pencil, the OGT calculator and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one.

Distribute one science test booklet and two sheets of blank paper to each tester. Distribute pencils as needed. Before the test begins, testers should write their name on the test booklet and on the blank sheets of paper you have provided to the tester.
SAY: Print your first and last names in the space provided, labeled “Tester Name,” at the top of the front cover of the science test booklet. Print “Science” and your first and last name at the top of each blank sheet of paper. Are there any questions?

Answer questions as needed. Pause until testers appear to be finished.

SAY: In a few minutes, you will be taking the science test. Please do not open your test booklet until told to do so. You may not use any reference materials on this test. There are 38 questions on this test. Most of the questions on the test are multiple choice. There are some short-answer and extended-response questions that will require you to write a response and show your work.

I will be entering your responses into the Data Entry Interface (DEI). There are no Answer Documents. All references to the “Answer Document” in the test booklet should be considered references to the DEI for scoring purposes.

You will use the test booklet to mark your responses to the multiple-choice items. If you change an answer, make sure that you erase your old answer completely.

For short-answer and extended-response questions, you will write the question number before your response on the blank paper you have been provided. If you need additional sheets, please raise your hand. Your first and last name and “Science” should be on each sheet of paper in addition to the question number you are responding to. If you have written short-answer responses in the test booklet, clearly indicate in the test booklet or on the blank paper where your final answer is recorded.

You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

Responses written in the test booklet or on the provided paper will not be scored directly. I will enter your responses verbatim into the DEI for scoring.

Are there any questions about recording your responses?

Answer questions as needed.

SAY: You have 2-1/2 hours to complete this test.

If you finish the test early, you may check the work you did today. When you finish, raise your hand and your test materials will be collected.

You may now open your test booklet. The words “SCIENCE TEST” appear across the top of the page. Read the directions on this page. Remember you will not be using an Answer Document and will instead record your responses in the test booklet and on the blank paper. You may begin.
Make a note of the starting time. If testers are getting a brief break, make an
announcement at that time. Testers should not talk during a break. It is preferable that
only one tester at a time be allowed out of the testing room. Remember that test security
must be maintained always.

Make an announcement ten minutes before the end of the testing period.

At the end of the testing time, any tester still working on the test should be told to stop
working.

SAY: Stop. Put your pencil down. Close your test booklet and place your provided
paper in the inside front cover of the test booklet.

Collect all test materials from the testers (including the OGT calculators). Confirm that the
tester has indicated on the blank paper the question number for the short-answer and
extended-response responses. All test booklets and OGT calculators should be counted.
Under no circumstances should testers have access to test materials prior to or after a
testing session.

ACCOUNT FOR ALL TEST MATERIALS

IMPORTANT: It is the test administrator’s responsibility to ensure the tester responses for
all test questions must be transcribed verbatim into the online Data Entry Interface (DEI)
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 written in
test booklets or in any other documents. Instructions for entering responses 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.

Return all test materials to the building test coordinator immediately after the tester’s
responses have been entered into the DEI. Responses that were written on blank or
specialized paper must be securely destroyed after entry into the DEI.
Directions for Administering the Social Studies Test

Please note: Responses to the constructed-response questions must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the administration. If testers have books or personal items, direct them to place such items in a specific area away from any testers. NOTE: Testers are not permitted to bring electronic devices into the testing area.

SAY: Today you will be taking the social studies test. Test booklets and blank paper will now be distributed. Do NOT open the test booklet until you are told to do so. You may have nothing else on your desk except a pencil and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one.

Distribute one social studies test booklet and at least two blank sheets of paper to each tester. Distribute pencils as needed. Before the test begins, testers should write their name on the test booklet and on the blank sheets of paper you have provided to the tester.

SAY: Print your first and last names in the space provided, labeled "Tester Name," at the top of the front cover of the social studies test booklet. Print "Social Studies" and your first and last name at the top of each blank sheet of paper. Are there any questions?

Answer questions as needed. Pause until testers appear to be finished.

SAY: In a few minutes, you will be taking the social studies test. Please do not open your test booklet until told to do so. You may not use any reference materials on this test. There are 38 questions on this test. Most of the questions on the test are multiple choice. There are some short-answer and extended-response questions that will require you to write a response and show your work.

I will be entering your responses into the Data Entry Interface (DEI). There are no Answer Documents. All references to the “Answer Document” in the test booklet should be considered references to the DEI for scoring purposes.

You will use the test booklet to mark your responses to the multiple-choice items. If you change an answer, make sure that you erase your old answer completely.

For short-answer and extended-response questions, you will write the question number before your response on the blank paper you have been provided. If you need additional sheets, please raise your hand. Your name and “Social Studies” should be on each sheet of paper in addition to the question number you are responding to. If you have written short-answer responses in the test booklet, clearly indicate in the test booklet or on the blank paper where your final answer is recorded.

Responses written in the test booklet or on the blank paper will not be scored directly. I will enter your responses verbatim into the DEI for scoring.
You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

Are there any questions about recording your responses?
Answer questions as needed.

SAY: **You have 2-1/2 hours to complete this test.**

If you finish the test early, you may check the work you did today. When you finish, raise your hand and your test materials will be collected.

You may now open your test booklet. The words “SOCIAL STUDIES TEST” appear across the top of the page. Read the directions on this page. Remember you will not be using an Answer Document and will instead record your responses in the test booklet and on the blank paper. You may begin.

Make a note of the starting time. If testers are getting a brief break, make an announcement at that time. Testers should not talk during a break. It is preferable that only one tester at a time be allowed out of the testing room. Remember that test security must be maintained always.

Make an announcement ten minutes before the end of the testing period.

At the end of the testing time, any tester still working on the test should be told to stop working.

SAY: **Stop. Put your pencil down. Close your test booklet and place your scratch paper in the inside front cover of the test booklet.**

Collect all test materials from the testers. Confirm that the tester has indicated on the blank paper the question number for each short-answer or extended-response question. All test booklets should be counted. Under no circumstances should testers have access to test materials prior to testing or after a testing session is completed.

### ACCOUNT FOR ALL TEST MATERIALS

**IMPORTANT:** It is the test administrator’s responsibility to ensure the tester responses for all test questions must be transcribed verbatim into the online Data Entry Interface (DEI) 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 written in test booklets or in any other documents. Instructions for entering responses 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.

Return all test materials to the building test coordinator immediately after the tester’s responses have been entered into the DEI. Responses that were written on blank or specialized paper must be securely destroyed after entry into the DEI.