Ohio's State Tests
Fall 2019
TEST ADMINISTRATION MANUAL
## Testing Support

<table>
<thead>
<tr>
<th>For Assistance With</th>
<th>Contact</th>
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</table>
| Testing resources, manuals, user guides, guidance documents, technical specifications and practice materials | Ohio’s State Tests Portal  
www.ohiostatetests.org                                                                 |
| Identifying which students are eligible to take each test                           |                                                                                                  |
| Scheduling test administrations                                                   | Ohio Department of Education  
Office of Assessment  
25 S. Front Street,  
Mail Stop 507  
Columbus, OH 43215  
1-877-OHIOEDU (1-877-644-6338) or  
1-614-466-1317  
http://education.ohio.gov                                                                 |
| Emergency school closures during the test window                                   |                                                                                                  |
| Reimbursements for translators                                                     |                                                                                                  |
| Assistance with Student IDs for nonpublic and home-schooled students                |                                                                                                  |
| Security cases; test incidents                                                     |                                                                                                  |
| Calculators                                                                        |                                                                                                  |
| Calculator Accommodations                                                          | Ohio Department of Education Office for Exceptional Children, 1-614-466-1317                      |
| Identifying which students are eligible for accommodations                          | Ohio’s Accessibility Manual  
Ohio Department of Education  
Office of Assessment  
1-614-466-1317                                                                 |
| Obtaining SSIDs for a newly enrolled student                                       | The district’s EMIS Coordinator or the student’s prior district                                |
| Submitting Pre-ID data                                                             |                                                                                                  |
| Marking accessibility features under the test settings in a student record         |                                                                                                  |
| Ordering paper test materials in TIDE                                              |                                                                                                  |
| User accounts                                                                      |                                                                                                  |
| Secure browsers and apps                                                            |                                                                                                  |
| Error messages received during the online test administrations                     |                                                                                                  |

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Revision History

The revision history of this Fall 2019 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 are not highlighted.

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<th>Section</th>
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1. Introduction

1.1 About This Manual

The Fall 2019 Test Administration Manual (TAM) covers policies and procedures for districts and schools that are administering Ohio’s State Tests. District test coordinators, building test coordinators and test administrators must review the information in this manual prior to testing.

While this manual covers policies common to schools administering tests online and on paper, this manual does not cover procedures specific to administering Ohio’s State Tests on paper. For information regarding the handling of paper test materials, administration procedures, key dates for Pre-ID and materials, and test-specific scripts, please refer to the Fall 2019 Supplemental Instructions for Paper Testing.

This manual also does not cover technical specifications or details on how to use online systems. Refer to the Technology Resources user guides and guidance documents available on the portal.

1.2 About the Fall Tests

Each test has two parts: part 1 and part 2. Districts and schools may elect to administer both parts in one day, or they may administer one part on one day and the other part on another day. All districts and schools with eligible students are required to administer both parts of each applicable test.

A summative score will be reported for each test. Separate scores will not be reported for part 1 and part 2. A student who does not take one part of the test will receive zero points for the questions on that part of the test but will receive a summative score for the test if the attemptedness criteria is met.

Districts that are testing students on paper should refer to the Fall 2019 Supplemental Instructions for Paper Testing for details on the materials that will be shipped to paper testers. For guidance on which students are required to participate in statewide testing, refer to the Department’s website. For information on marking test eligibility in the testing systems, see Section 5 on “Student Pre-ID and Test Eligibility” in this manual.

1.2.1 Elementary School Test

The following elementary school test is available for the Fall 2019 administration:

- Grade 3 English language arts
1.2.2 **High School End-of-Course Tests**

The following high school end-of-course tests are available for the Fall 2019 administration:

- Algebra I
- Geometry
- Integrated mathematics I
- Integrated mathematics II
- English language arts I
- English language arts II
- American government
- American history
- Biology

1.3 **Test Mode**

The Fall 2019 administration is an online test administration. Paper tests are only available for specific situations. Refer to the *Requesting Exceptions to Online Testing* document for further information. All orders for paper test materials are subject to Department approval. Policies and procedures specific to administering Ohio’s State Tests on paper can be found in the *Fall 2019 Supplemental Instructions for Paper Testing*.

Students must complete both parts of the test in the same mode. See *Section 5* of this manual for guidance on students who transfer during the test window.
2. Schedules

2.1 Key Dates for Online Testing

The following tables list key administration dates. Please refer to the portal for reporting dates. Please refer to the Test Coordinator’s Checklist and Test Administrator Checklist in the appendix for a suggested timeline of activities and preparation for the fall administrations.

Table 1. Grade 3 English Language Arts (ELA) Test

<table>
<thead>
<tr>
<th>Grade 3 English Language Arts Activities</th>
<th>Fall 2019 Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID Window for the fall administration opens (all students who are taking tests online must be preidentified in advance of testing; all students, regardless of test mode, must be preidentified in TIDE by November 1)</td>
<td>August 5 (noon)</td>
</tr>
<tr>
<td>Score Report Label Request Window in TIDE for the fall grade 3 administration</td>
<td>August 20 - November 1</td>
</tr>
<tr>
<td>On-time Order Window for paper accommodation testers (must confirm contact information and indicate a pickup date in the Supplemental Information task to place an order)</td>
<td>August 20 - August 26</td>
</tr>
<tr>
<td>On-time Window for Board Resolution districts that selected paper to confirm contact information and indicate a pickup date in Supplemental Information task in order to receive on-time paper test materials. Board Resolution districts will receive a scorable grade 3 test booklet for each student preidentified as of August 26 in TIDE (quantity showing in TIDE is updated nightly)</td>
<td>August 20 - August 26</td>
</tr>
<tr>
<td>Grade 3 deadline for submitting Pre-ID data to receive preprinted Pre-ID labels for paper testers</td>
<td>August 26</td>
</tr>
<tr>
<td>Grade 3 paper test materials and Pre-ID labels due in district</td>
<td>October 7</td>
</tr>
<tr>
<td>Grade 3 Additional Order Window for paper testers</td>
<td>October 8 - October 30</td>
</tr>
<tr>
<td>Grade 3 ELA online and paper test window*</td>
<td>October 21 - November 1</td>
</tr>
<tr>
<td>Last day to submit Test Status Requests in TIDE for online tests</td>
<td>November 1</td>
</tr>
</tbody>
</table>

*Districts will select five consecutive school days for their Grade 3 ELA administration.
Table 2. High School End-of-Course (EOC) Tests

<table>
<thead>
<tr>
<th>High School End-of-Course Testing Activities</th>
<th>Fall 2019 Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID Window opens for the fall administration (all students who are taking tests online must be preidentified in advance of testing; all students, regardless of test mode, must be preidentified in TIDE by January 10)</td>
<td>August 5 (noon)</td>
</tr>
<tr>
<td>Score Report Label Request Window in TIDE for the fall high school end-of-course administration</td>
<td>August 20 - January 10</td>
</tr>
<tr>
<td>On-time Order Window for paper accommodation testers and to indicate pickup date in the Supplemental Information task for paper test materials</td>
<td>September 10 - September 16</td>
</tr>
<tr>
<td>High school deadline for submitting Pre-ID data to receive preprinted Pre-ID labels for paper testers</td>
<td>September 16</td>
</tr>
<tr>
<td>High school paper test materials and Pre-ID labels due in district</td>
<td>November 25</td>
</tr>
<tr>
<td>High school Additional Order Window for paper testers</td>
<td>November 25, 2019 - January 8, 2020</td>
</tr>
<tr>
<td>High school EOC online and paper test window**</td>
<td>December 2, 2019 - January 10, 2020</td>
</tr>
<tr>
<td>Last day to submit Test Status Requests in TIDE for online tests</td>
<td>January 10</td>
</tr>
</tbody>
</table>

**Districts will select fifteen consecutive school days for their high school EOC administration.

### 2.2 Testing Times

The testing times reflect the amount of time students have to complete each part of the test. Test administrators are responsible for ensuring students have the specified amount of time to take each test part in one day, and they are responsible for enforcing testing times for each part of the test.

Please note, students must not test beyond the allotted time. The total testing time for both parts cannot be divided unequally between parts 1 and 2. For example, on a test that has 90 minutes for each part, if a student only uses 60 minutes on part 1, they cannot then have a total of 120 minutes on part 2. Test administrators must keep track of time.

Only students 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.

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

### Fall 2019 Grade 3 Test Administration

<table>
<thead>
<tr>
<th>Test</th>
<th>Part 1</th>
<th>Part 2</th>
<th>Total (Parts 1 &amp; 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3 English Language Arts</td>
<td>90 min (1.5 hrs.)</td>
<td>90 min (1.5 hrs.)</td>
<td>180 min (3 hrs.)</td>
</tr>
</tbody>
</table>
Fall 2019 High School End-of-Course Test Administration

<table>
<thead>
<tr>
<th>Test</th>
<th>Part 1</th>
<th>Part 2</th>
<th>Total (Parts 1 &amp; 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts I*</td>
<td>105 min (1 hr 45 min)</td>
<td>105 min (1 hr 45 min)</td>
<td>210 min (3.5 hrs)*</td>
</tr>
<tr>
<td>English Language Arts II*</td>
<td>105 min (1 hr 45 min)</td>
<td>105 min (1 hr 45 min)</td>
<td>210 min (3.5 hrs)*</td>
</tr>
<tr>
<td>Algebra I</td>
<td>90 min (1.5 hrs)</td>
<td>90 min (1.5 hrs)</td>
<td>180 min (3 hrs)</td>
</tr>
<tr>
<td>Geometry</td>
<td>90 min (1.5 hrs)</td>
<td>90 min (1.5 hrs)</td>
<td>180 min (3 hrs)</td>
</tr>
<tr>
<td>Integrated Mathematics I</td>
<td>90 min (1.5 hrs)</td>
<td>90 min (1.5 hrs)</td>
<td>180 min (3 hrs)</td>
</tr>
<tr>
<td>Integrated Mathematics II</td>
<td>90 min (1.5 hrs)</td>
<td>90 min (1.5 hrs)</td>
<td>180 min (3 hrs)</td>
</tr>
<tr>
<td>American Government</td>
<td>90 min (1.5 hrs)</td>
<td>90 min (1.5 hrs)</td>
<td>180 min (3 hrs)</td>
</tr>
<tr>
<td>American History</td>
<td>90 min (1.5 hrs)</td>
<td>90 min (1.5 hrs)</td>
<td>180 min (3 hrs)</td>
</tr>
<tr>
<td>Biology</td>
<td>90 min (1.5 hrs)</td>
<td>90 min (1.5 hrs)</td>
<td>180 min (3 hrs)</td>
</tr>
</tbody>
</table>

*Note on End-of-Course English language arts test times: High school English language arts tests (ELA I, and ELA II) have two writing prompts as described in the Ohio Blueprint. The total testing times noted are divided into two sessions of 1 hour and 45 minutes for each test part. Districts may elect to allow students needing additional time to complete the test 30 additional minutes (15 minutes per test part for a total of two hours per test session for each test part). Districts set the policy for additional time and test coordinators are responsible for communicating the policy to appropriate personnel. If allowed, not all students will need this additional time, and, in some test sessions, no students will need this time. Schools also should provide students with disabilities additional time as needed, according to their individualized education programs.

2.3 Scheduling Administrations

The Department allows flexibility to accommodate testers. In-service and professional days may occur during the testing window, but these days will not reduce the number of test days available to the school and district. There will be no extensions to the published test windows.

IMPORTANT: Districts and schools will administer both parts of the test within the testing window. Districts and schools will not select separate windows for part 1 and part 2. When setting up local schedules, districts and schools may elect to give both parts of the test on the same day, or they may elect to give part 1 and part 2 during two separate sessions scheduled on two separate days.

The Department strongly recommends that schools begin testing at the start of their district’s test window and do not wait until late in the test window to begin administering tests. Districts and schools cannot test outside the published administration window. To do so is a test security violation. Please note that district windows apply to all buildings within a district.

Students, including those with the extended time accommodation, are required to complete each part of the test in one day. For example:
• If a student starts part 1 of the test on Monday, he or she must complete part 1 that
  same Monday.
• If a student starts part 2 of the test on Wednesday, he or she must complete part 2 that
  same Wednesday.
• If a student starts both parts of the test on Tuesday, he or she must complete both part
  1 and part 2 on that same Tuesday.

The online Student Testing Site enforces the rule that students must complete an online test
part on the same day the students start their tests. Students 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 students complete a test
part on the same day they start the test part, regardless of test mode. Some exceptions may
occur, such as students who become 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 Test Sessions

Schools may schedule more than one test session per test to accommodate all students who
will be testing. Online test sessions can be set up for more than one test, which allows students
who are taking different tests to test in the same computer lab at the same time. Paper test
sessions can also include test takers for more than one test. For example, a test administrator
can set up a test session for both American government and American history. Students who
are taking either course can take their respective tests in the same computer lab or classroom
during the same test session. If sessions include different tests, a test administrator must
consider the directions and allotted testing time may vary by test.

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

2.3.2 Order of Test Administrations

There is no prescribed test order. Additionally, districts and schools may elect to administer
more than one subject on the same day. If a student is eligible for more than one test, the
Department recommends that the student take one test per day. However, the Department
will not prohibit the student from taking more than one test on the same day. Students are not
required to take part 1 first and part 2 second; should a student take part 2 first and part 1
second that is permissible. Note: Once a part is administered, students must not return to a
previously completed part.

2.3.3 Administration Preparations

The testing times do not include the time required for administration preparations. For all test
administrations, the room should be free of “clues” that would aid the student 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 paper testers, the preparation includes the time needed to prepare the testing room, distribute materials to students and read the scripted directions for starting the administrations. For additional information, please refer to the Fall 2019 Supplemental Instructions for Paper Testing. For online testers, test administrators need to prepare the testing room, establish test sessions, read scripted directions, assist students with signing into the test and approve students to test.

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 the test window to prepare student 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 Make-Up Testing

There are at least two scenarios for conducting make-up testing:

- A student is absent on the day he or she was scheduled to take a test.
- A student’s test session is interrupted, and the student cannot complete the test during his or her scheduled test session.

Please notify parents of their child’s make-up testing schedule so they can plan accordingly.

Make-up testing must occur within the district’s specified test window. A student who is absent, or has a test interruption, is not required to resume his or her test with other students who are taking the same test but may do so. If a student is absent throughout the entire district test window and returns after the final day of testing, the district must not test this student.

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

2.5 Breaks

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

It is preferable that only one student at a time be allowed out of the testing room. Students 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 scratch paper and handheld calculators (if applicable). For paper testers, this also includes test booklets and answer documents. Online testing students should 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. Test Security Training Resources are available on the testing portal.

Under Ohio law, releasing any test questions or other contents of a test or helping students cheat in any other way may result in an invalidation of test scores, termination of employment, suspension of certificates/licenses and/or prosecution. Districts must ensure that students 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. For more information on test security see the Ohio’s State Test Rules book.

3.1 Electronic Device Policy

Districts/schools must have a policy on electronic device (including, but not limited to, cell phones, smartwatches, and other wi-fi enabled, non-testing devices) 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 student 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. This is a test security violation. The student’s test opportunity is over, and the test needs to be invalidated. No breach test is allowed. 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. Please be aware that any electronic device in a testing room, even after testing, has the potential to be a test security issue. It is recommended that if students are permitted to use electronic devices after testing that they do so outside the testing location. However, 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 of students, 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 students 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 students in any testing room. For any group of more than 30 students, 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 students are taking the correct test;
- Observing that students are not involved in activities that might be considered cheating;
- Monitoring test completion per student;
- 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 student 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 students unattended while the test is still in session.

If district policy allows students to leave the room while testing is in progress, students 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 student’s screen, test booklet or answer document to review test content or a tester’s responses other than to enter responses in the Data Entry Interface;
- Using a student’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 students;
- Describing the test questions in an email, or discussing the test questions with anyone;
- Standing over a student who is taking the test and indicating in some manner that the student’s answer is incorrect, blank or deficient;
- Coaching a student in any manner to indicate the correct answer or any answer; and
- Leaving students unattended during testing for any amount of time.

After the administration:

- Posting any portion of the test content, verbatim or paraphrased, and/or a student response on social media before, during or after the test administration;
- Marking, tampering with or contaminating a student’s responses in any way, unless by a scribe or test administrator with permission to transcribe the student’s responses with no changes;
- Failing to collect and securely shred any scratch paper or math reference sheet that was provided to and used by students during a test and that contains student writing;
- Failing to account for and return any secure paper test materials;
- 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 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 H 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 students 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 the 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>X</td>
<td></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></td>
<td>X</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>Encouraging students who are underperforming to stay home during the administration of a standardized test and/or coding these lower-performing students out of the district summaries so as to exclude their scores from being reported to the public</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Correcting student responses so as to ensure a student a place in a gifted program</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></td>
<td>X</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 Pre-ID and Test Eligibility

5.1 Pre-ID

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

For the Fall 2019 tests, test coordinators must determine which students are eligible to take each test and whether students will be testing online or on paper. Districts must preidentify all students who are taking tests. When doing so, districts will mark the student’s test mode: online (O) or paper (P) for each test the student is eligible to take. Districts should mark students using braille tests as test mode paper (P). If a registered student is not eligible for a test, the district must list not eligible (N). Note: Students should be marked as eligible only for the tests they are taking. For students participating in Ohio’s State Tests for Fall 2019, districts will also mark the student’s AASCD test eligibility as No (N).

Students with an online test mode will have access to tests for which they are eligible in the online Student Testing Site.

For students who are testing on paper, district test coordinators must order test materials in TIDE for the paper administrations that will be given in each school building. Test administrators must apply a preprinted or print-on-demand Pre-ID label to a scorable grade 3 test booklet or to a scorable high school end-of-course answer document. Failure to apply a Pre-ID label to a scorable document will result in the score not being reported. More information about Pre-ID labels for students testing on paper can be found in the Fall 2019 Supplemental Instructions for Paper Testing.

Additional guidance on test eligibility on student Pre-ID records can be found in the Guidance Document for 2019-20 Ohio Pre-ID Files.

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., demographics such as student name and 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.
  - This means, for example, a district may upload one Pre-ID file that includes students' English language arts test eligibility and mode information. Then, a subsequent file can include students’ mathematics test eligibility and mode information. If the ELA test eligibility and mode fields are left blank in the subsequent file, the students’ existing ELA information will be retained in TIDE and the mathematics information will be appended.
5.1.1 **SSIDs for Students Enrolled in Public Districts and Community Schools**

Use of the SSID is required for all of Ohio’s statewide tests.

The use of the SSID also applies to students who are not enrolled in public schools but who attend chartered nonpublic schools and are on a scholarship program; see the next section for students enrolled in chartered nonpublic schools.

5.1.2 **Student IDs for Students Enrolled in Chartered Nonpublic Schools**

The Department provided chartered nonpublic schools with a four-letter school code for use when creating and assigning Student IDs at the school. Test coordinators must use the guidelines provided by the Department to establish Student IDs for chartered nonpublic school student preidentification and testing. **Students should use the same Nonpublic Student ID from year to year. Newly enrolled students should not be assigned Nonpublic Student IDs used in prior years by another student.**

Chartered nonpublic schools with assigned student identifiers will enter those IDs in the SSID field of the student’s Pre-ID record in TIDE. **Please note that chartered nonpublic students who are participating in an EdChoice, Cleveland or Jon Peterson Scholarship already have a state assigned SSID that they will use for the statewide tests. For assistance locating a scholarship student’s SSID, contact the Department’s Office of Nonpublic Educational Options.**

5.1.3 **Student IDs for Adults Not Enrolled in School**

Adults returning to take end-of-course tests who do not have an SSID must have a student ID assigned to them by the Office of Assessment. Inquiries can be made by calling the Department of Assessment at 1-614-466-1317. Adults must present a photo ID to test.

5.1.4 **Reporting to a Home District in Addition to the Attending District**

The Home District IRN field of the Pre-ID layout allows the reporting of student scores to a second district. The most common scenario for including Home District information with a Pre-ID record is a student who attends a Joint Vocational School (JVS) or Career Technology Center (CTC).

5.1.4.1 **Joint Vocational School (JVS or CTC)**

For AIR to report scores of students who are attending a JVS or CTC to students’ Home Districts, the test coordinator must populate the Home District IRN field in the student’s Pre-ID record in TIDE. If the test coordinator populates the Home District IRN field with a valid IRN, AIR will report the student to the Attending School IRN, the Attending District IRN and the Home District IRN.

Test coordinators must double check student’s Pre-ID records to confirm that a Home District IRN is included, if applicable.
5.1.4.2 Community School

Community schools should not include a student’s residential district in the Home District IRN positions of the Pre-ID record. Including the residential district will affect the participation data in TIDE for that district. Including the community school’s student’s residential district in the Home District field results in the student’s scores being reported to that district unnecessarily.

5.1.5 Home-Schooled Students

A home-schooled student who is receiving most of his or her education in a home-schooled program but who is also enrolled in a public school in a course for which there is a corresponding test is required to take that test. The home-schooled student who is enrolled in a public school and taking a state test based on the enrolled course will be included in the district’s aggregate. A home-schooled student who is enrolled only in a course for which there is no statewide test (e.g., art) is not required to take any statewide tests. However both the school district and the home-schooled student’s parent may mutually agree to allow the student to take any of the tests. E-schools are not home-school programs and do not follow home-school program rules.

Home-schooled students who participate in the tests must be preidentified by the district at the school where the student will physically take the test. Districts that will be testing home-schooled students must contact the Department to obtain Student IDs for home-schooled students. A request form is available on the Department’s website.

If a home-schooled student should not be included with the district aggregates that the test contractor provides, authorized users must use the View/Edit Student task in TIDE to mark the student’s record with the home-schooled attribute.

5.1.6 Students who Transfer During the Test Window

If a student transfers into the district during the test window, the receiving district must determine whether the student took any part of any test in the prior district. If a student has not completed testing, districts should attempt to complete testing as long as it is within the state testing window. Additional instructions can be found in Appendix I.

- If the student took both parts of a test in the prior district, that district will receive the student’s reported score. The receiving district can retrieve the student’s score by preidentifying the student in TIDE and using the features available in the Online Reporting System after the scores are reported. Districts should refer to the Online Reporting System User Guide for more information regarding these features.
- If the student did not take either part of a test in the prior district, the receiving district will Pre-ID the student, using the student’s existing SSID or Nonpublic Student ID, and administer the test the student is required to take.
- If the student took one part of the test in the prior district, but not the other, the student will need to take the outstanding part of the test in the receiving district. The receiving district should verify which test part and mode the student completed by either working directly with the prior district and/or transferring student or checking the student’s participation data in TIDE’s Monitoring Test Progress task.
If the student tested online in the prior district, the receiving district must preidentify the student in TIDE, using the student’s existing SSID or Nonpublic Student ID, and administer the remaining part online. **It is critical that the outstanding part is given in the same mode and under the same SSID as the previously completed part.** Failure to do so will prevent the test parts from being merged and reporting a summative score.

If the student tested on paper, and the prior district will provide the receiving district with the student’s scorable document via secure means, the student can complete the remaining part of the test in that document. The receiving district must preidentify the student in TIDE; ensure the student’s name is written in Box A of the document; apply a print-on-demand Pre-ID label, using the student’s existing SSID or Nonpublic Student ID, and return the document for scoring. **Failure to apply a Pre-ID label will result in scores not being reported. Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time.**

If the student tested on paper and the student’s scorable document is not available from the prior district, the receiving district may have the student take both parts of the test online or both parts on paper. Testing modes cannot be mixed for a single test (e.g. part 1 on paper and part 2 online). The prior district must apply a Do Not Score label to the student’s answer document. Failure to do so can result in two scores reported or a discrepancy which prevents reporting.

5.2 **Test Eligibility for Grade 3 English Language Arts Test**

Student eligibility for the grade 3 English language arts test is based on the student’s enrolled grade, as well as the test mode indicated when the student is preidentified. Only students with an enrolled grade of 3 in TIDE will be able to test. Retained students taking the fall administration are considered grade 3 students and must have an enrolled grade of 3 to take the test.

5.3 **Test Eligibility for High School End-of-Course Tests**

The fall administration is intended for students who are enrolled in first-semester courses in fall 2019, or students who need to test for a previously completed course. If a high school student retakes a test to earn higher graduation points, the student must retake both parts; there is no option to retake only one part. For further information see the Department’s Retake Policy.

The following table identifies which EMIS course code(s) correspond with each high school test. If a student is not enrolled in a course that has the same title as the test, the student should take the test after the district determines that the student received instruction on the material covered by the test.
<table>
<thead>
<tr>
<th>High School End-of-Course Test</th>
<th>EMIS Course Code</th>
<th>Course Title</th>
<th>Notes/Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts I</td>
<td>050160</td>
<td>Integrated English Language Arts I</td>
<td>District course titles may include: English 9, Freshman English, Humanities 9</td>
</tr>
<tr>
<td>English Language Arts II</td>
<td>050170</td>
<td>Integrated English Language Arts II</td>
<td>District course titles may include: English 10, Sophomore English, Humanities 10</td>
</tr>
<tr>
<td>Algebra I</td>
<td>110065</td>
<td>Advanced Mathematics 8</td>
<td>All students should be taking an End-of-Course test, either Algebra I or Integrated Math I.</td>
</tr>
<tr>
<td></td>
<td>110301</td>
<td>Algebra I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>110480</td>
<td>Applied Algebra or Applied Mathematics I</td>
<td>These students may not take an End-of-Course test if used as first year of a two-year program.</td>
</tr>
<tr>
<td>Geometry</td>
<td>111200</td>
<td>Geometry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>110490</td>
<td>Applied Geometry or Applied Mathematics II</td>
<td>These students may not take an End-of-Course test if used as first year of a two-year program.</td>
</tr>
<tr>
<td>Integrated Math I</td>
<td>110010</td>
<td>Mathematics I (Integrated math course)</td>
<td>Students taking this test should be receiving instruction based upon the content specified on the Department website <a href="https://www.osdohio.org/">Ohio’s Learning Standards</a> document Appendix A for Mathematics 1.</td>
</tr>
<tr>
<td></td>
<td>110480</td>
<td>Applied Algebra or Applied Mathematics I</td>
<td>These students may not take an End-of-Course exam if used as first year of a two-year program.</td>
</tr>
<tr>
<td>Integrated Math II</td>
<td>110020</td>
<td>Mathematics II (Integrated math course)</td>
<td>Students taking this test should be receiving instruction based upon the content specified on the Department website <a href="https://www.osdohio.org/">Ohio’s Learning Standards</a> document Appendix A for Mathematics 2.</td>
</tr>
<tr>
<td></td>
<td>110490</td>
<td>Applied Geometry or Applied Mathematics II</td>
<td>These students may not take an End-of-Course test if used as first year of a two-year program.</td>
</tr>
<tr>
<td>Biology</td>
<td>132230</td>
<td>Biology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>132330</td>
<td>Advanced Biology</td>
<td></td>
</tr>
</tbody>
</table>
 student Pre-ID and Test Eligibility

<table>
<thead>
<tr>
<th>High School End-of-Course Test</th>
<th>EMIS Course Code</th>
<th>Course Title</th>
<th>Notes/Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>150300</td>
<td>Government (American)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>150308</td>
<td>Government/Economics (American)</td>
<td></td>
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<tr>
<td></td>
<td>159950</td>
<td>Government &amp; Politics (United States)</td>
<td></td>
</tr>
<tr>
<td>American History</td>
<td>150810</td>
<td>History (American)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>152300</td>
<td>History (Integrated)</td>
<td></td>
</tr>
</tbody>
</table>

Districts do not have to list the EMIS course code in student Pre-ID records. Inclusion of section number, class name or course code information with a student’s Pre-ID record is optional and is for district reference only. AIR will not use the “Section Number/Class Name/Course Code” field to generate rosters, grant students access to the online testing system or to print Pre-ID labels.

For additional guidance on high school student participation in end-of-course tests, consult the Department’s website.

5.4 Accelerated Testing

Students who are receiving accelerated instruction may take an Ohio’s State Test in a corresponding subject(s). Ohio Revised Code states that all districts must have a student acceleration policy. Testing rules for students, subject to district student acceleration policies, may be found by going to education.ohio.gov and searching the following keywords: Testing Policy for Subject-Accelerated Students.

Student records can be marked for accelerated testing in the Pre-ID layout, or using the View/Edit Students feature in TIDE. Test coordinators must also indicate the test mode (paper or online) in TIDE. If a student’s record is marked for accelerated testing, the student’s test eligibility is based on the accelerated test grade/subject and not the student’s enrolled grade.

For whole-grade accelerated students, the student’s enrolled grade should reflect the grade to which the student is accelerated. Test coordinators do not need to flag a whole-grade accelerated student’s record in TIDE for accelerated testing. For additional information, please contact the Department’s Office for Exceptional Children at 614-466-2650.

5.4.1 Students in Grades 6-8 Who Participate in End-of-Course Tests

Some students who are enrolled in grades 6-8 may be participating in high school courses. If a student enrolled in grades 6-8 is eligible for an end-of-course test, indicate the student’s eligibility for that test in the Pre-ID record by marking “O” for online testing or “P” for paper testing.
5.5 Group Oral Administration

Please note, for the fall administration there is only one form of the test. All students testing online will have the same online test form. All students testing on paper will have the same paper test form which is different from the online test form.

The Department allows group administrations for students who receive a human read aloud* or a common foreign language translation**, but all participating students must write their responses themselves. A student who will be providing his or her responses orally cannot participate in a group administration. Districts and schools must test a student who will be providing his or her responses orally in a one-on-one setting.

In order to provide a group oral administration to students testing on paper, the test administrator or translator will read or translate from a student test booklet. For online testers, the test administrator or translator will read or translate from one of the student’s devices.

*Note: Students who meet the criteria outlined in Ohio’s Accessibility Manual are eligible for a human reader. Only students who meet the criteria to have a read aloud accommodation on the English language arts tests may receive a read aloud for English language arts tests.

**Note: Translations are not allowed on the English language arts tests.
6. Staff Responsibilities

This section provides information to districts and schools that are testing online. If your district or school is testing students on paper, please refer to the Fall 2019 Supplemental Instructions for Paper Testing. Depending on the size of the district/school, one person may be assigned multiple roles.

6.1 District Test Coordinator Responsibilities

The district test coordinator is the primary point of contact between the district and the Department. In districts where students are testing online, 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 students are preidentified as online testers for the appropriate tests;
- 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 students;
- 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 and ensure all required online tests are submitted; and
- Submits any Test Status Requests in TIDE, if needed.

6.2 Building Test Coordinator Responsibilities

The building test coordinator is responsible for coordinating the test administration in a school building. In schools where students are testing online, 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 students in TIDE using the Add Student task, and can update a student’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, student names as they appear in TIDE and SSIDs (or Nonpublic 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; and
• 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.

6.3 Test Administrator Responsibilities
The test administrator is the person who administers Ohio’s State Tests. In districts where students are testing online, the test administrator:

• Has a Teacher or Test Administrator user account which is associated with the same school(s) as the students 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 students;
• Is aware of state and district test security procedures and follows them at all times;
• Has access to the student information needed for student sign-in on test day and knows which test(s) students are eligible to take;
• Is familiar with the accessibility features available for students;
• Knows how to establish a test session, adjust test settings, approve students to test and monitor and stop test administrations using the TA Interface;
• Knows and monitors the testing time available for each test that he or she gives, including the district policy on English language arts test time;
• Has the Online Testing Highlights and Script available for use on test day; and
• Reviews and understands the Test Administrator User Guide.
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 test administrations.

7.2 User Accounts

Test coordinators are responsible for ensuring that all personnel who need access to online testing systems 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 TA Practice Site. Teachers and test administrators can also use their account to access the optional TA 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 to reset your password before you will be able to access TIDE for the 2019-2020 school year when TIDE reopens August 5.** 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 students taking tests, regardless of test mode  
  • Mark student accessibility features for online testers  
  • Submit test status requests to the Department (if needed)  
  • Create rosters of students (optional)  
  • Monitor test progress  
  • Resolve discrepant records and submit rescores and verifications  

  Test administrators use TIDE to:  
  • View student demographic and test eligibility information  
  • Print test tickets (online testers) or print on-demand Pre-ID labels (paper testers) Districts must apply a preprinted or print-on-demand Pre-ID label to all scorable documents. Failure to apply a Pre-ID label will result in scores not being reported. Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time.  
  • Mark or view student accessibility features for online testers  

| Practice Tests Site | Students, parents and district/school personnel can use the practice tests section of the portal to:  
  • Review sample content and item types  
  • Review released items from prior test administrations  
  • Become familiar with online test navigation  
  • Practice responding to items  
  • Use online test tools  
  • Determine appropriate test settings for students. See Ohio’s Accessibility Manual for more information  
  • Practice logging in using their name and SSID as they appear in TIDE |
| 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 students for online testing  
  • Accessible only via the Secure Browser or App, which must be installed on the student’s device in advance of testing |
### Online System

<table>
<thead>
<tr>
<th>Test Administrator (TA) Interface</th>
<th>Functions and Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
<td></td>
</tr>
<tr>
<td>- Establish test sessions</td>
<td></td>
</tr>
<tr>
<td>- Approve students to test, update accessibility features (if needed) and mark accommodations (if needed)</td>
<td></td>
</tr>
<tr>
<td>- Monitor students’ online testing progress, ensuring that students complete each part of their tests within the testing time published on the portal</td>
<td></td>
</tr>
<tr>
<td>- Pause student tests (if needed)</td>
<td></td>
</tr>
<tr>
<td>- Stop test sessions</td>
<td></td>
</tr>
</tbody>
</table>

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

### 7.4 Student Pre-ID

Test coordinators must ensure that students are preidentified in advance of the test window. **Please note all Pre-ID information from the 2018-2019 school year has been removed from TIDE. All students must be added for the 2019-2020 school year with new, updated student demographic and eligibility information.** Failure to preidentify students in advance of the testing window will delay students from accessing online tests. Only students who are preidentified and have an online test mode designation can take tests online. Under the Student Information task in the TIDE “Ohio State Tests 2019-2020” administration, district test coordinators have two options for preidentifying students: upload a Pre-ID file or manually add students. Building test coordinators have the option to add students manually only.

TIDE synchronizes with the Student Testing Site and TA Interface. After test coordinators add student information to TIDE, these applications will contain each student’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 student pre-ID records can be found in the [Guidance Document for 2019-2020 Ohio Pre-ID Files](#).

### 7.5 Updating Accessibility Features Under Student Test Settings

As outlined in [Ohio’s Accessibility Manual](#), some accessibility features must be enabled for individual students 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 student 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 student 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 student to test. Additionally, test administrators must mark if students are eligible to receive accommodations during testing.

<table>
<thead>
<tr>
<th>Embedded Feature</th>
<th>Classification Level</th>
<th>By Default, this Feature is</th>
<th>Can This Feature Be Marked Through a Student Settings Upload in TIDE?</th>
<th>Can This Feature Be Marked in the TA Interface?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Testing Tools</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highlighter</td>
<td>Universal</td>
<td>On</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Masking</td>
<td>Universal</td>
<td>On</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>Universal</td>
<td>On</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Test Clock</td>
<td>Universal</td>
<td>On</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Reading Testing Tools</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line Reader</td>
<td>Universal</td>
<td>On</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Paginated Stimuli</td>
<td>Universal</td>
<td>On Available for ELA and social studies only</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Text-to-Speech (TTS)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text-to-Speech Tracking</td>
<td>Accommodation: ELA Universal: mathematics, science, social studies</td>
<td>Off: ELA On: mathematics, science, social studies</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Visual Testing Tools</strong></td>
<td></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>
<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>
<td>Yes</td>
</tr>
<tr>
<td>Print Size</td>
<td>Designated support</td>
<td>At the default level</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Screen Reader Mode Cannot be used with paginated stimuli</td>
<td>Accommodation</td>
<td>Off Not available for biology</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### 7.6 Accommodations

Test coordinators should be familiar with allowable accommodations on Ohio’s State Tests and confer with building staff to identify students who need accommodations during testing. If a student 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 Online Testing Highlights and Script in Appendix L for directions. The Ohio’s Accessibility Manual describes these accommodations and the allowable availability.

### 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 the test window. District and school personnel must also ensure that there are sufficient numbers of devices to complete online testing for all students within the test window. This may mean that students will need to be placed in groups and tested at different times if one device per student is not available.

### 7.7.1 TA 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 students 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 Start Guide document on the portal for a list of supported web browsers. Well in advance of the test window, please make sure to verify the device is compatible by logging into the TA 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 student device prior to the test window. All students 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 students 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 students 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.

Students must use the Secure Browser or App to access the Student Testing Site for online testing. After launching the Secure Browser or App, a student 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 students 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 students. To exit the Secure Browser or App, students must click the pause button or answer all items and submit their tests. If a student pauses or submits his or her test, the TA Interface will indicate this.

7.7.3 Voice Packs for Text-to-Speech

All students will have text-to-speech turned “on” by default for mathematics, science and social studies tests. Districts can turn “off” text-to-speech in advance of testing for selected students using the student settings file in TIDE, by manually editing the student record in TIDE or by adjusting the test settings in the TA Interface during the student sign-in and testing approval process.

Districts and schools must provide headphones to students using text-to-speech, unless a student is testing in a 1:1 session.

Use of the text-to-speech accessibility feature requires the student’s device to have a voice pack installed. If the student will be testing with the Spanish form, the device must have both an English and Spanish voice pack installed.
Before Testing Instructions

All supported platforms have pre-installed voice packs. If students prefer another voice pack that is compatible with the secure browser, they are permitted to use it.

**IMPORTANT:** Regardless of device, students should select a voice pack option that they are familiar with and that has been confirmed to work with the Secure Browser. Districts can access the Practice Test Site via the Secure Browser to check text-to-speech. Refer to the [Assistive Technology Manual](#) for a list of voice packs that have been confirmed to work with the secure browser and for more detailed guidance on voice packs for text-to-speech.

### 7.8 Student Information Needed for Test Day

Students who are testing online will not be able to sign into the Student Testing Site unless they have been preidentified and their test mode is listed as "O" for online for the test subject. The district test coordinator is primarily responsible for preidentifying all students, but building test coordinators have the ability to add students to TIDE manually as well.

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

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

<table>
<thead>
<tr>
<th>Student 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 student must enter:</td>
</tr>
<tr>
<td></td>
<td>• their first name (exactly as it appears in TIDE), and</td>
</tr>
<tr>
<td></td>
<td>• their SSID, or Student ID (for nonpublic and homeschooled students only).</td>
</tr>
<tr>
<td>SSID (or Student ID for nonpublic and homeschooled students only)</td>
<td>Test administrators are responsible for ensuring that the student selects the correct test during the sign-in process before approving the student to test.</td>
</tr>
<tr>
<td>Test eligibility</td>
<td>Test administrators are responsible for ensuring that students 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>Eligibility for accessibility features</td>
<td>Accommodation codes must be marked in the TA Interface at the time of testing (e.g. Scribe).</td>
</tr>
<tr>
<td>Accommodation codes</td>
<td></td>
</tr>
</tbody>
</table>

Test coordinators or test administrators may prepare and provide students with tickets, cards or sheets of paper that contain the student’s first name and SSID or Student ID to help students type the information accurately.
Before Testing Instructions

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

7.9 Calculators

For applicable tests, the online Student Testing Site provides a calculator. See below for a summary of tests that include a calculator.

<table>
<thead>
<tr>
<th>Test</th>
<th>Is a Calculator Allowed for Part 1?</th>
<th>Is a Calculator Allowed for Part 2?</th>
<th>Recommended Calculator</th>
</tr>
</thead>
<tbody>
<tr>
<td>End-of-Course Mathematics</td>
<td>Yes</td>
<td>Yes</td>
<td>Graphing</td>
</tr>
</tbody>
</table>

To preview the online calculators, visit the Student Practice Resources page on the portal and select the applicable subject.

If districts or schools wish to make handheld calculators available, this is permissible. The district may provide the calculator or allow students to provide their own. Students cannot share handheld calculators during a test session. If students use an approved handheld calculator, you must confirm that the memory has been cleared before and after each testing session. **Note:** Clearing the memory may reset mode to radians, you may need to show your students how to change the mode to degrees if needed.

The handheld calculator must meet the criteria outlined in the calculator policy. See Appendix C of this manual for listings of allowable calculators. Schools should give students the opportunity to become familiar with the calculators they choose before testing.

If students qualify (according to their individualized education programs (IEP) or Section 504 plans) to use calculators as an accommodation for non-calculator sections of a state test, the school must allow use of the calculator. An online calculator for non-calculator tests or parts of tests cannot be turned on ahead of testing in TIDE.

7.10 Reference Sheets

The online Student Testing Site includes reference sheets for students taking the end-of-course mathematics tests.

If districts or schools wish to use paper copies of the reference sheet, this is permissible. The test administrator should download and print the appropriate reference sheet from the Student Practice Resources section of the portal within the mathematics folder.

Use of the paper reference sheets is at district/school discretion. Students may not bring their own copies.

7.11 Blank Paper

Test administrators must provide at least two sheets of blank paper to students who are taking an English language arts test. Test administrators may provide blank paper for the
mathematics, science and social studies tests upon student request or at district direction. Test administrators must have sufficient blank paper available. Students may not bring their own paper.

Specialized paper may be provided in lieu of blank paper as long as the paper does not have any writing on it. Specialized paper includes grid, wide-ruled, braille, raised-line grid, wide-lined grid and colored paper. Students also may use personal white boards instead of paper. It is recommended that students 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. The test contractor will not score responses written on blank paper under any circumstances.

### 7.12 Testing Room Preparation

The seating arrangement of the test administration room should not crowd students. Separating students by a reasonable distance ensures independent work and prevents collaboration.

Test administrators must check the testing room for possible test question “clues” before each testing session. Charts, maps and other materials in the room that could assist students with test items should be covered or removed before the test administration.
8. **During Testing Instructions**

8.1 **Oral Script**

To ensure standardized administration conditions throughout Ohio, test administrators must follow the script contained in the Online Testing Highlights and Script, located in Appendix L, which test administrators must download from the portal.

Test administrators must not deviate from the oral directions. Read the appropriate script to students, paying careful attention to the instructions directed to the test administrator, which are inserted among the oral directions.

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 student has been in the test. The timer only runs while the student is viewing test content. The timer does not count the time when the student 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 students complete each part of their tests within the testing time published on the portal.

8.2.2 **Pausing the Test**

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

Pausing a student’s test will sign the student out of his or her test. A student 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 student 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 student navigates to a different page or item and when the student clicks the save button. For essay responses a student may recover their work using the built in Select Previous Version tool from the Context menu. **If the test administrator or student pauses the test or if the student 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.

8.2.3 **Submitting the Test**

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

8.2.4 Test Opportunities

Students have one test opportunity, meaning they can take each part of the test once. After a student’s test is submitted, the student will not be able to sign in and visit the test again without approval from the Department via Test Status Request.

8.3 Test Status Requests

There may be times when district test coordinators need 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. 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 student to revisit questions on a day subsequent to the day the test 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 student to sign back into a test that has been submitted          | Reopen a test  
To submit a reopen request, the test must be in completed, expired, submitted, scored, reported or invalidated status. |
| Allow the student to start the test over by removing all responses marked prior to the request | Reset  
To submit a reset request, the test can be in any status. |
| Invalidate a student’s online test (e.g. student took the wrong test, student was cheating) | Invalidation  
To submit an invalidation request, the test must be in completed, denied, expired, paused, submitted, scored, or reported status. |
| Restore a test that was incorrectly reset                                   | Restore a test that was reset  
To submit a restore request, the test must be in Reset status. |
| Restore a previous essay response for a test that has been paused, reopened or completed. | This is not a Test Status Request  
Call the Ohio Help Desk at 1-877-231-7809 to request, provide SSID, test name, test part and question number. |

8.3.1 Reopen a Test

If a student’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 student can resume testing.
If a student’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. Students will not be able to resume testing. If needed, the district test coordinator can request to reopen the test on a day subsequent to the day the student started 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 student can resume testing. Please refer to the Test Incident Guidance Document in Appendix H 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 student will have access to all test questions the next time he or she signs into the test. When the student resumes testing, he/she will do so using the remaining time, not to exceed the established total testing time. The Test Timer on the TA interface will reflect the total amount of time the student has spent viewing test content on that test part from all test sessions. The student may not return to questions already answered on a previous test day. It is the test administrator’s responsibility to ensure that the student does not do so.

**IMPORTANT:** It is not necessary to request to reopen a test if the student stops testing but will resume on the same day.

### 8.3.2 Resets

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

**IMPORTANT:** A reset is required if a student starts the test with the Bilingual English-Spanish accommodation and wants an English-only version of the test instead (or vice versa).

If a student 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 student to test, the test administrator can mark the correct accessibility feature and the student 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 student, administrator or unauthorized party to the administration. Invalidating a student’s test cancels the student’s test opportunity. District test coordinators must submit invalidations in TIDE if there are test violations, e.g., a test administrator sees two students discussing answers to questions during a test session.

**Note:** If a student has started both test parts, test coordinators must invalidate both parts of the test in TIDE. Students who have only tested in one part will need to have that part invalidated.
in TIDE and must not start the other part of the test. Refer to the Ohio’s State Tests Rules Book for additional guidance on test violations.

8.4 Administering the Test

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

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

8.5 Monitoring Testing

Test coordinators are responsible for ensuring student participation in the statewide tests to the fullest extent possible. Test coordinators should use the Monitoring Test Progress task in TIDE to track the status of online testing in their districts and schools.

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 students have tested online and how many still need to test online). Note: These reports are based on the students who are preidentified in TIDE and who have signed into the Student Testing Site. These reports are not available for paper testers during the test window.

Test coordinators are responsible for tracking online test submissions throughout the administration windows and verifying that student tests are being completed and submitted.

8.5.2 Disruptions During Testing

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

If the student 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 student 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 it, the student should then complete the test on another day during the district’s testing window, using the remaining time. The student 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 use the make-up testing time that you built into your district testing window. Consult the Test Incident Guidance Document in Appendix H of this manual for further guidance.
9. After Testing Policy

Districts and schools must establish a local policy for students who complete the test before the end of the scheduled testing time. Districts and schools may decide that all students, including those students who finish early, will stay in the testing room for the duration of the administration. If test administrators will not release students when students finish testing and students will remain in the room for the full duration of the testing period, it is advisable to have generic silent work on-hand for students. The silent work must not be related to the subject matter being tested.

Districts and schools may also decide to release students who complete and submit their tests before the administration period ends. Building test coordinators must ensure that other school personnel are aware of the test administration times and locations and where students 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: Supplemental Instructions for Oral Translation and Human Reader for Online Administrations*

*For braille, large print, oral translation and human reader policies and procedures pertaining to paper administrations, refer to the Fall 2019 Supplemental Instructions for Paper Testing.

Oral Translations

Students who meet the criteria outlined in Ohio’s Accessibility Manual are eligible for an oral translation of the test. During this type of administration, a translator orally translates the test into the student’s native language. Please search keyword Translators on the Department’s website for guidance on reimbursement for translators. Translations are not allowed on the English language arts tests.

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 students who are eligible for a language translation.
- Districts and schools are responsible for identifying, contacting and scheduling individuals who will serve as translators at the district or school.
- The test administrator will contact the translator and arrange the location, dates and times to administer the tests. Schedule 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 student in the room alone. The test administrator is responsible to ensure that the translator and the student adhere to test security policies.
- Students may have extended time to complete their tests (up to one full school day).
- Students may use a word-to-word dictionary that meets the criteria listed in Ohio’s Accessibility Manual.
- After receiving a language translation, if a student feels more comfortable with an English-language administration for other portions of any remaining tests (rather than a language translation in his or her native language), he or she may receive one.
- A language translation may be given to one student or a group of students. A group administration is permissible if all participating students will be typing or writing their responses. The group administration is not permissible if a student will be providing his or her responses orally. Students who will be providing their responses orally must be tested individually.
**Student Response Mode**

Some questions require a written (typed) response from the student. Students who are testing online can also respond in one of three ways:

1. Students can type their responses in English in the online Student Testing Site.
2. Students can orally respond. If a student will provide responses orally, the student must be administered the test one-on-one. If the student responds in his or her native language, the translator must translate the student’s response and type the student’s response in English in the online Student Testing Site. If the student responds orally in English, the translator will type the student’s responses verbatim in the online Student Testing Site. **This option is not allowed for the English language arts test.**
3. Students can compose responses in their native language. If a student will produce written responses in a language other than English, the student will write on blank paper. The translator must translate the student’s response and type the student’s response in English in the online Student Testing Site. Alternatively, students can record their responses in their 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 English language arts test.**

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

**Online Administrations**

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

The translator will translate from the student’s device. Students who are testing online need only an approved device with the Secure Browser or App installed and two sheets of blank paper provided by student request or at district direction.

Students should not take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one screen while another application is accessible on the other screen. 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 G of this manual (copies of this form can be...

Page 39

Appendix B: Supplemental Instructions for Oral Translation and Human Reader for Online Administrations
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 student and the translator, as described below. The test administrator will monitor the entire testing session.

**General Procedures for the Language Translation**

The test administrator will read the test directions aloud in English. The translator will translate the test directions, questions and answer choices as close to word-for-word as possible. The translator can repeat or clarify directions, if needed. Translators may not clarify questions and answer choices. Some terms may not have a translation in another language. If a term cannot be translated, it should be read in English.

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

**Translating the Tests**

Some questions will include tables, figures, pictures, charts or graphs. Any text included immediately before these should be orally translated for the student (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 ‘Fitness Test Results.’ The y-axis is titled ‘Number of Squats.’”). Many questions will have numbers as answers. The translator should discuss with the student whether 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 student a break, especially if the student is working slowly. If a break is given, all test materials must remain in the room with the test administrator. If both the student 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 student may have lunch in the test room or go to the lunch room with the test administrator remaining with the student to ensure the student does not discuss the test with other students. The test materials will be placed in a secure location if the student and test administrator leave the test room for lunch.

**Concluding the Testing Session**

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

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

Students who meet the criteria outlined in Ohio’s Accessibility Manual are eligible for a human reader. During this type of administration, the test administrator reads the test to the student. If the student is testing online and is eligible for a human reader, the test administrator will read from the student’s device. A read aloud on the ELA test is only allowed for students with print-related disabilities. Refer to Ohio’s Accessibility Manual for information about a read aloud on the ELA test.

A human reader accommodation may be given to one student or a group of students. A group administration is permissible if all participating students will be writing their responses. Review the Group Oral Administrations information in Section 5.5 for preparatory steps for online testers. The group administration is not permissible if a student will be providing his or her responses orally. Students who will be providing their responses orally must be tested individually.

Students should not take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one screen while another application is accessible on the other screen. 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.

General Procedures for Human Reader

For all tests, the test administrator will read aloud the entire test including the test directions, questions and answer choices. In addition, for the ELA tests, the test administrator must also read the passages. Anything read can be repeated for the student as often as necessary, if the student requests a repeat. The test administrator may not answer student 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 student (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 Squats.’ ”). Many questions will have numbers as answers. The test administrator can ask the student 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 student a break, especially if the student is working slowly. If a break is given, all test materials must remain in the room with the test administrator. If both the student 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 student
may have lunch in the test room or go to the lunch room with the test administrator remaining with the student to ensure the student does not discuss the test with other students. The test materials will be placed in a secure location if the student and test administrator leave the test room for lunch.

**After Test Administration**

After the student has concluded reviewing responses, the student will submit his or her test and the test administrator will end the test session. If the student wrote any responses on paper, the test administrator must securely destroy that paper.
Appendix C: Calculator Policies

Calculators are allowable — but not required — for students to use while taking high school mathematics end-of-course tests.

For students taking tests online, a calculator is available within the online Student Testing Site for tests or parts of tests that allow calculator use. Online testing students may alternatively use a handheld calculator at district or school discretion. Students may use handheld calculators for either the computer-based or paper-based test formats.

The district may provide the calculator or schools may permit students to bring their own handheld devices for test purposes. If students are using handheld calculators, test administrators must confirm that the memory on all calculators has been cleared before and after each testing session. Note: Clearing the memory may reset mode to radians, you may need to show your students how to change the mode to degrees if needed.

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

Refer to Ohio’s Accessibility Manual for information about students with disabilities and the use of calculation devices or fact charts.

See the pages that follow for specific information on allowable calculators by test. For additional guidance, refer to the contacts on the inside front cover of this manual.

Calculators for High School Mathematics

The Ohio Department of Education recommends graphing calculators for the high school mathematics tests, but students may use calculators with lower functionality. Schools should give students opportunities to become familiar with the calculators they choose before testing. A copy of Ohio’s high school calculator guidance can be found on the portal.

Recommended Calculators

Examples of recommended graphing calculators* include, but are not limited to:

<table>
<thead>
<tr>
<th>Casio</th>
<th>Texas Instruments</th>
</tr>
</thead>
<tbody>
<tr>
<td>fx-9750GII</td>
<td>TI-73 Explorer</td>
</tr>
<tr>
<td>fx-9860GII</td>
<td>TI-83 Plus</td>
</tr>
<tr>
<td>fx-CG10 PRIZM</td>
<td>TI-84 Plus – Series</td>
</tr>
</tbody>
</table>

* Graphing calculators absent from this list are not automatically prohibited.
Prohibited Graphing Calculator Functions and Features

Schools must **not** allow graphing calculators that meet these descriptions

- Calculators with Computer Algebra System (CAS) features
- Tablet, laptop, personal digital assistants (PDAs) or phone-based calculators
- Calculators with “QWERTY” keyboards

Examples of Allowable Scientific Calculators

Examples of allowable scientific calculators** include, but are not limited to:

<table>
<thead>
<tr>
<th>Casio</th>
<th>Sharp</th>
<th>Texas Instruments</th>
</tr>
</thead>
<tbody>
<tr>
<td>fx-200V</td>
<td>EL-500W</td>
<td>Ti-15 Explorer</td>
</tr>
<tr>
<td>fx-55PLUS</td>
<td>EL-501X</td>
<td>Ti-30Xa</td>
</tr>
<tr>
<td>fx-115ESPLUS</td>
<td>EL-506X</td>
<td>Ti-30XIIS (OGT Approved)</td>
</tr>
<tr>
<td>fx-260Solar</td>
<td>EL-516X</td>
<td>Ti-30XS Multi View</td>
</tr>
<tr>
<td>fx-300MS</td>
<td>EL-520X</td>
<td>Ti-34 Series</td>
</tr>
<tr>
<td>fx-300ESPLUS</td>
<td>EL-531X</td>
<td>Ti-36X Pro</td>
</tr>
<tr>
<td></td>
<td>EL-535X</td>
<td>Ti-BAII Plus</td>
</tr>
</tbody>
</table>

** Scientific calculators absent from this list are not automatically prohibited.

Test Administrator Guidance

- Confirm that the calculators meet the requirements for the test.
- Confirm that the memory on all handheld calculators is clear before and after each testing session. **Note:** Clearing the memory may reset mode to radians, you may need to show your students how to change the mode to degrees if needed.
- Do not allow students to share calculators within a testing session.
# Appendix D: What to Do When — Troubleshooting for 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 student’s accessibility features are not listed correctly under Test Settings in the TA Interface</td>
<td>The test administrator should update the student’s accessibility features under Test Settings in the TA Interface before approving the student to test.</td>
</tr>
</tbody>
</table>
| 4  | There are no tests available for the student to select on the “Your Tests” screen | Verify that a test for which the student is eligible is selected in the TA Interface.  
Verify that the student has been identified as an online tester for the appropriate enrolled grade level, subject and test mode in his or her Pre-ID record.  
Verify that the student’s test eligibility was not set as “yes” for the alternate assessment (AASCD).  
If the student sees the tests are grayed out and cannot be selected, verify that the student has not already taken the test. Students can take each test only once. |
| 5  | A student’s “Review Test Settings” page shows the wrong accessibility features | The test administrator should have the student sign out and then sign in again. Before the test administrator approves the student 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 student. The student will be able to continue his or her test with the appropriate features.  
**Important:** A reset is required if: a student starts the test with the Bilingual English-Spanish accommodation and wants an English-only version of the test instead (or vice versa); a student starts the test with the Group Oral Administration flag turned off, but needs the Group Oral Administration test setting turned on (spring administrations only). When the test is reset, it is removed from the system and no responses are retained. The student will start a new test. |
<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>What to Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>A new student is enrolled at the school</td>
<td>The district test coordinator, district administrator, EMIS coordinator, Information Technology Center (ITC) or building test coordinator must preidentify the new student in TIDE. If the student began taking a test at his or her previous school but did not submit the test, review the information on test status requests if the student needs to be able to access test items in order to complete the test.</td>
</tr>
<tr>
<td>7</td>
<td>A student moves out of the district during testing</td>
<td>If the student moves out of the district, no action is required by the district from which the student moved.</td>
</tr>
<tr>
<td>8</td>
<td>A student is absent on the day of testing</td>
<td>See the “Make-Up Testing” information in the Schedules section of this manual.</td>
</tr>
<tr>
<td>9</td>
<td>A student needs to leave the computer for some reason</td>
<td>Have the student click the [Pause] button, which will sign the student out of the test. If the student leaves the room without pausing the test, the test administrator should pause it from the TA Interface. When the student returns, have the student sign in to the correct active session and continue testing.</td>
</tr>
<tr>
<td>10</td>
<td>A student is cheating</td>
<td>See Section 3 of this manual for guidance on reporting security violations.</td>
</tr>
<tr>
<td>11</td>
<td>A student starts or takes a test for which the student is not eligible</td>
<td>See the information on Test Status Requests in this manual.</td>
</tr>
<tr>
<td>12</td>
<td>A student cannot sign in to the secure browser</td>
<td>Make sure the student is entering their first name and SSID or student ID exactly as it is in TIDE. If the student name has an apostrophe and the student is testing on a Chromebook, ensure the keyboard setting is US not international.</td>
</tr>
</tbody>
</table>
Appendix E: Breach Administrations

Overview
The breach form is intended to be used when a student’s test has been compromised by a test irregularity or test security violation. The district must contact the Office of Assessment at (614) 466-1317 to determine if the use of a breach form is an appropriate option for the district. If a breach form is warranted, the Department will provide the district with the information needed to order the breach form.

For more information about test incidents that may require a breach form, please refer to the Test Incident Guidance Document in Appendix H.

Breach Availability
For the fall 2019 administration, a breach form is available for the following tests:

High School End-of-Course Tests:
- Algebra I
- Geometry
- Integrated mathematics I
- Integrated mathematics II
- English language arts I
- English language arts II
- American government
- American history
- Biology

For the fall 2019 administration, a breach form is not available for grade 3 English language arts test.
Administering Breach Forms

District test coordinators must contact the Department’s Office of Assessment to determine whether the student qualifies to receive a breach form. Please follow the instructions provided in the Test Incident Guidance Document in Appendix H.

Districts are required to administer the breach form in the same test mode that the student was administered the regular test. Students testing on paper will be eligible for a paper breach form, and students testing online will be eligible for an online breach form.

Breach forms are not offered by test part. If a student is approved to take a breach form, the student must take both test parts of the breach form. All breach tests are administered using the same guidelines, processes and procedures as the general test.

If a student is approved to take a breach form, the district must:
- Submit a Test Status Request to invalidate the online test part(s); or
- Apply a Do-Not-Score label to the student’s scorable answer document if taken on paper and return with your nonscorable materials. Retain scorable return labels to return breach materials to DRC at end of the breach administration.

IMPORTANT: The DTC must NOT take either action above before the breach request is reviewed and approved by the Department.

All breach administrations, online and paper, will take place during a separate test window after the state test window has closed. There will be no modifications or extensions to the published breach test windows. All breach administration scores will be reported after on-time results. Important dates are provided in the table below.

High School End-of-Course English Language Arts, Mathematics, Science and Social Studies
Breach Test Administration

<table>
<thead>
<tr>
<th>High School Breach Testing Activities</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Districts receive paper breach forms if breach request is approved by the Department no later than January 10</td>
<td>Thursday, January 16</td>
</tr>
<tr>
<td>Districts administer online and paper breach forms</td>
<td>Tuesday, January 21 - Monday, January 27</td>
</tr>
<tr>
<td>Last day to return paper breach materials (Return as scorable using scorable labels received for the general test administration)</td>
<td>Tuesday, January 28</td>
</tr>
</tbody>
</table>
**Appendix F: Summary of Additional Resources**

The online portal ([http://oh.portal.airast.org/ost.htm](http://oh.portal.airast.org/ost.htm)) 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>
</thead>
</table>
| Preparing students            | Practice Site Guidance Document  
|                               | Online practice test items  
|                               | Released items from prior administrations  
|                               | Student Testing Site videos  
|                               | Online item tutorial videos |
| Managing online user accounts | TIDE User Guide  
| Submitting Pre-ID data        | TIDE Tasks for Test Coordinators  
| Marking student accessibility features under test settings | TIDE Pre-ID Guidance Document |
| Ordering paper test materials | TIDE User Guide  
| Submitting Test Status Requests | TIDE User Management Guidance Document |
| 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 Certification Course |
| Internet, network, hardware and software requirements | Quick Start Guide for Setting Up Your Online Testing Technology  
| How to download and install the Secure Browser for desktop computers and the App for tablets and Chromebooks inter | Platform specific configuration guides |
| Administering tests to paper testers | Supplemental Instructions for Paper Testing |
Appendix G: Non-Disclosure Agreement for Translators

Fall 2019 Administration of the Ohio Statewide 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-specific information obtained either prior to or during the oral administration will remain strictly confidential.

My responsibility for maintaining the security of student information, test questions and materials continues even after the test concludes and 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.
A test incident is any event or procedure that may impact a student’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: testing irregularities, test security violations and technology incidents. The following tables provide examples of each of these types.

Call the Department’s Office of Assessment at (614) 466-1317 for further guidance if the district becomes aware of collaboration among students or other security issues.
A **testing irregularity** is an unexpected test incident that results in a change to the established test administration procedure or protocols. This change may, or may not, compromise the test result.

<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. If test security was maintained during the event and time allows, students can complete testing on the same day with the remaining time. If time does not allow students to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the state assumes the cost for the breach. If test security was not maintained during the event (e.g. students were allowed to congregate outside during the outage and were not monitored), the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach. <strong>Note</strong>: The student must take both parts of the breach test. Refer to Appendix E for more information on administering breach forms.</td>
</tr>
<tr>
<td><strong>Fire alarm goes off during testing (or other emergency evacuation).</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. If test security was maintained during the event and time allows, students can complete testing on the same day with the remaining time. If time does not allow students to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach. If test security was not maintained during the event (e.g. students were allowed to congregate in the gymnasium and were not monitored) or if time does not allow students to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach. <strong>Note</strong>: The student must take both parts of the breach test. Refer to Appendix E for more information on administering breach forms.</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. If test security was maintained during the event and time allows, students can complete testing on the same day with the remaining time. If time does not allow students to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach. If test security was not maintained during the event (e.g. students were allowed to congregate in the gymnasium and were not monitored) or if time does not allow students to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach. <strong>Note</strong>: The student must take both parts of the breach test. Refer to Appendix E for more information on administering breach forms.</td>
</tr>
</tbody>
</table>
| School delays and closures due to inclement weather. | **Computer-based/Paper-based tests:** For school delays, schools can proceed with testing if time allows. Please ensure that all students, including students with the extended time accommodation, have enough time in the day to complete the test. If not, please use the makeup testing time that you built into your testing window.

For school closures, please use the makeup testing time that you built into your testing window.

For school closures that occur after students had started a test session, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the state assumes the cost for the breach.

**Note:** The student must take both parts of the breach test. Refer to Appendix E for more information on administering breach forms. |
| --- | --- |
| Student becomes ill during testing or student leaves school early without finishing testing. | **Computer-based tests:** If a student becomes ill or leaves school early and is unable to continue testing on the scheduled test day, the test administrator should pause the student’s test and collect any test materials (e.g. scrap paper, test ticket, calculator), note at which item the student stopped and how much of the testing time has elapsed.

The student should then complete the test on another day during the test window, using the remaining time, not to exceed the established total testing time. The test administrator must closely monitor students 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. In the comments section, explain the test incident in detail to justify the request and document incident. The student will not be able to continue testing until the Department approves the request made in TIDE.

**Paper-based tests:** If a student becomes ill or leaves school early and is unable to continue testing on the scheduled test day, the test administrator should collect the student’s test materials, note at which item the student stopped and how much of the testing time has elapsed.

The student should then complete the test on another day during the test window, using the remaining time, not to exceed the established total testing time. The test administrator must closely monitor students to ensure they do not return to previously answered items.

If the student soils a scorable document with bodily fluids, transcribe the student’s responses verbatim into a new scorable answer document and return the new, replacement scorable answer document to DRC with other scorable documents. Make note of the incident and barcode number on the **Secure Material Resolution Form** and securely destroy the soiled document, observing universal precautions. More information on soiled documents can be found in the **Supplemental Instructions for Paper Testing.** |
### Student submitted test prior to completion (only applies to computer-based tests).

**Or,**

Student turns in test and then states he or she were not finished (applies to paper-based tests only).

<table>
<thead>
<tr>
<th>Test administrator ends test session prematurely.</th>
</tr>
</thead>
</table>
| **Computer-based tests:** If a test administrator ends a session prematurely, the test administrator should immediately create a new session ID for students 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 students are dismissed to lunch, recess, etc. and not monitored), then the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.  

**Note:** The student must take both parts of the breach test. Refer to Appendix E for more information on administering breach forms.  

**Paper-based tests:** If a test administrator collects students’ scorable documents prematurely, the test administrator may immediately redistribute the test booklets/answer documents for students to use to finish testing on the same day.  

If test security is not maintained between sessions (e.g., TA does not redistribute the test booklets/answer documents immediately and students are dismissed to lunch, recess, etc. and not monitored), then the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.  

**Note:** The student must take both parts of the breach test. Refer to Appendix E for more information on administering breach forms. |
| Designated support (e.g. color contrast, print size, hand-held calculator, noise buffers, etc.) was not available but should have been and the student 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 breach form.  
If the error is discovered during testing, the student can be provided the support and continue to test with the remaining allowable time.  
If the student finishes testing and then the error is discovered:  
**Computer-based tests:**  
1. If after speaking with the parents, the district determines that the student will not retake the tests, no action is required.  
2. If after speaking with the parents, the district determines that the student will retake the test with the designated support, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.  
**Note:** The student must take both parts of the breach test. Refer to Appendix E for more information on administering breach forms.  
**Paper-based tests:**  
1. If after speaking with the parents, the district determines that the student will not retake the tests, the test is sent in with the scorable materials.  
2. If after speaking with the parents, the district determines that the student will retake the test with the designated support, then the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.  
**Note:** The student must take both parts of the breach test. Refer to Appendix E for more information on administering breach forms. |
| Accommodation should have been provided but was not (e.g. read aloud, oral translation, extended time, etc.). | If the error is discovered during testing, the student 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 result in a breach form.  
If the student finishes testing and the error is discovered:  
**Computer-based tests:**  
1. If after speaking with the parents, the district determines that the student will not retake the tests, no action is required.  
2. If after speaking with the parents, the district determines that the student will retake the test with the accommodation, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.  
**Note:** The student must take both parts of the breach test. Refer to Appendix E for more information on administering breach forms. |
<table>
<thead>
<tr>
<th>Accommodation should have been provided but was not (e.g. read aloud, oral translation, extended time, etc.). Continued</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paper-based tests:</strong></td>
</tr>
<tr>
<td>1. If after speaking with the parents, the district determines that the student will not retake the tests, the test is sent in with the scorable materials.</td>
</tr>
<tr>
<td>2. If after speaking with the parents, the district determines that the student will retake the test with the accommodation, then the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</td>
</tr>
<tr>
<td><strong>Note:</strong> The student must take both parts of the breach test. Refer to Appendix E for more information on administering breach forms.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accommodation was provided to a student that was not eligible.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer-based tests:</strong></td>
</tr>
<tr>
<td>1. If after speaking with the parents, the district determines that the student will not retake the test, both parts of the test are invalidated in TIDE.</td>
</tr>
<tr>
<td>2. If after speaking with the parents, the district determines that the student will retake the test without the accommodation, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</td>
</tr>
<tr>
<td><strong>Note:</strong> The student must take both parts of the breach test. Refer to Appendix E for more information on administering breach forms.</td>
</tr>
</tbody>
</table>

<p>| <strong>Paper-based tests:</strong> |
| 1. If after speaking with the parents, the district determines that the student will not retake the test, the district will need to place a “DO NOT SCORE” label on the original answer document. Alternately, the test can be invalidated in EMIS during reporting. |
| 2. If after speaking with the parents, the district determines that the student will retake the test without the accommodation, then the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach. |
| <strong>Note:</strong> The student must take both parts of the breach test. Refer to Appendix E for more information on administering breach forms. |</p>
<table>
<thead>
<tr>
<th>Common examples that are <strong>NOT</strong> testing irregularities</th>
<th>How to proceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student signed in under another student’s SSID.</td>
<td><strong>Computer-based tests only</strong>: If student SSIDs were inadvertently swapped and a student submitted his or her test as another student, contact the Ohio Help Desk at (877) 231-7809 before the end of the test window. Provide the Ohio Help Desk with the SSIDs, test subjects and specific test parts 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 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 committee to review accommodations and the impact on participation in the assessment.</td>
</tr>
<tr>
<td>A student received an emergency accommodation.</td>
<td><strong>Computer-based tests/Paper-based tests</strong>: For students 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>
<tr>
<td>A student bubbled in responses in an incorrect section of the answer document or the grade 3 scorable test booklet.</td>
<td><strong>Paper-based tests only</strong>: Transcribe the student’s responses verbatim into the correct section of a new answer document or scorable grade 3 test booklet. Return the new, replacement document with the scorable materials. Place a “DO NOT SCORE” label on the answer document or grade 3 test booklet that had the student’s responses bubbled in the incorrect section. There must be at least two staff in the room when transcribing student responses and one must be a test administrator.</td>
</tr>
<tr>
<td>A test administrator affixed a Pre-ID label incorrectly on a student’s answer document or grade 3 scorable test booklet.</td>
<td><strong>Paper-based tests only</strong>: If a Pre-ID label is placed on a different student’s answer document or scorable grade 3 test booklet, do not attempt to take it off. Apply a print-on-demand Pre-ID label over the incorrect Pre-ID label. <strong>Failure to apply a Pre-ID label will result in scores not being reported.</strong> Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time.</td>
</tr>
<tr>
<td>A student responded in another student’s answer document or grade 3 test booklet.</td>
<td><strong>Paper-based tests only</strong>: If student answer documents or grade 3 test booklets were inadvertently swapped, transcribe the students’ responses verbatim into new documents. Place a “DO NOT SCORE” label on the documents that had the students’ responses incorrectly marked. Return the new, replacement documents with the scorable materials. There must be at least two staff in the room when transcribing student responses and one must be a test administrator.</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>
</table>
| Building lost internet connectivity while students were testing. | 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, students can sign in again to complete testing on the same day with the remaining time. If test security was not maintained during the event (students were allowed to congregate outside during the outage and were not monitored), the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach. 
If time does not allow students to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the state assumes the cost for the breach.  
**Note:** The student must take both parts of the breach test. Refer to Appendix E for more information on administering breach forms. |
| A student receives an error message while taking the test. | 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 student receives an error message and is unable to continue testing on the scheduled test day, the test administrator should pause the student’s test, note at which item the student 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 student will not be able to continue testing until the Department approves the request made in TIDE. 
The student should then complete the test on another day during the district’s test window, using the remaining time, not to exceed the established total testing time. The test administrator must closely monitor students to ensure he or she does not return to previously answered items. |
| A student’s device crashes or loses connection to the internet while taking the test. | The student can continue his or her test on another computer. If the student has issues signing on to the new computer, contact the Ohio Help Desk at (877) 231-7809. 
If a student is unable to continue testing on the scheduled test day, the test administrator should collect the student’s test materials, note at which item the student 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 request and document incident. The student will not be able to continue testing until the Department approves the request made in TIDE. 
The student should then complete the test on another day during the test window, using the remaining time, not to exceed the established total testing time. The test administrator must closely monitor the student to ensure he or she does not return to previously answered items. |
**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 <strong>NOT technology incidents</strong></th>
<th>How to proceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student accidentally paused his or her test.</td>
<td></td>
</tr>
<tr>
<td>A student’s sign in process was delayed.</td>
<td></td>
</tr>
<tr>
<td>A student’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 D for online testing trouble-shooting tips.</td>
</tr>
<tr>
<td>A student was unable to sign in to the test.</td>
<td>Essay responses are auto saved every two minutes. Essay responses are also saved whenever a student navigates to a different page or item and when the student clicks the save button. For essay responses a student may recover their work using the built in Select Previous Version tool from the Context menu provided that the test has not been paused or the student has not clicked the End Test button.</td>
</tr>
<tr>
<td>A student was unable to complete an item.</td>
<td>Essay responses are auto saved every two minutes. Essay responses are also saved whenever a student navigates to a different page or item and when the student clicks the save button. For essay responses a student may recover his or her work using the built in Select Previous Version tool from the Context menu except if the test administrator or student pauses the test, if the student clicks End Test or if connectivity was lost. If the test is in paused status or the End Test clicked than no prior responses will be available in the Select Previous Version tool for the student to select when they reaccess the item.</td>
</tr>
<tr>
<td>A student inadvertently deletes some or all of their essay response and the test has <strong>not</strong> been paused, or student has <strong>not</strong> clicked the End Test.</td>
<td><strong>All saved versions are stored in the AIR server and a saved version can be restored with Department approval; call the Ohio Help Desk at 1-877-231-7809 to request and provide SSID, test name, test part, question number and if the student will continue testing in that test part the current day.</strong> Note: The response may not be able to be restored the same day. The student may need to return another day to complete their response to the question using the restored version.</td>
</tr>
</tbody>
</table>

A student inadvertently deletes some or all of his or her responses and the test **has** been paused, or a student **has** clicked End Test.

A student’s device has lost connectivity and when the student reaccessed the test, the student’s response for the essay question is not their desired version.
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 student’s score results.

<table>
<thead>
<tr>
<th>Most common examples of possible security violations</th>
<th>How to proceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student 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 security incident.</td>
</tr>
<tr>
<td>Tests booklets or answer documents left unattended.</td>
<td></td>
</tr>
<tr>
<td>Tests were administered outside of district’s testing window.</td>
<td>Call the Office of Assessment at (614) 466-1317 for further guidance if needed. Please identify call as possible security incident.</td>
</tr>
<tr>
<td>Students left unsupervised with testing materials.</td>
<td></td>
</tr>
<tr>
<td>A student was coached with verbal or nonverbal prompts to indicate an answer to an item.</td>
<td></td>
</tr>
</tbody>
</table>
| Students were cheating or otherwise sharing test items. | **Computer-based tests:** If the students were found cheating, refer to the [invalidations](#) section in the test administration manual. The student’s test opportunity is over for this test administration.  

**Paper-based tests:** If the students were found cheating, the district must place a “DO NOT SCORE” label on the answer document. The student’s test record must be submitted as INV when providing results to EMIS. The student’s test opportunity is over for this test administration. |
| Test materials were lost or unable to be returned to testing vendor. | Call the Office of Assessment at (614) 466-1317 for further guidance if needed. Please identify your call as a possible security incident. The Secure Material Resolution Form must be completed, and additional documentation may be requested by the testing vendor. |
Appendix I: Guidance for Special Testing Scenarios

Introduction

This appendix provides guidance on possible testing scenarios that district test coordinators may encounter with students who are taking Ohio’s State Tests, such as:

- Students receiving services outside their home districts;
- Students receiving scholarships;
- Students who move between districts;
- Students enrolled in Internet-based schools;
- Hospitalized students and medical waivers;
- Educational service centers; and
- Information technology centers.

This document covers issues specific to testing-related procedures that are independent of the rules for EMIS and accountability, which are not addressed here. Please contact your EMIS coordinator or the Office of Accountability at (877) 644-6338 for guidance on where students should be reported and questions about accountability measures.

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 students, 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 students receiving services outside their home district (their district of residence), the Home District IRN may need to be populated. Students 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 student scores and paper reports. The Department’s student preidentification layout for Ohio’s State Tests contains four IRN fields: Attending District IRN, Attending School IRN, Home District IRN and Home School IRN. For Ohio’s State Tests, attending districts and home districts, if identified in a student’s Pre-ID record, will have access to student scores in the Online Reporting System. Attending districts will receive paper reports.

Students Receiving Services Outside Their Home Districts

Typically, the IRNs associated with a student are from the student’s home district, or district of residence. The home district is the district where the student resides or where his or her permanent home is located. In some cases, students receive educational placements and services outside the home district.

The entity providing services may be another school or district that has an IRN in the Ohio Educational Directory System, or the entity may be a facility that does not have an IRN. The entities that provide services may be referred to as districts or schools of service, or attending district or schools. In these situations, the district of service and the district of residence should conduct a shared effort to administer Ohio’s State Tests. The home district and the attending district should coordinate on which district will be responsible for the following tasks:

- preidentifying the student for both online and paper tests;
- ordering materials for paper testers;
- downloading the Secure Browser on devices for online testers;
- administering the test either online or on paper;
• returning test materials for paper testers; and
• shredding test materials (scrap paper, used reference sheets, etc.) for both online and paper tests.

<table>
<thead>
<tr>
<th>District of Residence – or Home District</th>
<th>The city (municipal), local or exempted village school district in which the parent(s) is a resident, if residing in-state</th>
</tr>
</thead>
<tbody>
<tr>
<td>District of Service – or Attending District</td>
<td>The district providing instruction to a student who is not a resident of the district</td>
</tr>
<tr>
<td>Service Provider</td>
<td>An entity without an IRN that is providing instruction to a student outside of the student’s home district</td>
</tr>
</tbody>
</table>

If your district has students who are placed outside the district of residence by a third party, such as a court placement to a juvenile detention center or foster care, please confer with your EMIS coordinator. In these specific situations, the district of residence may no longer be responsible for the education, and therefore testing, of the student.

**Students Receiving Services Outside the Home District at a School with a Recognized IRN**

Common situations where a student is attending classes at an IRN that is not their home district are Joint Vocational School (JVS), Career Tech Center (CTC) or an Adult Diploma entity (e.g., community college). The home district and the attending district should coordinate which district will be responsible for administering the test. Although there is no prescribed method for handling these situations, guidance for two common scenarios is listed below. In situations where a student is receiving instruction in both the home district and a JVS/CTC, the home district and JVS/CTC should determine which entity will administer all tests to the student.

<table>
<thead>
<tr>
<th>Task</th>
<th>The home district administers the test.</th>
<th>The attending district administers the test.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID</td>
<td>The home district uploads the student’s Pre-ID record and includes its district IRN and the student’s home school IRN as the attending district and school IRNs.</td>
<td>The attending district uploads the student’s Pre-ID record and includes its district IRN and the student’s school IRN as the attending district and school IRNs. The attending district also will include the student’s home district IRN in that field of the student’s Pre-ID record.</td>
</tr>
<tr>
<td>On-Time Order (for paper testers only)</td>
<td>The home district orders the paper test materials in TIDE for the applicable administration(s).</td>
<td>The attending district orders the paper test materials in TIDE for the applicable administration(s).</td>
</tr>
<tr>
<td>Administration</td>
<td>For online testers, the home district creates the teacher (TE) or test administrator (TA) account for the person who will administer the test. <strong>IMPORTANT:</strong> The TA/TE and student must be associated with the same school in TIDE. TA/TE accounts can be associated with multiple schools.</td>
<td>For online testers, the attending district creates the teacher (TE) or test administrator (TA) account for the person who will administer the test. <strong>IMPORTANT:</strong> The TA/TE and student must be associated with the same school in TIDE. TA/TE accounts can be associated with multiple schools.</td>
</tr>
</tbody>
</table>
Task | The home district administers the test. | The attending district administers the test.
--- | --- | ---
Score Reporting* | The student’s scores will be reported to the home district and school. | The student’s scores will be reported to both the attending district and school and the home district.

*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 students’ scores into EMIS. Districts that receive student scores are responsible for sharing them with other districts that have authorized access to the scores when appropriate.

**Students Receiving Services Outside the Home District at an Entity that Does Not Have an IRN**

Service providers that do not have a recognized IRN may not Pre-ID students or order materials for paper testers. In these cases, the home district is solely responsible for the following tasks:

- preidentifying the student for both online and paper tests;
- ordering materials for paper testers;
- downloading the Secure Browser on devices for online testers;
- administering the test either online or on paper;
- returning test materials for paper testers; and
- shredding test materials (scrap paper, used reference sheets, etc.) for both online and paper tests.

Guidance for the home district test coordinator is listed below.

<table>
<thead>
<tr>
<th>Pre-ID</th>
<th>The home district uploads the student’s Pre-ID record and includes its DIRN and the student’s SIRN as the attending DIRN/SIRN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Time Order (for paper testers only)</td>
<td>The home district orders the paper test materials in TIDE for the applicable administration(s).</td>
</tr>
<tr>
<td>Administration</td>
<td>The service provider and the home district must coordinate which entity’s personnel will administer the test. For paper testers, the home district will provide testing materials to the provider and will return the materials for scoring per the procedures and published deadlines listed in the Supplemental Instructions for Paper Testing Manual. For online testers, the home district will create a user account for the person who will administer the test. If the service provider administers the test, the Department recommends that the test administrator be given a test administrator account. The test administrator and student must be associated with the same school in TIDE.</td>
</tr>
</tbody>
</table>
Students Receiving Scholarships

Students receiving a state scholarship are required by state law to take all statewide tests or an approved alternative assessment – with the exception of students enrolled in the Autism Scholarship Program.

Chartered nonpublic schools that do not have a TIDE account, should contact the Department at (877) 644-6338 to confirm their intent to participate. All other approved providers that do not have a TIDE account should contact the Ohio Help Desk at (877) 231-7809 or OHHelpDesk@air.org to request an account, if needed. Chartered nonpublic schools and approved providers educating students who will take the state tests are required to do the following tasks:

- preidentifying the student for both online and paper tests;
- ordering materials for paper testers;
- download the Secure Browser on devices for online testers;
- administering the test either online or paper;
- returning test materials for paper testers; and
- shredding test materials (scrap paper, used reference sheets, etc.) for both online and paper tests.

<table>
<thead>
<tr>
<th>Scholarship Program</th>
<th>Action Required by Districts, Schools or Service Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>EdChoice Expansion Scholarship Program</td>
<td>EdChoice Expansion Scholarship students must take all statewide tests or an approved alternative assessment. The school where the student is enrolled is responsible for administering these tests.</td>
</tr>
<tr>
<td>EdChoice Scholarship Program</td>
<td>EdChoice Scholarship students must take all statewide tests or an approved alternative assessment. The school where the student is enrolled is responsible for administering these tests.</td>
</tr>
<tr>
<td>Cleveland Scholarship Program</td>
<td>Cleveland Scholarship students must take all statewide tests or an approved alternative assessment. The school where the student is enrolled is responsible for administering these tests.</td>
</tr>
<tr>
<td>Jon Peterson Special Needs Scholarship Program</td>
<td>Jon Peterson Scholarship students must take all statewide tests or an approved alternative assessment. The school or approved provider where the student is enrolled is responsible for administering these tests.</td>
</tr>
<tr>
<td>Autism Scholarship Program</td>
<td>Students in grades 3-8 are not required to take statewide tests. Scholarship students who attend chartered nonpublic schools are required to take the end-of-course exams. The school or approved provider where the student is enrolled is responsible for administering these tests.</td>
</tr>
</tbody>
</table>

Note: Chartered nonpublic schools that have over 65% of its enrollment participating in a scholarship program must administer the state test or an approved alternative assessment to all its students. For additional information on how to assign an SSID to non-scholarship students, please refer to this document.
## Students Who Move Between Districts

The following table explores different scenarios that could occur involving a student moving between districts, and what actions each respective party should take.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>District A</th>
<th>District B</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student is preidentified in District A, but moves to District B. The student does not test in District A before moving to District B.</td>
<td>No action required</td>
<td>District B must Pre-ID the student and administer the test. District B will receive the report for the student’s scores.</td>
</tr>
<tr>
<td>A student is administered all applicable tests in District A, then moves to District B.</td>
<td>District A will receive the student’s scores. Districts are responsible for coordinating and reconciling the scores for EMIS.</td>
<td>District B may Pre-ID the student in TIDE. Upon doing so, the district may log into the Online Reporting System and use the student population selection feature to view the student’s results. If District B does not preidentify the student, it must contact District A for the student’s results. Districts are responsible for coordinating and reconciling the scores for EMIS.</td>
</tr>
<tr>
<td>A student is administered Part 1 only in District A, then moves to District B during the administration window.</td>
<td>Refer to the Students who Transfer During the Test Window section of the Test Administration Manual for guidance.</td>
<td>Refer to the Students who Transfer During the Test Window section of the Test Administration Manual for guidance.</td>
</tr>
<tr>
<td>A student who is identified as eligible for a test moves to District A from another state before the end of the administration window.</td>
<td>The district should Pre-ID the student and administer the test.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Students Enrolled in Internet-Based Schools

Students enrolled in Internet-based schools, or e-schools, are required to take all statewide tests. Therefore, e-schools are responsible for the following tasks:

- preidentifying the student for both online and paper tests;
- ordering materials for paper testers;
- downloading the Secure Browser for online testers;
- administering the test either online or on paper;
- returning test materials for paper testers; and
- shredding test materials (scrap paper, used reference sheets, etc.) for both online and paper tests.

Ohio law requires Internet-based community schools to provide testing locations within 50 miles of the residence of each enrolled student [ORC §3314.25].
Hospitalized Students and Medical Waivers

When is a Medical Waiver Appropriate?

The U.S. Department of Education (USDOE) recognizes that there are circumstances when it is not possible for the entire student body to participate in testing. For this reason, USDOE allows states to exclude, for accountability purposes, students who “…cannot be assessed at any time during the testing window due to a significant medical emergency (e.g. a student is hospitalized due to an accident).” For the purpose of calculating the participation rate, a student experiencing such a significant medical emergency is eligible for a participation waiver.

Since a significant medical emergency is not foreseeable, medical waivers are, by nature, requested and evaluated annually. USDOE allows states to define those circumstances that represent a significant medical emergency. Ohio considers a significant medical emergency that occurs immediately preceding or during the testing and make-up window as a circumstance that interferes with a student participating in testing, and for which no alternate arrangements can be made to assess the student.

It is important to differentiate between a “medical emergency” as described above and a “medical condition.” A “medical condition” is a situation in which a student has an ongoing illness. For a student with an ongoing medical condition, a school and/or district is still obligated to educate and appropriately test the student – whether it be pursuant to an individualized education program or a Section 504 Plan. The determination to place a student on an individualized education program or a Section 504 plan due to illness or medical conditions does not exempt the student from participating in statewide tests and such a student is subject to the same requirements to obtain a medical waiver as any other student.

Requests for medical waivers must be submitted to the Ohio Department of Education’s Office of Accountability for review and approval. If you have questions and want to determine if the submission of a request for a medical waiver is appropriate, please contact the Office of Accountability at (877) 644-6338. Note: Unless you receive confirmation from the Office of Accountability that your request for a medical waiver has been approved, you should not report the student with a “Score not Reported” element of “M” (for medical emergency).

Educational Service Centers

Educational Service Centers (ESCs) with valid IRNs are permitted to Pre-ID students or order materials. Please refer to the previous sub-section Students Receiving Services Outside the Home District at a School with a Recognized IRN for further guidance. ESCs without IRNs that support districts in the administration of Ohio’s State Tests should work with the home district. Please refer to the previous sub-section Students Receiving Services Outside the Home District at an Entity that Does Not Have an IRN.

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 J: District Test Coordinator 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 fall 2019 administration of Ohio's State Tests.
- This checklist provides important dates and activities, as well as a suggested timeline for preparations.

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>
<thead>
<tr>
<th>Grade 3 English Language Arts Testing Activities</th>
<th>Fall 2019 Dates</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID Window (students who are taking tests online must be preidentified in advance of testing; all students, regardless of test mode, must be preidentified in TIDE by November 1)</td>
<td>August 5 (noon) - November 1</td>
<td>Grade 3 English Language Arts Test</td>
</tr>
<tr>
<td>On-time order and confirm participation window (paper testers only)</td>
<td>August 20-26</td>
<td></td>
</tr>
<tr>
<td>Supplemental Information task in TIDE to indicate paper test pick up date</td>
<td>August 20-26</td>
<td></td>
</tr>
<tr>
<td>Deadline to submit Pre-ID data in order to receive preprinted Pre-ID labels</td>
<td>August 26</td>
<td></td>
</tr>
<tr>
<td>Paper test materials due in district</td>
<td>October 7</td>
<td></td>
</tr>
<tr>
<td>Additional order window (paper testers only)</td>
<td>October 8-30</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade 3 English Language Arts Online and Paper test window*</th>
<th>October 21 - November 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to submit Test Status Requests</td>
<td>November 1</td>
<td></td>
</tr>
<tr>
<td>Last day to request score report labels in TIDE</td>
<td>November 1</td>
<td></td>
</tr>
</tbody>
</table>

*Paper and online test windows should be the same within the district. Districts will select five consecutive school days for their grade 3 English language arts administration.

<table>
<thead>
<tr>
<th>High School End-of-Course Testing Activities</th>
<th>Fall 2019 Dates</th>
<th>Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID Window (all students must be preidentified in TIDE in advance of testing and no later than January 10)</td>
<td>August 5 (noon) - January 10</td>
<td>High School End of Course English Language Arts, Mathematics, Science and Social Studies Tests</td>
</tr>
<tr>
<td>On-time order window (paper testers only)</td>
<td>September 10-16</td>
<td></td>
</tr>
<tr>
<td>TIDE Supplemental Information task to indicate paper test pick up date</td>
<td>September 10-16</td>
<td></td>
</tr>
<tr>
<td>Deadline to submit Pre-ID data in order to receive preprinted Pre-ID labels</td>
<td>September 16</td>
<td></td>
</tr>
<tr>
<td>Paper test materials due in district</td>
<td>November 25</td>
<td></td>
</tr>
<tr>
<td>Additional order window (paper testers only)</td>
<td>November 25 - January 8</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School End-of-Course Online and Paper test window**</th>
<th>December 2 - January 10</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to submit Test Status Requests</td>
<td>January 10</td>
<td></td>
</tr>
<tr>
<td>Last day to request score report labels in TIDE</td>
<td>January 10</td>
<td></td>
</tr>
</tbody>
</table>

**Paper and online test windows should be the same within the district. Districts will select 15 consecutive school days for their English language arts, mathematics, science and social studies administrations.
## Preparing for Ohio’s State Tests Fall 2019 Administration

### Getting Ready for the Fall 2019 Tests

**Getting Ready for the Fall 2019 Tests**

**August – September 2019**

<table>
<thead>
<tr>
<th>Online Testing</th>
<th>Paper Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Identify the district’s 5-day grade 3 ELA and 15-day high school EOC ELA/M/Sci/SS test windows. A district’s online and paper test windows should be the same.</td>
<td>□ Identify the district’s 5-day grade 3 ELA and 15-day high school ELA/M/Sci/SS test windows. A district’s online and paper test windows should be the same.</td>
</tr>
<tr>
<td>□ Review the Fall 2019 Test Administration Manual (TAM); notify building test coordinators and test administrators about the availability of the manuals.</td>
<td>□ Review the Fall 2019 Test Administration Manual (TAM) and Fall 2019 Supplemental Instructions for Paper Testing Manual; notify building test coordinators and test administrators about the availability of the manuals.</td>
</tr>
<tr>
<td>□ Preidentify all online testing students in TIDE in advance of the test window. Districts must mark student records with an “O” for eligible tests. Review the Guidance Document for 2019-2020 Ohio Pre-ID Files for more information. <strong>Please note that pre-ID information from the previous school year does not carry over.</strong></td>
<td>□ Confirm contact information and indicate a pickup date for paper test materials under the Supplemental Information task in TIDE Aug. 20-Aug. 26 for grade 3 ELA before ordering test materials.</td>
</tr>
<tr>
<td>□ Verify that district and school equipment is supported for online administrations and that sufficient technology is available for all students and test administrators.</td>
<td>□ Districts that filed a Board Resolution selecting paper testing will receive a grade 3 ELA test booklet for each of their students that are preidentified in TIDE as of the Aug. 26 Pre-ID deadline after confirming contact and material pickup date. The quantity showing on the TIDE order screen will update nightly.</td>
</tr>
<tr>
<td>□ Conduct network diagnostics from the practice test sign-in page.</td>
<td>□ Order paper testing materials and indicate pickup date for paper test material in TIDE Sept. 10-Sept. 16 for high school EOC ELA/M/Sci/SS.</td>
</tr>
<tr>
<td>□ Download and install the applicable secure browser and/or secure test app onto each device that will be used for student testing per the guidelines in the Quick Start Guide.</td>
<td>□ Preidentify all paper testing students in TIDE by Aug. 26 for grade 3 ELA and by Sept. 16 for high school EOC ELA/M/Sci/SS tests in order to receive preprinted Pre-ID labels. Districts must mark student records with a “P” for eligible tests. Review the Guidance Document for 2019-2020 Ohio Pre-ID Files for more information. <strong>Please note that pre-ID information from the previous school year does not carry over.</strong></td>
</tr>
<tr>
<td>□ Ensure all devices are ready for testing. This includes verifying the compatibility of voice packs with the secure browser for students using text-to-speech.</td>
<td>□ 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>Preparing Test Administrators and Students</td>
<td>Online Testing</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>September - November 2019</strong></td>
<td></td>
</tr>
<tr>
<td>□ Distribute copies of the <em>Fall 2019 Test Administrator Checklist</em> in <em>Appendix K</em> to personnel administering Ohio’s State Tests.</td>
<td></td>
</tr>
<tr>
<td>□ Notify personnel that practice items, released items and scoring guides are available on the portal in the Student Practice Resources folder.</td>
<td></td>
</tr>
<tr>
<td>□ Encourage test administrators to provide students with opportunities to interact with online items in the <em>Student Practice Site</em> and review the Student Testing Site tutorials.</td>
<td></td>
</tr>
<tr>
<td>□ Review <em>Ohio’s Accessibility Manual</em> 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.</td>
<td></td>
</tr>
<tr>
<td>□ Confirm that each test administrator has:</td>
<td></td>
</tr>
<tr>
<td>o A TE or TA user account;</td>
<td></td>
</tr>
<tr>
<td>o Reviewed the <em>Test Administrator Certification Course</em> and the companion document;</td>
<td></td>
</tr>
<tr>
<td>o Practiced setting up test sessions with their students in the <em>TA Practice Site</em>;</td>
<td></td>
</tr>
<tr>
<td>o Reviewed the Test Administration Manual (TAM);</td>
<td></td>
</tr>
<tr>
<td>o Reviewed the <em>Test Incident Guidance Document</em> in the TAM; and</td>
<td></td>
</tr>
<tr>
<td>o Downloaded a copy of the Online Testing Highlights and Script from the TAM and has it available for online test administrations.</td>
<td></td>
</tr>
<tr>
<td>□ For students who did not receive a preprinted Pre-ID label, generate a print-on-demand Pre-ID label. All tests must have a Pre-ID label applied to the scorable document. Failure to apply a Pre-ID label will result in scores not being reported. Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time. See the <em>Supplemental Instructions for Paper Testing Manual</em> for additional information.</td>
<td></td>
</tr>
<tr>
<td>□ Confirm the availability of handheld calculators for students taking the mathematics tests; guidance is available in the science calculator policy and the mathematics calculator policies.</td>
<td></td>
</tr>
<tr>
<td>Online Testing</td>
<td>Paper Testing</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Grade 3 English Language Arts (ELA) Test</strong></td>
<td><strong>Grade 3 English Language Arts (ELA) Test</strong></td>
</tr>
<tr>
<td>□ Administer the grade 3 fall 2019 ELA tests during your 5-day district test window. The online testing site opens Oct. 21 and closes Nov. 1.</td>
<td>□ Order additional materials, if needed, in TIDE. The additional order window opens Oct. 8 and closes Oct. 30.</td>
</tr>
<tr>
<td>□ Submit test status requests in TIDE, if needed. See the TIDE User Guide for instructions.</td>
<td>□ Administer the grade 3 fall 2019 ELA tests during your district’s 5-day test window. The testing window opens Oct. 21 and closes Nov. 1.</td>
</tr>
<tr>
<td>□ Report test incidents to the Department per the guidelines in the Fall 2019 Test Administration Manual.</td>
<td>□ Make sure all scorable grade 3 ELA test booklets have a Pre-ID label applied after testing is complete. Failure to apply a Pre-ID label will result in scores not being reported.</td>
</tr>
<tr>
<td>□ Use TIDE to track online testing progress. See the TIDE User Guide for instructions.</td>
<td>□ Return scorable materials no later than one business day after the district’s testing window ends. Return non-scorables within one week of returning scorable documents.</td>
</tr>
</tbody>
</table>

**High School English Language Arts, Mathematics, Science and Social Studies End-of-Course (EOC) Tests**

- Administer the Fall 2019 EOC tests during your 15-day district test window. The online testing site opens Dec. 2 and closes on Jan. 10.
- Submit test status requests in TIDE, if needed. See the TIDE User Guide for instructions.
- Report test incidents to the Department per the guidelines in the Fall 2019 Test Administration Manual.
- Use TIDE to track online testing progress. See the TIDE User Guide for instructions.

- Order additional materials, if needed, in TIDE. The additional order window opens Nov. 25 and closes Jan. 8.
- Administer the Fall 2019 EOC tests during your district’s 15-day test window. The test window opens Dec. 2 and the last day to administer the test is Jan. 10.
- Make sure all scorable answer documents have a Pre-ID label applied after testing is complete. Failure to apply a Pre-ID label will result in scores not being reported.
- Return scorable answer documents no later than one business day after the district’s testing window ends. Return non-scorables within one week of returning scorable documents.
- Report test incidents to the Department per the guidelines in the Fall 2019 Test Administration Manual.
- Track the return of scorable answer documents using the Answer Document Tracking Report in TIDE.
Appendix K: Test Administrator Checklist

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

- Dates for testing windows.
- Key steps to prepare for the Fall 2019 administration of Ohio’s State Tests for the grade 3 English language arts test and the high school English language arts, mathematics, science and social studies tests.
- This checklist provides important dates and activities, as well as a suggested timeline for preparations.

Fall 2019 Testing Windows

Test administrators can fill out the table below to assist in planning their test sessions.

<table>
<thead>
<tr>
<th>Test Administration</th>
<th>State Test Window</th>
<th>My District’s Test Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3 English language arts online and paper test window</td>
<td>Oct. 21 - Nov. 1*</td>
<td></td>
</tr>
<tr>
<td>High school end-of-course English language arts, mathematics, science and social studies online and paper test window</td>
<td>Dec. 2 - Jan. 10**</td>
<td></td>
</tr>
</tbody>
</table>

*District will select five consecutive school days for their grade 3 ELA administration.

**District will select 15 consecutive school days for their high school EOC administration.

Preparing for Ohio’s State Tests Fall 2019 Administration

<table>
<thead>
<tr>
<th>Test Administration Resources</th>
<th>Online Testing</th>
<th>Paper Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2019</td>
<td>□ Review the Fall 2019 Test Administration Manual (TAM) for detailed information on policies and procedures.</td>
<td>□ Review the Fall 2019 Test Administration Manual (TAM) and the Fall 2019 Supplemental Instructions for Paper Testing for detailed information on policies and procedures.</td>
</tr>
<tr>
<td></td>
<td>□ Discuss the school’s testing schedule with the building test coordinator and familiarize yourself with the allowable testing time for each test, located in the TAM.</td>
<td>□ Discuss the school’s testing schedule with the building test coordinator and familiarize yourself with the allowable testing time for each test.</td>
</tr>
<tr>
<td></td>
<td>□ Review Ohio’s Accessibility Manual to plan for student tools, supports and accommodations.</td>
<td>□ Review Ohio’s Accessibility Manual to plan for student tools, supports and accommodations.</td>
</tr>
<tr>
<td></td>
<td>□ Review the Test Incident Guidance document in Appendix H.</td>
<td>□ Review the Test Incident Guidance document in Appendix H.</td>
</tr>
<tr>
<td>User Accounts and the TA (Test Administrator) Interface</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>September 2019</td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
</tr>
<tr>
<td>□ Complete the Test Administrator Certification Course and review the Test Administrator Certification Companion Document.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Familiarize yourself with the Test Administrator User Guide for detailed information about the TA Interface.</td>
<td></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>
<td></td>
</tr>
<tr>
<td>□ Confirm with your technology coordinator that all devices students will use for testing have the secure browser (for desktops and laptops) or AIRSecureTest App (for Chromebooks and tablets) installed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Paper Testing | N/A |
## Prepare Students

**October - November 2019**

<table>
<thead>
<tr>
<th>Online Testing</th>
<th>Paper Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make sure students are familiar with the online testing system, item types and tools they will use during testing.</td>
<td>Make sure students are familiar with the documents, item types and tools they will use during testing.</td>
</tr>
<tr>
<td>□ Review the student tutorials covering student sign-in, navigation and online testing tools.</td>
<td>□ Students can review the online Student Practice Site to preview the type of content they will see on their tests. Note that item types will differ, as not all online items can be rendered on paper. Paper versions of the practice test as well as scoring guides, rubrics and answer keys in the Student Practice Resources folder on the portal.</td>
</tr>
<tr>
<td>□ Student tutorials covering different item types are available under the Student Practice Resources folder. An interactive tutorial for entering equations also is available. Note that these tutorials do not include sound.</td>
<td>□ Review the guidance document on marking scorable documents to ensure students correctly mark the responses on the spaces provided.</td>
</tr>
<tr>
<td>□ Provide students with opportunities to interact with online items in the Student Practice Site. A Practice Test Guidance Document, practice items, released items and scoring guides are available in the Student Practice Resources folder on the portal.</td>
<td>□ Guidance on marking responses using math grids is available in the Student Practice Resources folder on the portal and contains the same directions that students will see in the test booklets. Students can practice marking responses on the blank grids provided. Districts will need to supply problems for students to practice marking responses on the grids.</td>
</tr>
<tr>
<td>□ For end-of-course mathematics tests students will have access to an online calculator. Interactive calculators are available under the Student Practice Resources for mathematics and science. Review the calculator policies in Appendix C. Make sure students are comfortable using an allowable calculator.</td>
<td>□ If administering a mathematics test, review the calculator policies in Appendix C. Make sure students are comfortable using an allowable calculator.</td>
</tr>
</tbody>
</table>
Online Testing | Paper Testing
---|---
- Have available a copy of the Fall 2019 Online Testing Highlights and Script from Appendix L of the TAM during testing. It provides step-by-step instructions for administering the test, including the oral script.
- Discuss the student 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 students who do not have an SSID. This information is needed for student sign-in. Test administrators may print test tickets to distribute to students on test day; instructions can be found in the TIDE User Guide.
  - Accessibility features for all students, including accommodations for students with disabilities and English learners. If a student will use the text-to-speech tool, the student must use headphones. If the student is tested in a one-on-one situation, speakers are allowable.
- Plan for resources that might be needed on test day:
  - Review the guidance on blank paper in the Fall 2019 Test Administration Manual.
  - Review criteria outlined in the Department’s calculator policies in Appendix C.
  - If students taking a mathematics test wish to use paper copies of the reference sheet, download the sheet from the portal and print copies for student use during the test session. Students may not bring their own copies to the test session.
  - Blank paper for students (2 sheets per student for English language arts tests, upon student request or at district direction for mathematics, science and social studies tests).
- Review Appendix B of the Fall 2019 Test Administration Manual for supplemental instructions for oral translations and human read aloud administrations.
- Have available the oral scripts in section 5 of the Fall 2019 Supplemental Instructions for Paper Testing. Test administrators must follow the oral scripts when administering the test.
- Discuss the following with the building test coordinator (see section 3 of the Fall 2019 Supplemental Instructions for Paper Testing for additional information on each):
  - Securely storing secure test materials before and after testing;
  - Testing group numbers;
  - Pre-ID labels;
  - Do Not Score labels;
  - Completing the demographic pages of students’ scorable documents; and
  - Accessibility features for all students including accommodations for students with disabilities and English learners.
- Plan for resources that might be needed on test day:
  - Students will need No. 2 pencils with erasers for marking their responses. Be sure to have extras on hand. Students must not use mechanical pencils.
  - Review the guidance on blank paper in the Fall 2019 Supplemental Instructions for Paper Testing.
  - If administering a mathematics test, review the calculator policies in Appendix C. Make sure students are comfortable using an allowable calculator.
  - Blank paper for students (2 sheets per student for English language arts tests, upon student request or at district direction for mathematics, science and social studies tests).
Appendix L: Online Testing Highlights and Script

Online Testing Highlights and Script for Fall 2019 Ohio’s State Tests Administrations

Test administrators must use this document when administering Ohio’s State Tests 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 Fall 2019 Test Administration Manual for additional information.

**Step 1. Prepare for the Administration**

☐ Have available the information students will need for signing in: first name and SSID (Student ID for students who do not have an SSID). Test administrators may print test tickets to distribute to students on test day; find instructions in the TIDE User Guide.

☐ Have available each student’s accessibility features information. If a student will use the text-to-speech feature, the student must use headphones. If the student is tested in a one-on-one situation, speakers are allowable.

☐ 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 for each student (required for English language arts; by student request or at district direction for other subjects).

☐ The online Student Testing Site includes the allowable calculator for mathematics tests; use of handheld calculators is at district or school discretion. If students use an approved handheld calculator, confirm that the memory has been cleared before and after each testing session. Note: Clearing the memory may reset mode to radians, if needed, you may need to show your students how to change the mode to degrees. See the Ohio Department of Education’s website for calculator policies.

☐ The online Student Testing Site includes the reference sheets for mathematics tests; use of the paper reference sheet is at district or school discretion. If students wish to use paper copies of the reference sheet, students may use only the reference sheet posted on the Student Practice Resources section of the Ohio’s State Tests Portal within the mathematics folder. The test administrator must provide the sheet; students may not bring their own copies.

☐ Prepare the test room. Ensure that charts, maps and other materials in the room that could assist students with test items are covered or removed before the test administration.

☐ Close all open applications on student devices and launch the AIR Secure Browser or AIRSecureTest app.
Step 2. Establish a Test Session

To test online, students must sign in to 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 students 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 students will sign in.

2a. Navigate to the TA Interface on the portal, then log in. Note that the TA Interface link for operational testing is active only during test windows.

2b. After logging in, the test selection screen is immediately available. Click the + next to a subject to see the list of available grades or tests for an administration. Click the + next to a grade or test to see the available tests and test parts.
2c. Click the checkbox next to a test part to include it in the test session.

   Students in your session will be able to take only the tests they are eligible for and that you select for the session.

   If students will take both parts of a test during the session, select both parts of the test for the session. After the student submits one part of the test, he or she will sign in again using the same session ID and select the remaining part of the test.

   If students will take only one part of a test during the session, select only that part of the test for the session.

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 students can see it.

   Please note if students are taking both parts of a test during the session, students will use the same Session ID to sign into both parts.
### Step 3. Introduce Students to the Test Administration

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

<table>
<thead>
<tr>
<th>For this group of students</th>
<th>Use this script to orient students to the administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>For all students</td>
<td><strong>SAY:</strong> <em>Today you are taking an Ohio’s State Test for</em> (provide the test name(s)).</td>
</tr>
<tr>
<td></td>
<td>If administering only one part of the test during the session,</td>
</tr>
<tr>
<td></td>
<td><strong>SAY:</strong> <em>You will take part (1 or 2) of the test today. You will have</em> (provide the correct <strong>testing time</strong>*) to take this part of the test.</td>
</tr>
<tr>
<td></td>
<td>If administering both parts of the test during the same session,</td>
</tr>
<tr>
<td></td>
<td><strong>SAY:</strong> <em>You will take parts 1 and 2 of the test today. You will have</em> (provide the correct <strong>testing time</strong>*) to take part 1 and (provide the correct <strong>testing time</strong>*) to complete part 2. You will start with part (1 or 2).</td>
</tr>
</tbody>
</table>

*Note:* High school English Language Arts tests (ELA I and ELA II) will have two writing prompts as described in the Ohio Blueprint. The total testing times noted for these ELA tests are divided into two sessions of 1 hour and 45 minutes for each test part. Districts may elect to allow students needing additional time to complete the test 30 additional minutes (15 minutes per test part for a total of two hours per test session). Districts set the policy for additional time and test coordinators are responsible for communicating the policy to appropriate personnel. If allowed, not all students will need this additional time, and, in some sessions, no students will need this time. Schools also should provide students with disabilities additional time as needed, according to their individualized education programs.

Unless the student test clock has been set to off for all students:

**SAY:** *You will be able to track how much time you have been in the test by looking at the 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.*

![Test Clock Shown](image1.png)  ![Test Clock Hidden](image2.png)
<table>
<thead>
<tr>
<th>For this group of students</th>
<th>Use this script to orient students to the administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>For all students</td>
<td>SAY: If you need a break during the test, raise your hand.</td>
</tr>
<tr>
<td></td>
<td>You may use blank paper as scratch paper during the test.</td>
</tr>
<tr>
<td></td>
<td>• For English language arts tests: <strong>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.</strong></td>
</tr>
<tr>
<td></td>
<td>• For mathematics, science and social studies tests: <strong>If you would like scratch paper, raise your hand.</strong> Distribute paper to students who request it.</td>
</tr>
<tr>
<td></td>
<td>o If district policy is to provide scratch paper to all students <strong>SAY: I will now distribute scratch paper.</strong></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>When you reach the last question on the test, click the END TEST button. 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 students</td>
<td>Use this script to orient students to the administration</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------</td>
</tr>
</tbody>
</table>
| For students who will be released immediately after they submit their tests | If administering both parts of the test during the same session,  
**SAY:** You need to complete all the items on one part of the test and submit that test before you can start the other part of the test. After you submit the first part of the 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 part of the test, please log off your computer. You will then (provide instructions to students who are released after testing).  
If administering only one part of the test during the session,  
**SAY:** After you submit your test, please log off your computer. You will then (provide instructions to students who are released after testing). |
| For students who will not be released after they submit their tests | If administering both parts of the test during the same session,  
**SAY:** You need to complete all the items on one part of the test and submit that test before you can start the other part of the test. After you submit the first part of the 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 part of the test, please log off your computer. You will work on (refer to the material(s) students should work on). Place your (material) where you can find it easily, but do not take it out at any time during the test.  
If administering only one part of the test during the session,  
**SAY:** After you submit your test, please log off your computer. You will work on (refer to the material(s) students should work on). Place your (material) where you can find it easily, but do not take it out at any time during the test. |
| For all students | **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 student. Students 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 student must enter his or her first name (as it appears in TIDE), his or her SSID (or Student ID for students 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 student’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 student 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 student 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 student’s information is not correct, the student may not continue.
   Contact your test coordinator, who will need to update the student’s demographic information in TIDE prior to testing.
4e. **SAY:** The next screen shows “Your Tests.” Click on [provide the test name and part]. **If you need help, raise your hand.**

Students can select only one test at a time. If students will take both parts of the test during the session, they will select one part of the test (e.g., part 1). After they submit that part of the test, they will sign in again using the same session ID and select the remaining part of the test (e.g., part 2).

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 students 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 students listed in the Approvals and Student Test Settings window are the students who will be testing during the test session. Make sure each student is listed under the correct test.

Click the lookup icon to review a student’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 student’s accessibility features and accommodation codes within the Test Settings window.

Do not approve a student if the correct features or accommodation codes are not marked.

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

Click the red X to deny a student’s request to access the test. You will be prompted to enter a reason why the student’s request was denied (e.g., the student selected the wrong test).
Step 6. Text-to-Speech Sound Check (if applicable)

Students who have the text to speech function turned on will see an Audio/Video Checks screen. The “Text-to-Speech Sound Check” panel allows students to verify their audio for this function.

If your students are not using text to speech but see the sound check panel, this means the feature will be available. To disable text-to-speech, instruct students to click [Back]. Clicking Back returns students to the Your Tests page. From that page, student will click [Resume “test name”], this moves students to the Waiting for Approval screen. From the Approvals and Student Test Settings screen; correct the test settings when approving student to test.

The sound settings display the voice pack that will be used for text-to-speech. If more than one voice pack is installed on the computer, a drop-down menu will be available. Additionally, depending on the student’s device, three slider bars may be available to allow users to adjust volume, pitch and rate.

Note: Students taking a Bilingual English-Spanish test with text-to-speech will have a Spanish audio check panel after the English audio check panel.

If your students are using text-to-speech,

SAY: Click the speaker button at the top of the screen. The computer should say, “This text is being read aloud.”

If you want to change the volume, pitch or rate, move the slider bars and click the speaker button again.

If you heard the voice and like your settings, click the green [I heard the voice] and then click the green [Continue] After you click the Continue button, you will see the Instructions and Help page.

If you did not hear the voice, raise your hand.

Assist students as needed. If students do not hear the text being read aloud, confirm the audio is on and that the device contains a compatible voice pack. If students are using headphones, confirm that they are correctly plugged in and are not muted. Refer to the “Testing with Text-to-Speech” section of the Assistive Technology Manual for additional information.
Step 7. Review the Instructions and Help Information

Students will see the instructions and help screen.

SAY: The Instructions and Help page, provides 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. To review your test settings, click the View Test Settings button. Lastly, the page contains a message regarding test security, please review the information under the heading Additional Test Information.

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 student should click [Return to Login]. When the student logs back in, correct the test settings when approving the student 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 student 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 students start the test at the same time. Note, however, the bandwidth requirements of the test are greatest when students 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 students click [Begin Test Now], the Student Testing Site will present the first question.
8a. Monitor Testing and Ensure Test Security

Use the TA Interface to view the testing progress of any student. The site will not show test questions or scores, but the student Progress column shows a bar graphic of your student’s testing progress. The student Time column displays the approximate time each student has been in the test. The timer only runs while the student is viewing test content. The timer does not count the time when the student 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 students complete each part of their tests within the testing time published on the portal.

The TA Interface refreshes automatically every minute. You can manually refresh at any time by clicking the refresh icon toward 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 students 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.
8b. Pausing a Test (if needed)

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

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

If a student’s test remains paused for the rest of the day, the student will not be able to revisit the test on a subsequent day. If a test needs to be re-opened, the district test coordinator must submit a test status request in TIDE.

If a situation requires all students to stop testing, you can pause all students’ tests by stopping the session. If you stop the session, all in-progress tests will be paused, and the system will sign students out of their tests. Students will not be able to review answers before the system signs students 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 students so that they can sign in and resume testing.

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

8c. 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 students’ 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 students’ tests, signing students out of the test.
- 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 student 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]. Students should pause their tests and sign in again with your new Session ID. Remind students that once they pause their test they will not be able to select prior essay responses from the Select Previous Version tool.
Step 9. Notify Students about the End of the Test

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

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

If administering both parts of the test during the session, students must not test beyond the allotted time. Test administrators must keep track of time and let students know when they only have 10 minutes left to complete a part of their test.

**Note:** It is permissible to notify students 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 students when 10 minutes are remaining in the test session.
Step 10. Ending the Administration

A student’s test ends if the student submits the test part. If the student reaches the maximum allowable amount of time for the test part but has not submitted his or her test, the test administrator must pause the student’s test to end the student’s administration for that part of the test.

The test administrator ends a test session if all students have submitted their tests within the allowable testing time or the maximum allowable time for that test part has been reached.

Student Submits the Test

When the student 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 student to review.

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

Student Reaches the Testing Time

If a student reaches the maximum allowable amount of time for a test part, let the student know you will end the test. Pause the student’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 students within the session submit their tests before the allowable time elapses, end the session. If the testing time is reached, let students know that the test session is ending.

Click the red [Stop] button next to the Session ID to end the test session. If a student 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 the 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 students. Securely shred the paper with student writing. If students taking a mathematics test used handheld calculators, 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><strong>Accommodation Codes</strong></td>
<td>Test administrators should mark <strong>accommodation codes</strong> for students 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 students have “None” as the default value. The following accommodation codes are available by test. Accommodation codes cannot be indicated in TIDE.</td>
</tr>
</tbody>
</table>
|                    | • English language arts tests:  
  o Read Aloud  
  o Scribe  
  o Other  
  o None  
  • Mathematics tests:  
  o Scribe  
  o Other  
  o None  
  • Science and social studies tests:  
  o Scribe  
  o Other  
  o None |

### General Testing Tools

<table>
<thead>
<tr>
<th>General Testing Tools</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highlighter</td>
<td><strong>Highlighter</strong> is set to on by default and allows the student 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 students 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 student 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 student <strong>Test Clock</strong> is set to on by default and displays the amount of time the student has been in the test. The clock only runs while the student is viewing test content. The clock does not count the time when the student 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 student can collapse or un-collapse the test clock by clicking on it.</td>
</tr>
<tr>
<td>Reading Tools</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>---</td>
</tr>
<tr>
<td><strong>Paginated Stimuli</strong>*</td>
<td><strong>Paginated Stimuli</strong>, when enabled, allows a student 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 English language arts and social studies tests. It is not available for mathematics or science tests. This setting can be changed in TIDE and the TA Interface. *Is not compatible with Screen Reader Mode.</td>
</tr>
<tr>
<td><strong>Text-to-Speech</strong></td>
<td><strong>Text-to-speech</strong> is an accessibility feature that speaks aloud words in test questions and descriptions of graphics. Text-to-speech is turned on by default for all students taking mathematics, science and social studies tests and is off by default for students taking English language arts tests. Text-to-speech is considered a reading access accommodation for English language arts tests. See Ohio’s Accessibility Manual for guidance. Use of the text-to-speech feature requires the student’s device to have a voice pack installed. If the student will be testing with the Spanish form, the device must have both an English and Spanish voice pack installed. This setting can be changed in TIDE and the TA Interface.</td>
</tr>
<tr>
<td><strong>Text-to-Speech Tracking</strong></td>
<td><strong>Text-to-speech tracking</strong> is an accessibility feature that highlights words in test questions as the words are spoken aloud. Text-to-speech tracking is turned on by default for all students taking mathematics, science and social studies tests and is off by default for students taking English language arts tests. Text-to-speech tracking is not available for most graphics, although it may be available for some (but not all) tables. This setting can be changed in TIDE and the TA Interface.</td>
</tr>
<tr>
<td><strong>Line Reader</strong></td>
<td><strong>Line Reader</strong> is set 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visual Tools</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Color Choice</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

- 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
- Extra Large Black
- Large Green
- Extra Large Green
- Large Red
- Extra Large Red
- Large Yellow
- Extra Large Yellow
- Large White
- Extra Large White
### Screen Reader Mode*

This mode is an accommodation for students with visual impairments who use screen readers. This mode is not available for the biology test. 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 mode is not compatible with Paginated Stimuli.*

**IMPORTANT:**

- Students who are working in this mode will not see animations for those item types. Instead, alternative text will display that describes the animation.
- Students who are working in this mode must use the context menu ( ) to access tools such as text-to-speech (if turned on) and highlighting.
- This setting can be changed manually in TIDE and the TA Interface. It is not available to turn on via test settings upload.

#### Standard Mode

- Two students are pushing blocks of different masses along the floor. They start the blocks at the same position and time and try to push them so that each block gets to the same finish position at the same time.
  - A. Move a block to each starting position.
  - B. Move an arrow to the left of each block to represent the amount of force needed for each block to get to the finish position at the same time.
  - The length of the arrow represents the amount of force used to push the block.
  - Place only one object in each blank box.
  - There may be more than one correct answer.

#### Screen Reader Mode

- Two students are pushing blocks of different masses along the floor. They start the blocks at the same position and time and try to push them so that each block gets to the same finish position at the same time.
  - A. Move a block to each starting position.
  - B. Move an arrow to the left of each block to represent the amount of force needed for each block to get to the finish position at the same time.
  - The length of the arrow represents the amount of force used to push the block.
  - Place only one object in each blank box.
  - There may be more than one correct answer.

*masses/weights

### 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.
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## Troubleshooting

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<th>Description</th>
<th>What to Do</th>
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<tr>
<td>During student 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 student 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 student is preidentified.</td>
</tr>
<tr>
<td>During student sign-in, the following message displays: <strong>Session ID does not exist.</strong></td>
<td>Verify that the student 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 student is logging into the Student Testing Site (not the Student Practice Site).</td>
</tr>
<tr>
<td>During student sign-in, the following message displays: <strong>The testing session is closed.</strong></td>
<td>Verify that the student 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 student to select on the “Your Tests” screen.</td>
<td>Verify that a test for which the student is eligible is selected in the TA Interface (e.g., if a student’s enrolled grade in TIDE is three, the test administrator must select a grade 3 English language arts test option for inclusion in the test session). For students taking end-of-course tests, verify that the student’s Pre-ID record in TIDE reflects the correct test eligibility.</td>
</tr>
<tr>
<td>A test is grayed out and cannot be selected.</td>
<td>Verify that the student is identified as an online tester in his or her Pre-ID record in TIDE. Verify that the student’s test eligibility was not set as “yes” for the alternate assessment. Verify that the student has not already taken the test; students can only take each part of the test once.</td>
</tr>
<tr>
<td>Tests will be grayed out if the student started a test on a previous day but did not submit the test.</td>
<td></td>
</tr>
<tr>
<td>Refer to the Fall 2019 Test Administration Manual if the student was unable to complete testing in one day due to a test interruption (e.g. illness, loss of internet connectivity).</td>
<td></td>
</tr>
<tr>
<td>A test the student 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>
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| The wrong accessibility features are listed for the student on the “Is This Your Test?” page. | The test administrator should have the student sign out and then sign back in. Before the test administrator approves the student 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 student. The student will be able to continue his or her test with the appropriate features.  
If a student starts testing in English and requires Bilingual English-Spanish (or vice versa), the test administrator must request that the district test coordinator submit a test reset in TIDE.                                                                                                                                                                                                                                                                                      |
<p>| An Android message indicates a keyboard change is needed.                   | Refer to <a href="#">Configurations and Troubleshooting for Android</a> for detailed instructions on setting up Android tablets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| A Chromebook message indicates that Kiosk Mode is needed.                   | Refer to <a href="#">Configurations, Troubleshooting and Advanced SB Installation for ChromeOS</a> for guidance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| A session ends before the allowable testing time elapses.                   | Log in and start a new session. Provide the students with the new Session ID.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| A student gets signed out of a test while a session is still active.        | If a student’s test is interrupted, the student should sign back in and rejoin the session.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| A pop-up message says forbidden applications running.                       | The secure browser will not allow the student to begin testing if forbidden applications are running. Close any open applications then re-launch the secure browser.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |</p>
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| A student’s test freezes.                       | Force quit the secure browser or app and re-launch it. Have the student sign back in. If another device is available, the student can sign in on that device. Force quit commands include:  
  - Windows: [Ctrl] + [Alt] + [Shift] + [F10]  
  - Mac OS X: [Ctrl] + [Alt] + [Shift] + [F10] (The Ctrl key may appear as Control, Ctrl, or ^)  
  - Linux: [Ctrl] + [Alt] + [Shift] + [Esc]  
  No force quit commands exist for mobile devices. Instead do the following:  
    - Chromebook: Power off the Chromebook.  
    - iOS (iPads): Close the app as you would any other iOS app.  
    - Android: Tap the menu button in the upper-right corner and select Exit. |
| A student has difficulty signing into a test.   | Try each of the following steps. If the student continues to experience the issue after trying each step, contact the Ohio Help Desk at 1-877-231-7809 or OHHelpDesk@air.org. Use the Student Lookup icon on the TA interface to verify student information for login purposes only. It does not indicate whether a student is eligible to test. To verify student eligibility for a specific online assessment please check TIDE.  
  - Stand over the student as they are logging in, or log in on behalf of the student.  
  - Ensure the student’s device is using a supported operating system and has the latest version of the secure browser or AIRSecureTest app.  
  - Test the student on a different device of the same operating system.  
  - Test the student on a different device of a different operating system. |
| A student reports being kicked out of a test.   | Try each of the following steps. If the student continues to experience the issue after trying each step, contact the Ohio Help Desk at 1-877-231-7809 or OHHelpDesk@air.org.  
  - Ensure the student’s device is using a supported operating system and has the latest version of the secure browser or AIRSecureTest app.  
  - Stand over the student as they are logging in, or log in on behalf of the student. If you login on behalf of the student, do not advance past the “Is This You?” page. |
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<td>• Actively monitor the student during testing to see if he or she is pausing the test.</td>
<td>A student inadvertently deletes some or all of their essay response and the test has not been paused, or student has clicked End Test. Essay responses are auto saved every two minutes. Essay responses are also saved whenever a student navigates to a different page or item and when the student clicks the save button. For essay responses a student may recover their work using the built in Select Previous Version tool from the Context menu. If the test is in paused status of if End Test has been clicked, no prior responses will be available in the Select Previous Version tool.</td>
</tr>
<tr>
<td>• In the TA Interface under the Pause Test column, a paused test has an information icon. Click this icon to see details about why the student’s test is paused. You can provide this information to the Ohio Help Desk to assist in trouble shooting the issue.</td>
<td>A student inadvertently deletes some or all of their response and the test has not been paused, or student has not clicked End Test. If the test administrator or student pauses the test, connectivity has been lost or if the student clicks End Test, no prior responses will be available in the Select Previous Version tool from the Context menu for the student to select when they reaccess the item.</td>
</tr>
<tr>
<td>• Test the student on a different device of the same operating system.</td>
<td>Review screen shows item unanswered, but student believes they have answered. Student should revisit the item and ensure that all parts of the item have a response.</td>
</tr>
<tr>
<td>• Test the student on a different device of a different operating system.</td>
<td>Additional Assistance</td>
</tr>
<tr>
<td>A student receives an error message while taking the operational administration (usually five digits).</td>
<td>Record the error message and check the Message Codes guidance document for additional information. Contact the Ohio Help Desk at (877) 231-7809 or <a href="mailto:OHHelpDesk@air.org">OHHelpDesk@air.org</a>. 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 student(s); 3) Test name and test part 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.</td>
</tr>
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<tr>
<td>A student’s device has lost connectivity and when the student reaccessed</td>
<td>Essay responses are auto saved every two minutes. Essay responses are also saved whenever a student navigates to a different page or item and when the student clicks the save button.</td>
</tr>
<tr>
<td>the test the student’s response for the essay question is not their desired</td>
<td>All saved versions are stored in the AIR server and a prior version can be restored with Department approval; call the Ohio Help Desk at 1-877-231-7809 to request that a prior essay response be restored. Provide SSID, test name, test part, question number and if the student will continue testing in that test part the current day.</td>
</tr>
<tr>
<td>version.</td>
<td>Note: The response may not be able to be restored the same day. The student may need to return another day to complete their response to the question using the restored version.</td>
</tr>
</tbody>
</table>