Appendix H: Test Incident Guidance Document

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.

Call the Department's Office of Assessment at 1-614-466-1317 for further guidance if the district becomes aware of collaboration among students or other test security issues.

Test Incident Guidance Document

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.

Common examples of <u>testing irregularities</u>	How to proceed
Electrical outage during testing. Fire alarm goes off during testing or another emergency evacuation occurs during testing.	**Computer-based/Paper-based tests**: 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 1-614-466-1317. 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 1-614-466-1317. 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.
Tornado drill or other <u>scheduled</u> drill during testing.	**Computer-based/Paper-based tests**: 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 1-614-466-1317. 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 1-614-466-1317. 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.

Common examples of testing irregularities	How to proceed
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 1-614-466-1317. 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. Examples may include medical and/or emotional emergencies.	**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*.

Common examples of testing irregularities	How to proceed
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 (only applies to paper- based tests).	**Computer-based tests**: If a student submits his or her test in error, the test coordinator can submit a test status request in TIDE to re-open a test so the student can continue testing on the same day. 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. Please remind students to not submit their test until it is completed. Tests not completed on the same day may result in a breach form at district expense. **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**: Once a student has turned in his or her paper-based test booklet/answer document, they have finished testing and may not resume testing.
Test administrator ends test session prematurely.	**Computer-based tests**: If a test administrator ends a session prematurely, the test administrator should immediately create a new session ID for 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 1-614-466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach. If tests are not completed on the same day, then the district must contact the Office of Assessment at 1-614-466-1317. 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 1-614-466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach. If tests are not completed on the same day, then the district must contact the Office of Assessment at 1-614-466-1317. 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.

Common examples of testing irregularities	How to proceed
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 1-614-466-1317. 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 1-614-466-1317. 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 1-614-466-1317. 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.

Common examples of testing irregularities	How to proceed
Accommodation should have been provided but was not (e.g. read aloud, oral translation, extended time, etc.). Continued	**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 accommodation, then the district must contact the Office of Assessment at 1-614-466-1317. 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 was provided to a student that was not eligible.	Providing testing accommodations to students who are not eligible results in an invalid assessment. **Computer-based tests**: 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. 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 1-614-466-1317. 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 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 1-614-466-1317. 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.

Common examples that are NOT testing irregularities	How to proceed
A student signed in under another student's SSID.	**Computer-based tests only**: If student SSIDs were inadvertently swapped and a student submitted his or her test as another student, contact the Ohio Help Desk at 1-877-231-7809 before the end of the test window. Provide the Ohio Help Desk with the SSIDs, test subjects and specific test parts involved.
A student refused test accommodations.	**Computer-based tests/Paper-based tests**: When a student refuses an IEP or 504 Plan accommodation, the district should take steps to understand why the student is refusing to use the accommodation. Regardless, the accommodation should continue to be made available during the test window. It may be necessary to convene the student's IEP team or 504 Plan committee to review accommodations and the impact on participation in the assessment.
A student received an emergency accommodation.	**Computer-based tests/Paper-based tests**: For students who need an emergency accommodation (e.g., broken wrist, glasses, etc.), the test coordinator may fill out the optional emergency accommodation form and maintain it at the local level. It does not need to be submitted to the Department.
A student bubbled in responses in an incorrect section of the answer document or grade 3 or 4 test booklet.	**Paper-based tests only**: Transcribe the student's responses verbatim into the correct section of a new answer document or grade 3 or 4 test booklet. Return the new, replacement document with the scorable materials. Place a "DO NOT SCORE" label on the answer document or grade 3 or 4 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.
A test administrator affixed a Pre-ID label incorrectly on a student's scorable document.	**Paper-based tests only**: If a Pre-ID label is placed on a different student's test booklet, do not attempt to take it off. Apply a print-on-demand Pre-ID label over the incorrect Pre-ID label. **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.**
A student responded in another student's answer document or grade 3 or 4 test booklet.	**Paper-based tests only**: If student answer documents or grade 3 or 4 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.

A **technology incident** is an unexpected computer-based testing event that may or may not compromise the test results.	
Common examples of <u>technology incidents</u>	**How to proceed**
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 1-614-466-1317. 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 1-614-466-1317. 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 <u>Appendix E</u> 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 <u>portal</u>.
	Write down the message ID (usually five digits) and the text of the error. Contact the Ohio Help Desk at 1-877-231-7809.
	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 <u>TIDE</u> 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 1-877-231-7809.
	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 <u>TIDE</u> 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.	
Most common examples that are NOT technology incidents	**How to proceed**
A student accidentally paused his or her test.	Please refer to Appendix D for online testing trouble-shooting tips.
A student's sign in process was delayed.	
A student's test item had difficulty loading, but he or she was still able to complete it on the same day of testing.	
A student was unable to sign into the test.	
A student was unable to complete an item.	
A student inadvertently deletes some or all of their essay response and the test has **not** been paused, or the student has **not** 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** provided the test has not been paused or the student has not clicked the End Test button.
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.	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. For these exceptions, no prior responses will be available in the Select Previous Version tool for the student to select when they reaccess the item. **All saved versions are stored in the AIR server and a saved version can be restored with Department approval; call the Ohio Help Desk and provide: SSID, test name, test part, question number and if the student will continue testing in that test part the current day.** Note: The response may not be able to be restored the same day. The student may need to return another day during the test window to complete their response to the question using the restored version.
A student's device has lost connectivity and when the student re-accessed 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.	
Most common examples of possible <u>test security violations</u>	**How to proceed**
A student had a cell phone or other electronic device out during or after a test session.	Refer to the Department's electronic device policy. If applicable, see row on cheating/sharing test items below. Call the Office of Assessment at 1-614-466-1317 for further guidance if needed. Please identify your call as a possible test security incident.
Tests booklets or answer documents left unattended.	Call the Office of Assessment at 1-614-466-1317 for further guidance if needed. Please identify call as possible test security incident.
Tests were administered outside of district's testing window.	
Students left unsupervised with testing materials.	
A student was coached with verbal or nonverbal prompts to indicate an answer to an item.	
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 students' 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 documents. The students' test records must be submitted as INV when providing results to EMIS. The students' 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 1-614-466-1317 for further guidance if needed. Please identify your call as a possible test 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 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 1-877-644-6338 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 districts 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.

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

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.

Task	The home district administers the test.	The attending district administers the test.
Pre-ID	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.	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.
On-Time Order (for paper testers only)	The home district orders the paper test materials in TIDE for the applicable test administration(s).	The attending district orders the paper test materials in TIDE for the applicable test administration(s).
Administration	For online testers, the home district creates the teacher (TE) or test administrator (TA) account for the person who will administer the test. **IMPORTANT**: The TA/TE and student must be associated with the same school in TIDE. TA/TE accounts can be associated with multiple schools.	For online testers, the attending district creates the teacher (TE) or test administrator (TA) account for the person who will administer the test. **IMPORTANT**: The TA/TE and student must be associated with the same school in TIDE. TA/TE accounts can be associated with multiple schools.

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.

Pre-ID	The home district uploads the student's Pre-ID record and includes the district's IRN and the student's school IRN as the attending DIRN/SIRN.
On-Time Order (for paper testers only)	The home district orders the paper test materials in TIDE for the applicable test administration(s).
Administration	The service provider and the home district must coordinate which entity's personnel will administer the test.
	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.
	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*.

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 1-877-644-6338 to confirm their intent to participate. All other approved providers that do not have a TIDE account should contact the Ohio Help Desk at 1-877-231-7809 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.

Scholarship Program	Action Required by Districts, Schools or Service Providers
EdChoice Expansion Scholarship Program **EdChoice Scholarship Program** **Cleveland Scholarship Program**	Students must take all statewide tests or an approved alternative assessment. The school where the student is enrolled is responsible for administering these tests.
Jon Peterson Special Needs Scholarship Program	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.
Autism Scholarship Program	Students in grades 3-8 are not required to take statewide tests. Scholarship students who attend chartered nonpublic schools are required to take any tests required by that school for graduation. The school or approved provider where the student is enrolled is responsible for administering these tests.

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 districts and what actions each respective party should take.

Scenario	District A	District B
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.	No action required	District B must Pre-ID the student and administer the test. District B will receive the report for the student's scores.
A student is administered all applicable tests in District A, then moves to District B.	District A will receive the student's scores. Districts are responsible for coordinating and reconciling the scores for EMIS.	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.
A student is administered Part 1 only in District A, then moves to District B during the test administration window.	Refer to the "Students who Transfer during the Test Window" section of the *Test Administration Manual* for guidance.	Refer to the "Students who Transfer during the Test Window" section of the *Test Administration Manual* for guidance.
A student who is identified as eligible for a test moves to District A from another state before the end of the test administration window.	The district should Pre-ID the student and administer the test.	N/A

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 condition 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 1-877-644-6338. ***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 and 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 1-877-231-7809.