# Testing Support

<table>
<thead>
<tr>
<th>For Assistance With</th>
<th>District Test Coordinators Should Refer To</th>
<th>Building Test Coordinators Should Refer To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing resources, manuals, user guides, guidance documents, and practice materials</td>
<td>Portal for Ohio’s State Tests <a href="http://www.ohiostatetests.org">www.ohiostatetests.org</a></td>
<td></td>
</tr>
<tr>
<td>Identifying which students are eligible to take each test</td>
<td><a href="https://www.ohiostatetests.org">Summer 2018 Test Administration Manual</a> TAM)</td>
<td></td>
</tr>
<tr>
<td>Identifying which students are eligible for accommodations</td>
<td><a href="https://www.ohiostatetests.org">Ohio’s Accessibility Manual</a></td>
<td></td>
</tr>
<tr>
<td>Scheduling test administrations</td>
<td><a href="https://www.ohiostatetests.org">Summer 2018 Test Administration Manual</a> TAM)</td>
<td></td>
</tr>
<tr>
<td>Emergency school closures during the test window</td>
<td></td>
<td>The district test coordinator</td>
</tr>
<tr>
<td>Assistance with Student IDs for nonpublic and home-schooled students</td>
<td>Ohio Department of Education Office of Curriculum and Assessment, 1-614-466-1317</td>
<td></td>
</tr>
<tr>
<td>Security cases; test incidents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculators and calculator accommodations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtaining SSIDs for a newly enrolled student</td>
<td>The district’s EMIS Coordinator or the student’s prior district</td>
<td></td>
</tr>
<tr>
<td>Submitting Pre-ID data</td>
<td>American Institutes for Research (AIR) 1-877-231-7809 <a href="mailto:OHHelpDesk@air.org">OHHelpDesk@air.org</a></td>
<td></td>
</tr>
<tr>
<td>Ordering paper test materials in TIDE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User accounts</td>
<td>Data Recognition Corporation (DRC) 1-877-231-7809 <a href="mailto:OHPProjectTeam@datarecognitioncorp.com">OHPProjectTeam@datarecognitioncorp.com</a></td>
<td></td>
</tr>
<tr>
<td>Questions about district shipments of paper materials, packing documents and missing materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returning paper test materials</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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1. Introduction

1.1 About This Manual

This Summer 2018 Supplemental Instructions for Paper Testing covers paper-specific policies and procedures for districts and schools administering grade 3 English language arts (ELA) on paper and/or high school end-of-course subjects in braille. This manual does not cover policies and procedures for districts and schools administering Ohio’s State Tests online, nor does it cover the general policies and procedures that apply to both administrations. For this information, please refer to the Summer 2018 Test Administration Manual (TAM), which is available on the portal.

District test coordinators, building test coordinators and test administrators administering paper tests must review the information in this manual, as well as the general administration information in the Summer 2018 TAM, prior to testing. Understanding testing policies and procedures is essential to a successful administration.

1.2 About the Summer Tests

Summer testing is optional. Students, schools and districts may elect to participate or not participate. Participating schools and districts do not have to offer all tests. Each summer 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 part 1 on one day and part 2 on another day.

Districts and schools with eligible students are required to administer both parts of each applicable test. 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 the section on “Student Pre-ID and Test Eligibility” in the Summer 2018 TAM.

One 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 but will receive a summative score for the test if the attemptedness criteria are met.

1.2.1 Elementary-School Tests

The following elementary-school test is available for the Summer 2018 administration:

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

For the Summer 2018 administration, districts and schools will administer all high school end-of-course tests online. Paper braille test booklets will be available upon request. There are no paper-based large-print test booklets for high school.

The following braille high school end-of-course tests are available for the Summer 2018 administration:

- Algebra I
- Geometry
- Integrated mathematics I
- Integrated mathematics II
- English language arts I
- English language arts II
- American government
- American history
- Biology
- Physical science (class of 2018 only)

2. Schedules

2.1 Key Dates

The following tables list key administration dates. Please refer to the portal for reporting dates.

Table 1. Grade 3 English Language Arts

<table>
<thead>
<tr>
<th>Activity</th>
<th>Summer 2018 Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3 Pre-ID Window opens for the summer administration (all students must be pre-identified in TIDE by July 13)</td>
<td>May 21</td>
</tr>
<tr>
<td>Grade 3 On-time Order Window for paper testers</td>
<td>May 21 – May 25</td>
</tr>
<tr>
<td>Supplemental Information task window to indicate pickup date for grade 3 test materials</td>
<td>May 21 – May 25</td>
</tr>
<tr>
<td>Score Report Label Request window open in TIDE for the grade 3 English language arts summer administration.</td>
<td>May 21 - July 13</td>
</tr>
<tr>
<td>Grade 3 deadline for submitting Pre-ID data in order to receive pre-printed Pre-ID labels for paper testers</td>
<td>May 25</td>
</tr>
<tr>
<td>Grade 3 paper test materials and pre-printed Pre-ID labels due in district</td>
<td>July 2</td>
</tr>
<tr>
<td>Grade 3 Additional Order Window for paper testers</td>
<td>July 2 – July 11</td>
</tr>
<tr>
<td><strong>Grade 3 paper and online test window</strong></td>
<td><strong>July 9 – July 13</strong></td>
</tr>
<tr>
<td>Last day for districts to return <strong>scorable</strong> grade 3 test materials to DRC</td>
<td>July 16</td>
</tr>
<tr>
<td>Last day for districts to return <strong>nonscorable</strong> grade 3 test materials, including unused test documents to DRC</td>
<td>July 23</td>
</tr>
</tbody>
</table>
Table 2. High School Braille End-of-Course Tests

<table>
<thead>
<tr>
<th>Activity</th>
<th>Summer 2018 Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school Pre-ID window opens for the summer administration (all students <strong>must</strong> be pre-identified in TIDE in advance of testing)</td>
<td>May 26</td>
</tr>
<tr>
<td>Districts call Ohio Help Desk to order high school braille test materials</td>
<td>July 2 – July 25</td>
</tr>
<tr>
<td>High school braille test materials due in district*</td>
<td>July 9 – July 27</td>
</tr>
<tr>
<td>*Orders fulfilled as they are received on a rolling basis</td>
<td></td>
</tr>
<tr>
<td>High school braille and online test window</td>
<td>July 16 – July 27</td>
</tr>
<tr>
<td>Last day for districts to submit student responses for high school braille tests into the Data Entry Interface (DEI)</td>
<td>July 27</td>
</tr>
<tr>
<td>Last day to return nonscorable braille test materials</td>
<td>July 30</td>
</tr>
</tbody>
</table>

### 2.1.1 Deadlines for Returning Paper Test Materials

**IMPORTANT:** Districts are required to return scorable grade 3 English language arts test booklets immediately after testing and **no later than July 16, 2018.** The Department considers a district’s failure to return paper scorable documents the business day immediately after testing concludes to be a test security violation.

All grade 3 English language arts nonscorable materials and high school braille nonscorable materials must be returned no later than one week after the district’s scorable pickup.

District test coordinators have the opportunity to indicate a pickup date in TIDE for grade 3 English language arts materials during the grade 3 On-Time Order Window. The On-Time Order Window dates are listed in the Key Dates table above. Pickups cannot be scheduled for weekend dates.

Districts that do not enter pickup dates in TIDE during the grade 3 On-Time Order Window are responsible for scheduling their own pickups per the instructions in Section 4 of this manual.

<table>
<thead>
<tr>
<th>Deadline for Returning Materials</th>
<th>Grade 3 Paper</th>
<th>High School Braille</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your deadline for returning scorable grade 3 test booklets to DRC is (documents must be picked up by this date)</td>
<td>July 16, 2018</td>
<td>N/A</td>
</tr>
<tr>
<td>Your deadline for returning secure nonscorable documents, including unused grade 3 scorable test booklets, large-print and braille test booklets and high school optional recording worksheets, to DRC is (documents must be picked up by this date)</td>
<td>July 23, 2018</td>
<td>July 30, 2018</td>
</tr>
</tbody>
</table>

For more information regarding schedules, test security, ethical use of tests, student Pre-ID and test eligibility, the after testing policy, and reporting, refer to the **Summer 2018 TAM** on the portal.
3. General Test Administration Information

This section provides general test administration information for test coordinators and test administrators in districts and schools that are testing on paper.

3.1 Before Testing

3.1.1 Secure Test Materials

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

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

Grade 3 English language arts test booklets are shrink-wrapped in packs of five. Grade 3 English language arts large-print test booklets are shrink-wrapped in packs of one. Braille test booklets are shrink-wrapped in packs of one.

District and school personnel may open the shrink-wrapped packages no more than two days prior to testing. These individuals must be employees of the district and hold a certificate, permit or license issued by the Ohio Department of Education.

3.1.2 Elementary-School Materials

District test coordinators order paper test materials in TIDE under the “Paper Orders Grade 3 ELA Summer 2018” administration. A summary of paper test materials follows.

<table>
<thead>
<tr>
<th>Paper Test Materials</th>
<th>Secure (Must Be Returned to DRC)</th>
<th>Scorarable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Instructions for Paper Testing manual</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Grade 3 English language arts scannable test booklet</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Grade 3 English language arts large-print test booklet*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Grade 3 English language arts braille test booklet*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Checklists, packing lists, range sheets, return box labels</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

*See the instructions for special versions included in Appendix A of this manual.
3.1.3  High School End-of-Course Braille Administrations

3.1.3.1  High School End-of-Course Materials

District test coordinators order high school braille test materials by calling the Ohio Help Desk at 1-877-231-7809. A summary of paper test materials is below.

The Summer 2018 end-of-course paper test materials listed below are intended for use by test administrators administering braille tests only. Braille test booklets will be accompanied by general test booklets, for the test administrator’s reference, and optional recording worksheets.

<table>
<thead>
<tr>
<th>Paper Test Materials (For Use During Braille Administration)</th>
<th>Secure (Must Be Returned to DRC)</th>
<th>Scorabe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I braille test booklet</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Algebra I test booklet (for TA reference)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Algebra I optional recording worksheet</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>American government braille test booklet*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>American government test booklet (for TA reference)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>American government optional recording worksheet</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>American history braille test booklet*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>American history test booklet (for TA reference)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>American history optional recording worksheet</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Biology braille test booklet*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Biology test booklet (for TA reference)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Biology optional recording worksheet</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>English language arts I braille test booklet*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>English language arts I test booklet (for TA reference)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>English language arts I optional recording worksheet</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>English language arts II braille test booklet*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>English language arts II test booklet (for TA reference)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>English language arts II optional recording worksheet</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Geometry braille test booklet*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Geometry test booklet (for TA reference)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Geometry optional recording worksheet</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Integrated mathematics I braille test booklet*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Integrated mathematics I test booklet (for TA reference)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Integrated mathematics I optional recording worksheet</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Integrated mathematics II braille test booklet*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Integrated mathematics II test booklet (for TA reference)</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
General Test Administration Information

<table>
<thead>
<tr>
<th>Paper Test Materials (For Use During Braille Administration)</th>
<th>Secure (Must Be Returned to DRC)</th>
<th>Scorable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated mathematics II optional recording worksheet</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Physical science braille test booklet*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Physical science test booklet (for TA reference)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Physical Science optional recording worksheet</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Checklists, packing lists, range sheets, return box labels</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

*See the instructions for special versions included in Appendix A of this manual.

### 3.1.3.2 Access to the Data Entry Interface

For the high school braille tests, test administrators will record and submit student responses into the Data Entry Interface, which is located on the portal. Test administrators may record student responses on the optional recording worksheets. Test administrators are responsible for transferring and submitting student responses into the Data Entry Interface by the date listed in the Key Dates table.

**IMPORTANT:** The optional recording worksheets will **not** be scanned and scored. Failure to submit student responses into the Data Entry Interface will result in no scores being reported.

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

Test administrators entering scores for braille testers need access to a device with a supported Internet browser installed so that the test administrator may log into the Data Entry Interface. The Data Entry Interface does not require the installation of the Secure Browser or AIRSecureTest App. See the **Online System Requirements** document on the portal for a list of supported web browsers.

See the supplemental instructions included in Appendix A for more information for braille test administrations.

### 3.1.4 Pre-ID Labels

#### 3.1.4.1 Pre-ID Label Information

Pre-ID labels are used to associate a scorable document with a student for reporting. All scorable documents must have a Pre-ID label applied. **Failure to apply a Pre-ID label will result in scores not being reported.** There are two types of Pre-ID labels: pre-printed Pre-ID labels and
print-on-demand Pre-ID labels. The information on both types of labels is the same, and both are placed on the same space on the scorable test booklet.

Test coordinators or test administrators must apply the Pre-ID label in the box that reads "Apply Label Here" on the front cover of the grade 3 English language arts test booklet. Do not place the Pre-ID label in Box A. It is recommended that the Pre-ID label be affixed to scorable test booklets immediately after the student completes his or her test. If labels are affixed before testing, students might mark on the labels, which will affect the scanning of the test booklets. Please make sure that the Pre-ID label affixed to the test booklet reflects the student who marked his or her responses in the test booklet. If you discover that a Pre-ID label was misapplied, do not attempt to remove the label. Apply a print-on-demand Pre-ID label over the incorrect Pre-ID label. **Note that Pre-ID labels should never be applied over the security barcode.**

**NOTE:** The Statewide Student Identifier (SSID) or Nonpublic Student ID is not printed on the Pre-ID label but is included in TIDE.

### 3.1.4.2 Pre-Printed Pre-ID Labels

Pre-printed Pre-ID labels are shipped only for students who are taking the grade 3 English language arts test on paper and who were successfully entered in TIDE by the May 25 deadline. Building test coordinators and test administrators must verify the accuracy of each pre-printed Pre-ID label and must not apply pre-printed Pre-ID labels with incorrect information (e.g., a misspelled last name) to the student’s scorable test booklet. If a pre-printed Pre-ID label is inaccurate, the district or building coordinator should update the student’s record in TIDE, print an on-demand Pre-ID label and apply it to the scorable test booklet. **Failure to apply a Pre-ID label will result in scores not being reported.**

### 3.1.4.3 Print-on-Demand Pre-ID Labels

When a pre-printed Pre-ID label is not available to apply to a scorable grade 3 English language arts test booklet, a print-on-demand Pre-ID label must be used. Authorized users can create PDFs of print-on-demand Pre-ID labels in TIDE and print these on blank label stock. Blank label stock is automatically provided with on-time orders. If the district did not place an on-time order or additional blank label stock is needed, district test coordinators can order it in the additional order window. **Districts must apply a pre-printed or print-on-demand Pre-ID label to the scorable test booklet. Failure to apply a Pre-ID label will result in scores not being reported.**

### 3.1.5 Demographic Fields on Grade 3 English Language Arts Scorable Test Booklets

There are no bubbles for demographic fields on the scorable test booklet, and Pre-ID labels are the only method for identifying which student takes a test. Bubbles are only available to mark Testing Group Number, District and School Internal Retrieval Numbers (IRNs), and Accommodations. **Failure to apply a Pre-ID label will result in scores not being reported.**
3.1.6 Testing Group Number

All grade 3 English language arts students testing on paper must have Box B “Testing Group Number Based on Location” (see illustration to the right) completed on their demographic page. A testing group is defined as the set of cohorts or group of students being administered the test in the same location at the same time within a school’s facilities and/or authority.

For convenience and clarity, the identification of the testing group can be accomplished by assigning the group a unique number (e.g., room 105) corresponding to the location where the group is being tested.

The district must designate a person or persons to assign testing group numbers to all testing locations within each school. Test administrators must be told their testing group number for a given test location in order to tell students how to complete Box B.

The sample Testing Group Roster in Appendix B of this manual may be used to assign or record testing group numbers. This roster is also available for download from the Department website at education.ohio.gov; search the following keywords: Testing Group Roster.

Use of testing group numbers is required, but use of the Testing Group Roster is not. For example, schools may develop their own spreadsheet or use a local database to organize the testing group information for paper testers. Regardless of the method used to assign testing group numbers, the school or district must keep any documentation for one year after the test administration.

Districts and schools should not return the testing group number documentation to DRC or to the Department unless requested.

3.1.7 Blank Paper

Test administrators must provide at least two sheets of blank paper to students who are taking the grade 3 English language arts test. Students may not bring their own paper.

Specialized paper may be provided in lieu of blank paper, as long as the paper does not have any writing on it. Specialized paper includes grid, wide-ruled, braille, raised-line grid, wide-lined grid and colored paper. Immediately after the test ends, test administrators will collect the used and unused scratch paper. The test administrator must securely shred used paper locally.

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

3.1.8 Scorable Test Booklets

DRC tracks scorable grade 3 English language arts test booklets through a unique barcode and security number printed on each test booklet. The security number is located on the front
page of the scorable test booklet below the barcode. The barcode links the test booklet to the district and school. Information on the district and school that received the scorable test booklet is used to determine the number of scorable test booklets returned. When a Pre-ID label is not affixed or when valid district and school IRNs are not gridded, the barcode on the scorable test booklet will be used to determine the district and school IRNs associated with the test booklet.

Because the test contractor tracks test booklets to the IRNs that receive them, **please do not share scorable test booklets with other districts or between schools. The district is responsible for all secure materials shipped to the district.**

District test coordinators will be able to track the return of grade 3 English language arts test booklets after testing using the Track Shipments task in TIDE.

### 3.2 During Testing

#### 3.2.1 Soiled and Defective Documents

The only scorable document for the Summer 2018 administration is the grade 3 English language arts test booklet.

If a student soils a grade 3 English language arts scorable test booklet or if a student receives a defective grade 3 English language arts scorable test booklet and the student has started marking responses, follow the steps below:

- Transcribe the student’s responses verbatim into a new scorable test booklet. Return the new, replacement scorable test booklet to DRC with other scorable test booklets. There must be at least two staff in the room when transcribing student responses and one must be the test administrator or a staff member who has a license, certificate or permit issued by the Ohio Department of Education.

- On the affected scorable test booklet, place a DO NOT SCORE label over the Pre-ID label, if one was affixed. If no Pre-ID label was used, place the DO NOT SCORE label in the “Apply Label Here” box. Return the affected scorable test booklet with nonscorable materials.

**Exception:** If a student soils a grade 3 scorable test booklet with bodily fluids, make note of the incident and bar code number on the [Secure Materials Resolution Form](#) and securely destroy the test booklet. Always observe universal precautions.

### 3.3 After Testing

#### 3.3.1 Do Not Score Labels

Schools will receive a set of DO NOT SCORE labels. In all situations for which an entire scorable grade 3 English language arts test booklet should not be scored, a DO NOT SCORE label should be placed on top of the Pre-ID label that was affixed to the test booklet. If no Pre-ID label was affixed, the DO NOT SCORE label should be placed in the box labeled “Apply Label Here” where the Pre-ID label would have been applied. Do not affix the DO NOT SCORE label
in Box A or anywhere else other than the box labeled “Apply Label Here.” All test booklets with a DO NOT SCORE label applied should be returned with nonscorable materials.

Some examples of when to apply a DO NOT SCORE label include:

- A scorable test booklet with a Pre-ID label applied and/or with markings on the front but no student responses marked;
- A soiled or damaged scorable test booklet with responses that were transcribed onto another scorable test booklet;
- A scorable test booklet that includes responses that were erroneously marked in ink and had its contents transcribed onto another scorable test booklet with a No. 2 pencil.

If a paper-testing student’s test requires invalidation, districts can apply a DO NOT SCORE label and return the student’s scorable test booklet with non-scorable materials. The student will not receive a score based on this test booklet. Alternatively, if the district returns the student’s scorable test booklet for scoring, the student will receive a score based on this test booklet. Please refer to the Summer 2018 TAM for information regarding Ohio’s invalidation policies. NOTE: Breach is not available for summer administration.
4. Test Coordinator Responsibilities

This section provides information to test coordinators in districts and schools that are testing on paper.

4.1 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 on paper, the district test coordinator:

- Has primary responsibility for the test administration;
- Ensures that all personnel are aware of state and district test security procedures and follow these procedures at all times;
- Reports all alleged security violations to the Department (building coordinators and test administrators must report to the district test coordinator);
- Ensures that all participating students are pre-identified as paper testers for the proper subjects;
- Prepares and trains building test coordinators for the test administration prior to testing;
- Makes sure that test administrators are familiar with the accessibility features available for students;
- Orders grade 3 English language arts paper test materials (see list of materials to be ordered for large-print and braille testers in Appendix A of this manual) in TIDE;
- Orders high school braille test materials through the Ohio Help Desk;
- Receives test materials from DRC and distributes them to schools;
- Ensures that building test coordinators maintain test security of and account for all secure test materials before, during and after test administration;
- Ensures that building test coordinators applied a pre-printed or print-on-demand Pre-ID label to all scorable grade 3 English language arts test booklets. **Failure to apply a Pre-ID label will result in scores not being reported.**
- Ensures that all boxes of scorable test booklets are promptly returned to DRC for scoring;
- Returns all unused test booklets, special versions (large-print and braille test booklets) and high school braille optional recording worksheets to DRC;
- Receives and distributes test results, when available.

4.2 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 on paper, 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 paper test administration procedures before testing;
• Can pre-identify students in TIDE using the Add Student task; can update a student’s demographics in TIDE; and can create print-on-demand Pre-ID labels in TIDE;
• Receives test materials from the district test coordinator; ensures that all test materials have been received for testers (see list of materials needed for large-print and braille testers in Appendix A of this manual); provides for locked, secure storage when test materials are not in use; and distributes test materials each day;
• Provides testing group numbers to test administrators for completing demographic pages;
• Collects and accounts for test materials immediately following the test administration each day;
• Distributes and stores calculators (when applicable);
• Ensures that test administrators understand their responsibilities when the test session ends;
• Ensures that all scorable grade 3 test booklets have a pre-printed or print-on-demand Pre-ID label applied. Failure to apply a Pre-ID label will result in scores not being reported;
• Promptly packages and returns scorable test booklets to the district test coordinator for return to DRC for scoring;
• Returns all test booklets, special versions (large-print and braille test booklets) and high school braille optional recording worksheets to the district test coordinator.

4.3 Before Testing

4.3.1 District Materials

DRC will ship test materials for all schools in a district to the district test coordinator.

IMPORTANT: Districts should expect to receive on-time test materials in two separate shipments: one for grade 3 English language arts and one for high school braille. Grade 3 English language arts materials are shipped to the address listed under the “Paper Orders Grade 3 ELA Summer 2018” administration in TIDE. High school braille test materials are shipped to the approved address provided to the Ohio Help Desk when the order was placed. See the Key Dates tables in Section 2 of this manual for due-in-district dates.

Each set of materials is boxed by school. Upon receipt of the initial shipment of boxes from the shipping carrier, district test coordinators should locate the white district box, which will contain the following:
• School Box Range Sheet
• District Packing List
• Copies of the School Packing List(s)
• District Security Checklist
• DO NOT SCORE labels (not applicable for high school end-of-course tests)
- Blank label stock for print-on-demand Pre-ID labels (not applicable for high school end-of-course tests)
- Return Kit
- Roll of bags for returning scorable materials
- Supplemental Instructions for Paper Testing

The School Box Range Sheet shows the number of boxes packaged for each school, as well as the number of boxes packaged for the district. District test coordinators will use this sheet to sort the boxes by building and verify that they have received all boxes. District test coordinators who do not receive all of their boxes should immediately call the Ohio Help Desk at 1-877-231-7809; listen to the menu options for assistance with shipments.

It is not necessary for the district test coordinator to open the school boxes; building test coordinators are responsible for inventorying school boxes. The district test coordinator must securely store school boxes until they can be distributed to school buildings.

### 4.3.2 School Materials

District test coordinators will distribute each set of test materials to the building test coordinators in their district. Building test coordinators must keep all of the boxes they receive. Building test coordinators will return all materials to the district test coordinator in the same box(es) in which the materials were delivered.

Upon the school’s receipt of the initial materials from the district test coordinator, the building test coordinator must locate the white school box, which contains the following:
- School Packing List
- School Security Checklist
- Pre-printed Pre-ID labels (not applicable for high school end-of-course tests)
- Blank label stock for print-on-demand Pre-ID labels (not applicable for high school end-of-course tests)
- DO NOT SCORE labels (not applicable for high school end-of-course tests)
- Return Kit
- Roll of bags for returning scorable materials
- Supplemental Instructions for Paper Testing

Building test coordinators must use the School Packing List to verify the school’s order. The School Security Checklist lists all of the security numbers for all secure material sent with the original order. Building test coordinators should retain the School Security Checklists with school records; they should not return them to the district test coordinator or DRC.

A range sheet on top of each pack identifies the range of security numbers in the pack. Building test coordinators must maintain test security by using the security numbers to account for all secure test materials before, during and after test administration until they are returned to the district test coordinator. If there are discrepancies or missing test materials, the building test coordinator must notify the district test coordinator immediately.

Building test coordinators must verify that the number of materials listed on the packing list is sufficient for the number of students who will be taking each test on paper in the school. If the
school needs additional materials, the building test coordinator must notify the district test coordinator.

Building test coordinators must review the Pre-ID labels for accuracy. If discrepancies are found, it is the responsibility of the district and building test coordinators to update student records in TIDE and create print-on-demand Pre-ID labels.

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

4.3.3 Additional Materials

Building test coordinators must notify their district test coordinators if they need additional materials. It is the district test coordinator’s responsibility to ensure that all schools have enough test materials to test every eligible student. District test coordinators may place orders for additional materials during the Additional Order Window in TIDE. All orders are subject to Department approval.

District test coordinators cannot order pre-printed Pre-ID labels during the Additional Order Window, but they can order blank label stock to print on-demand Pre-ID labels from TIDE. Failure to apply a Pre-ID label will result in scores not being reported.

4.4 During Testing

Test coordinators must understand the rules and procedures that govern paper testing; the rules and procedures specific to test coordinators for paper testing are addressed below. For the general rules and procedures for paper testing that apply to test coordinators and test administrators, please refer to Section 3 of this manual. For detailed information on the steps required of test administrators and students during the paper test administration, refer to Section 5 of this manual.

IMPORTANT: Students must use a No. 2 pencil when marking their grade 3 English language arts scorable test booklets. Failure to mark responses with a No. 2 pencil will result in the student’s responses not being scanned and scored. Students should not use mechanical pencils.

4.4.1 Distributing Materials to Test Administrators

Building test coordinators may open the shrink-wrapped packages no more than two days before testing to organize individual test booklets, answer documents and special versions. The building test coordinator must secure any remaining secure materials in a pack. Each pack contains a range sheet that shows the range of security numbers contained in that pack. After opening the shrink wrap, the building test coordinator must verify that all secure document serial numbers listed on the range sheet have been included in the pack. These materials must be kept in a secure location at all times. The morning that a school begins administering paper tests, the building test coordinator may deliver testing materials to rooms as needed.
4.5 After Testing

When a student has completed the test and turns in the paper materials, the test administrator or any other staff cannot review the student’s responses. This is a security violation.

After testing, it is the building test coordinator’s responsibility to collect, inventory and pack all test materials for the school and return them to the district test coordinator. The district test coordinator is responsible for returning materials to DRC.

Instructions for returning scorable and nonscorable materials are provided below. Procedures for both the building test coordinator and district test coordinator are included here. A summary of the box labels to be applied and a sample label are included in Appendix B of this manual.

IMPORTANT:
- Districts and schools must return all materials in accordance with the Key Dates listed in Section 2 of this manual. Districts are required to return scorable grade 3 English language arts test booklets immediately after testing and no later than July 16. Districts are required to return their schools’ nonscorables within one week of returning scorable documents.
- Districts and schools cannot delay their return of any materials. To do so is a violation of test security.
- Districts will return all nonscorable materials for high school braille tests together, but separately from grade 3 English language arts nonscorable materials. Be sure to affix the correct return labels.

Building test coordinators should direct all questions about returning materials to their district test coordinators. District test coordinators who have any questions or encounter difficulties with these shipping procedures should refer to the contact information on the inside front cover of this manual.

4.5.1 Return Instructions for the Building Test Coordinator

4.5.1.1 Returning a School’s Scorable Materials to the District Test Coordinator

Building test coordinators should use the checklist below to complete the necessary steps for returning grade 3 English language arts scorable test booklets to the district test coordinator.

- Collect all scorable test booklets from test administrators. Compare all materials against the School Security Checklists to ensure that all test booklets have been accounted for. If students used scratch paper, it must be securely destroyed. Only responses marked in the student’s scorable test booklet are scored.
- Make sure that the set of grade 3 English language arts scorable test booklets does not include nonscorable test booklets or special versions. Scorable test booklets are general test booklets that contain student responses for scoring.
Check the demographic page of each scorable grade 3 English language arts test booklet:

- Ensure that a pre-printed or print-on-demand Pre-ID label is affixed. **Failure to apply a Pre-ID label will result in scores not being reported.**
  
- Make sure that the document includes a bubbled testing group number.

Find the scorable test booklet return bag provided in the white box. Place the scorable test booklets inside the return bag and close the bag using the tie provided. Place the bag inside the box in which the materials arrived. Do not overfill boxes. If needed, include filler material, such as newspaper, in the box to prevent contents from shifting during shipping.

Find the School Return Kit (a white Tyvek envelope). Schools will receive a School Return Kit with their grade 3 English language arts materials. Each School Return Kit includes scorable return box labels.

Apply a return box label to each box of scorable materials. Districts are required to return grade 3 English language arts paper scorable test documents immediately after testing and **no later than July 16.**

- Apply **gold** return box labels to packages that contain scorable test booklets for grade 3 English language arts.

Return the box(es) of scorable materials to the district test coordinator.
4.5.1.2 Returning a School’s Nonscorable Materials to the District Test Coordinator

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

- For each administration, collect all nonscorable test materials from test administrators. Compare all materials against the School Security Checklists to ensure that all documents have been accounted for. Districts are required to return their schools' nonscorables within one week of returning scorable documents.

- Confirm that all of the materials are nonscorable. Nonscorable materials are: unused grade 3 English language arts test booklets, grade 3 English language arts large-print test booklets, grade 3 English language arts braille test booklets, high school braille test booklets and high school braille optional recording worksheets.
  - If building test coordinators find any scorable grade 3 English language arts test booklets among the nonscorable materials, they should notify the district test coordinator immediately.
  - A DO NOT SCORE label does not need to be applied to unmarked and unlabeled grade 3 English language arts test booklets.
  - If a grade 3 English language arts test booklet contains responses that should not be scored, a DO NOT SCORE label must be applied over the Pre-ID label (if affixed) or in the “Apply Label Here” box on the front cover.
  - Refer to Section 3.3.1 (Do Not Score Labels) for other examples of when to apply a DO NOT SCORE label.

- If applicable, securely destroy any ancillary materials (e.g., student notes recorded on scratch paper) from the administration.

- Package the nonscorable materials for return to the district test coordinator. If needed, include filler material, such as newspaper, in the box to prevent contents from shifting during shipping. It is not necessary to place nonscorable materials in a return bag or apply a return box label to packages of nonscorable materials. The district test coordinator applies all box labels for nonscorable materials.

- Place packages of nonscorable materials in a secure, locked location until they are returned to the district test coordinator.

4.5.2 Return Instructions for District Test Coordinators

District test coordinators are responsible for ensuring the return of all testing materials. Districts must return scorable grade 3 English language arts test booklets the business day immediately after testing.
4.5.2.1 Preparing the District’s Scorable Materials for Return to DRC

District test coordinators should use the checklist below to complete the necessary steps for returning scorable grade 3 English language arts test booklets to DRC.

- Collect boxes of scorable grade 3 English language arts test booklets from building test coordinators.
- Locate the District Return Kit (a white Tyvek envelope). Districts will receive a District Return Kit with their grade 3 English language arts materials. Each District Return Kit includes White UPS Return Service (UPS-RS) labels, as well as nonscorable return box labels.
- Count the boxes from each school and make sure that the correct color return box label for scorable materials is applied to each box.
  - **IMPORTANT**: Districts are required to return scorable grade 3 English language arts test booklets immediately after testing and **no later than July 16**.
    - Gold return box labels should be applied to packages that contain scorable grade 3 English language arts test booklets.
- Confirm that each box is sealed securely with packaging tape.
- Follow the return instructions for the carrier that delivered your district’s materials.

4.5.2.2 UPS Return Instructions for Scorable Materials

District test coordinators who received on-time materials should use the checklist below to complete the necessary steps for returning scorable materials to DRC via UPS.

- Affix a WHITE UPS Return Service (UPS-RS) label to flap B on the top of each box. Do not send any boxes via UPS without a UPS-RS label.
- Keep records of your shipments to DRC, including the tracking number(s). The UPS-RS number is located directly above the barcode in the middle of the shipping label. It is recommended that you copy each UPS-RS label you use. These tracking numbers do not need to be provided to DRC unless requested.
- Make sure that your boxes are ready for pickup by the date you entered into TIDE under the Supplemental Information task. Only districts that entered pickup dates in TIDE will have automatic pickups.
- If your district misses its automatic pickup, you discover scorable grade 3 English language arts test booklets after your automatic pickup has occurred or you did not submit dates for an automatic pickup in TIDE by the deadline, you must schedule a pickup. To schedule a UPS pickup:
  - Call UPS at 1-866-857-1501. Do NOT call the UPS general pickup number found on the UPS website.
  - Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative uses these numbers to bill the pickup and return charges to DRC.
Schedule a date for pickup, and inform UPS that you have UPS-RS labels. Please schedule your pickup at least one day in advance. Same-day service is not available in all areas.

If you have a daily scheduled UPS pickup, you may send your return shipment with the rest of your packages; however, please set apart the DRC shipment for the driver.

4.5.2.3 Preparing to Return the District’s Nonscorable Materials to DRC

District test coordinators should use the checklist below to complete the necessary steps for returning nonscorable materials to DRC. Nonscorable materials include: unused grade 3 English language arts test booklets, grade 3 English language arts large-print test booklets, grade 3 English language arts braille test booklets, high school braille test booklets and high school braille optional recording worksheets.

- Collect and count the boxes from each school.
- Confirm that each box is sealed securely with packaging tape.
- Locate the District Return Kit (a white Tyvek envelope). Districts will receive a District Return Kit with their grade 3 English language arts materials, and a separate District Return Kit with their high school braille materials. Each District Return Kit includes white UPS-RS labels, as well as white nonscorable return box labels.
- Affix the white return box label for nonscorable materials to each box. Note that return box labels for nonscorable materials are included in the District Return Kit only.
  - Apply white return box labels to packages that contain nonscorable materials for grade 3 English language arts.
  - Apply white return box labels to packages that contain nonscorable documents for high school braille tests.
- Follow the UPS return instructions for your district’s materials.

4.5.2.4 UPS Return Instructions for Nonscorable Materials

District test coordinators should use the checklist below to complete the necessary steps for returning nonscorable materials to DRC via UPS.

- Affix a white UPS Return Service (UPS-RS) label to flap B on the top of each box. Do not send any boxes via UPS without a UPS-RS label.
- Keep records of your return shipments to DRC, including the tracking number(s). The UPS-RS number is located directly above the barcode in the middle of the shipping label. It is recommended that you copy each UPS-RS label you use. These tracking numbers do not need to be provided to DRC unless requested.
- All district test coordinators are responsible for scheduling pickups of nonscorable materials. There will not be an automatic UPS pickup of nonscorable test materials. To schedule pickups:
  - Call UPS at 1-866-857-1501. Do NOT call the UPS general pickup number found on the UPS website.
Tell the UPS service representative the tracking numbers printed on the UPS-RS labels. The service representative uses these numbers to bill the pickup and return charges to DRC.

Schedule a date for pickup, and inform UPS that you have UPS-RS labels. Please schedule your pickup at least one day in advance. Same-day service is not available in all areas.

If you have a daily scheduled UPS pickup, you may send your return shipment with the rest of your packages; however, please set apart the DRC shipment for the driver.

5. Test Administrator Responsibilities

This section provides information to the test administrators in districts and schools that are testing on paper. Please note, test administrators must be employees of the district and have a license, certificate or permit issued by the Ohio Department of Education.

IMPORTANT: This section includes step-by-step directions for administering paper tests, including the oral script that test administrators must follow.

5.1 Test Administrator Responsibilities

The test administrator is the person who administers the test. In districts where students are testing on paper, the test administrator:

- Is aware of state and district test security procedures and follows them at all times.
- Is familiar with accessibility features available for students.
- Receives secure test materials from the building test coordinator, maintains the security of materials at all times and returns secure materials to the building test coordinator immediately after testing.
- Ensures that all materials needed on test day are available (see list of materials needed for large-print and braille testers in Appendix A of this manual).
- Knows the testing time available for each test that he or she gives.
- Ensures that all scorable grade 3 English language arts test booklets have a Pre-ID label (pre-printed or print-on-demand) applied. Failure to apply a Pre-ID label will result in scores not being reported.
- Understands the procedures for using DO NOT SCORE labels.
- 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.
5.2 Before Testing

5.2.1 Testing Room Preparation

The seating arrangement of the test administration room should not crowd students. Separating students by a reasonable distance ensures independent work and prevents collaboration. Test administrators must check the testing room for possible test question “clues” before each testing session. Charts, maps and other materials in the room that could assist students with test items should be covered or removed before the test administration.

5.2.2 Receiving Materials from the Building Test Coordinator

On the morning that a school begins administering the paper tests, building test coordinators will deliver individual test booklets and special versions to rooms as needed. Please make sure that you receive enough materials to administer the tests (see list of materials needed for large-print and braille testers in Appendix A of this manual).

5.3 During Testing

5.3.1 Preparing for the Administration

Whether the test administrator is proctoring an administration of part 1, part 2 or both parts in the same session, the test administrator must prepare for the administration by taking the following steps:

1. Determine the correct testing time for the test that is being given (see the Summer 2018 TAM), and devise a method to ensure that each student does not exceed the appropriate amount of time for each part.

2. Make sure that students’ desks, tables or workspaces are cleared of personal items, except for No. 2 pencils.

3. Have extra No. 2 pencils available in case students need them. Students should not use mechanical pencils.

4. Confirm that students taking the physical science braille test or mathematics braille tests have access to an approved calculator (see the applicable appendix in the Summer 2018 TAM); students may not share calculators during the test session. Make sure that the memory is cleared before and after testing. 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.

5. Confirm that students with approved accessibility features have any necessary resources.

6. Have at least two sheets of blank paper available per student for grade 3 English language arts.

7. It is recommended that Pre-ID labels be applied immediately after the student turns in his or her test. If Pre-ID labels are applied to scorable documents before the test, make sure that the correct scorable document is distributed to the correct student.
8. Ensure that a monitor is in the room with the test administrator for any testing group of more than 30 students.

Test administrators administering read-alouds, foreign language translations, large print or braille should refer to Appendix A of this manual for guidance.

5.3.2 Important Notes About the Administration

- If you are administering both parts of the test in one session, it is not necessary to read the directions twice. You must ensure that students do not return to the first part after they have moved to the second part. Each part of the test is clearly marked in the headers of the answer documents and/or test booklets for ease of access by test administrators as they are actively monitoring their students.

- Students taking the grade 3 English language arts test will receive one scorable test booklet containing both parts of the test. Students will mark their responses in this booklet.

- Students taking the grade 3 English language arts test using a large-print test booklet will need to have responses recorded in a scorable general test booklet. Responses recorded in the grade 3 English language arts large-print test booklet will not be scored. Refer to Appendix A of this manual for guidance.

- If students take each part in a different session, it is the test administrator’s responsibility when administering the second part of the test to ensure that students receive the same grade 3 English language arts test booklet that they responded in for the first session. Test administrators must also make sure that students do not return to the part of the test that was completed during the first session. Test administrators should ensure that students do not move on to another test part after completing the first session if the second test part is being administered during a separate session.

5.3.3 Completing the Demographic Page – Grade 3 English Language Arts

5.3.3.1 Pre-ID Labels

All grade 3 English language arts scorable test booklets must have a Pre-ID label applied (pre-printed or print-on-demand). Failure to apply a Pre-ID label will result in scores not being reported.

In addition, the following boxes must be bubbled:
- Box B (Testing Group Number)
- Box E (Accommodations), if applicable

5.3.3.2 Directions

Directions for Box A is covered in the testing script in Section 5.3.4. Pre-ID labels should NOT be applied in Box A.
Boxes B, C and D: the test administrator or test coordinator may complete these boxes. If the test administrator will lead students through the completion of Boxes B, C and D on the grade 3 test booklet:

Box B—Testing Group Number

Find Box B, “Testing Group Number.” Write [the three-digit number that corresponds to the testing group number] in the three boxes. Bubble the circle that contains the number you wrote in each box.

Box C and Box D—Attending District IRN and Attending School IRN

NOTE: Completion of Boxes C and D is not required. Scores will be reported to the DIRN/SIRN that is associated with the Pre-ID label. Failure to apply a Pre-ID label will result in scores not being reported.

Find Box C, “Attending District IRN.” Write [the six-digit number that corresponds to the district IRN] in the six boxes. Bubble the circle that contains the number you wrote in each box.

Find Box D, “Attending School IRN.” Write [the six-digit number that corresponds to the school IRN] in the six boxes. Bubble the circle that contains the number you wrote in each box.

Box E—Accommodations

The test administrator or test coordinator must complete this box. Please bubble in the accommodations the student is eligible to receive during testing.

• Read Aloud
• Scribe
• Other (e.g., extended time)
5.3.4  Directions and Script for Getting Started (Grade 3 ELA and High School Braille Tests)

Whether the test administrator is proctoring an administration for part 1, part 2 or both parts of the grade 3 English language arts test or high school braille tests, the test administrator must follow the directions below and read aloud the bold type. 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.

IMPORTANT: If you are administering both parts of the test in one session, it is not necessary to read the directions twice. Test administrators are responsible for ensuring that students do not return to the part they previously completed and for keeping track of time spent during each part of the test.

Today you will take an Ohio test in [provide the appropriate test name].

If administering only one part of the test during the session,

   SAY: You will take part (1 or 2) of the test today. You will have (provide the correct testing time from the Summer 2018 TAM) to take this part of the test.

If administering both parts of the test during the same session,

   SAY: You will take parts 1 and 2 of the test today. You will have (provide the correct testing time from the Summer 2018 TAM) to take part 1 and (provide the correct testing time from the Summer 2018 TAM) to complete part 2. You will start with part (1 or 2).

If you need a break during the test, raise your hand.

For grade 3 English language arts paper tests only:

You must write all of your answers with a No. 2 pencil. Raise your hand if you need a pencil.

When you finish your test, raise your hand and I will collect your materials. After I collect your test, you will [provide instructions per the school’s after testing policy, as noted in Section 6 of the Summer 2018 TAM].

You may use blank paper as scratch paper during the test.

I will now distribute the scratch paper. This paper is for your notes only. You may use the paper to write down ideas and organize what you will write for your response to the question.

You do not have to use this paper. Anything you write on this paper will not be scored.

You must write all your answers in your test booklet.

Prepare to distribute the scorable test booklets.

I will now pass out your test booklets. Find Box A in the top left corner of the test booklet. Write your name in Box A. Do not write anything else, and do not open your test booklet.
If the test administrator will lead students through the completion of boxes B, C and D on the grade 3 test booklet, refer to the directions in Section 5.3.3 of this manual.

5.3.5  **Test-Specific Scripts and Directions**

Next, use the appropriate test-specific directions, based on which test and which part of the test you are administering. If administering both parts on the same day, test administrators do not need to read the directions twice.
Today you will be taking (part 1, part 2 or parts 1 and 2) of the Ohio Grade 3 English Language Arts Assessment.

If administering both parts of the test in one session: After you complete one part of the test, you will take the other part. After you finish one part of the test, you may not return to it.

Open your test booklets to page 3. There are several important things to remember:

1. Read each question carefully. Think about what is being asked. Look carefully at graphs or diagrams because they will help you understand the question. Then, choose or write the answer you think is best.

2. Use only a #2 pencil to answer questions on this test.

3. For questions with bubbled responses, fill in the circle next to your answer choice. If you change your answer, make sure you erase your old answer completely. Do not cross out or make any marks on the other choices.

4. For questions with response boxes, write your answer neatly, clearly and only in the space provided. Answers written outside of the space provided will not be scored.

5. 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 turning in your Student Test Booklet.

6. Check over your work when you are finished.

When you are done with your test, raise your hand and I will collect your test booklet and scratch paper. Does anyone have any questions? If there are questions, assist students. If there are no questions, instruct students to begin:

- Part 1: You may now turn to page 4 and begin taking the test.
- Part 2: You may now turn to part 2 and begin taking the test.

Record the time and actively monitor the test administration. Collect materials from students who complete their tests. Do not allow students to pass around materials.

When approximately 10 minutes remain in the testing time, notify any students who are still working: There are 10 minutes left in the test session.

When the testing time elapses, notify any students who are still working: The test session has ended. Put down your pencil and close your test booklet. I will collect your test booklets and scratch paper.
5.3.5.2  *Algebra I, Geometry, Integrated Mathematics I and Integrated Mathematics II Braille Test-Specific Script and Directions*

**NOTE:** These directions are only for test administrators to reference during braille administrations, as there are no paper test administrations for the Summer 2018 high school end-of-course tests. Those who are administering braille for these tests must also refer to the Supplemental Instructions for braille in Appendix A of this manual, as well as the Ancillary Notes provided with the braille test booklets, for more information regarding braille administrations.

**Today you will be taking** (part 1, part 2 or parts 1 and 2) **of the Ohio** (provide the appropriate test name) **Assessment.**

If administering both parts of the test in one session: *After you complete one part of the test, you will take the other part. After you finish one part of the test, you may not return to it.*

**You may have a calculator.** Test administrators must confirm that the memory on all calculators has been cleared before each testing session.

**Open your braille booklets. You will notice a reference sheet. This is separate from the main braille booklet so that you can easily refer to the information while testing.**

**NOTE:** The directions for completing response grids below are from the printed test booklet for test administrators’ reference included in the braille shipments; these directions are also included in the Ancillary Notes for test administrators’ reference, but they are not included in the actual braille test booklets. These directions are only for the test administrators to reference, if necessary, during the administration; these directions should not be read aloud to the student.

**Directions for Completing the Response Grids**

1. Work the problem, and find an answer.

2. Write your answer in the answer boxes at the top of the grid in the Answer Document.
   - Write only one digit or symbol in each answer box.
   - Be sure to write a decimal point, negative sign or fraction bar in the answer box if it is a part of the answer.

3. Fill in a bubble under each box in which you wrote your answer in the Answer Document.
   - Fill in one and ONLY one bubble for each answer box. Do NOT fill in a bubble under an unused answer box.
   - Fill in each bubble by making a solid mark that completely fills the circle.
   - You MUST fill in the bubbles accurately to receive credit for your answer.

You can record a mixed number in several different ways. You can write it as:
   a. A whole number and a fraction, such as 15 and one-half. Be sure to include a space between the whole number and the fraction.
b. An equivalent fraction, such as $\frac{31}{2}$.
c. An equivalent decimal, such as 15.5.

If students have questions about the grid answer space, make sure that the students understand how to mark their responses. After answering questions, move to the test directions.

NOTE: Since test administrators will be entering all student responses into the OST Data Entry Interface (DEI), all references to the “Answer Document” in the test booklet should be considered references to the DEI for braille testing purposes.

Find page 1. Follow along as I read the directions. There are several important things to remember:

1. Read each question carefully. Think about what is being asked. Look carefully at graphs or diagrams because they will help you understand the question. Then, choose or write the answer you think is best in your Answer Document.

2. 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 turning in your Student Test Booklet and Answer Document.

3. Check over your work when you are finished.

When you are done with your test, raise your hand and I will collect your testing materials.

Does anyone have any questions? If there are questions, assist students. If there are no questions, instruct students to begin:

- Part 1: **You may now turn to page 2 and begin taking the test.**
- Part 2: **You may now turn to part 2 and begin taking the test.**

Record the time and actively monitor the test administration. Collect materials from students who complete their tests. Do not allow students to pass around materials.

When approximately 10 minutes remain in the testing time, notify any students who are still working: **There are 10 minutes left in the test session.**

When the testing time elapses, notify any students who are still working: **The test session has ended. Put down and close all of your testing materials. I will collect these testing materials now.**

If students took only one part of the test during the session and will take the second part at a later time, place the reference sheet inside the test booklet. If the student completed both parts of the test during the session, securely destroy the reference sheet if there is student writing on it.

Test administrators must confirm that the memory on all calculators has been cleared after each testing session.
NOTE: These directions are only for test administrators to reference during braille administrations, as there are no paper test administrations for the Summer 2018 high school end-of-course tests. Those who are administering braille for these tests must also refer to the Supplemental Instructions for braille in Appendix A of this manual, as well as the Ancillary Notes provided with the braille test booklets, for more information regarding braille administrations.

Today you will be taking (part 1, part 2 or parts 1 and 2) of the Ohio Physical Science Assessment.

If administering both parts of the test in one session: After you complete part 1 of the test, you will take part 2. After you finish part 1, you may not return to that part of the test.

You may use a calculator. Test administrators must confirm that the memory on all calculators has been cleared before each testing session.

NOTE: Since test administrators will be entering all student responses into the OST Data Entry Interface (DEI), all references to the “Answer Document” in the test booklet should be considered references to the DEI for braille testing purposes.

Open your braille booklets. You will notice a reference sheet and a periodic table. These are separate from the main braille booklet so that you can easily refer to the information while testing.

Find page 1. Follow along as I read the directions. There are several important things to remember:

1. Read each question carefully. Think about what is being asked. Look carefully at graphs or diagrams because they will help you understand the question. Then, choose or write the answer you think is best in your Answer Document.

2. 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 turning in your Student Test Booklet and Answer Document.

3. Check over your work when you are finished.

When you are done with your test, raise your hand and I will collect your testing materials.

Does anyone have any questions? If there are questions, assist students. If there are no questions, instruct students to begin:

- Part 1: You may now turn to page 2 and begin taking the test.
- Part 2: You may now turn to part 2 and begin taking the test.
Record the time and actively monitor the test administration. Collect materials from students who complete their tests. Do not allow students to pass around materials.

When approximately 10 minutes remain in the testing time, notify any students who are still working: **There are 10 minutes left in the test session.**

When the testing time elapses, notify any students who are still working: **The test session has ended. Put down and close all of your testing materials. I will collect these testing materials now.**

Test administrators must confirm that the memory on all calculators has been cleared after each testing session.
5.3.5.4  English Language Arts I and II, American Government, American History and Biology Braille
Test-Specific Script and Directions

NOTE: These directions are only for test administrators to reference during braille administrations, as there are no paper test administrations for the Summer 2018 high school end-of-course tests. Those who are administering braille for these tests must also refer to the Supplemental Instructions for braille in Appendix A of this manual, as well as the Ancillary Notes provided with the braille test booklets, for more information regarding braille administrations.

Today you will be taking (part 1, part 2 or parts 1 and 2) of the Ohio (provide the appropriate test name) Assessment.

If administering both parts of the test in one session: After you complete one part of the test, you will take the other part. After you finish one part of the test, you may not return to it.

NOTE: Since test administrators will be entering all student responses into the OST Data Entry Interface (DEI), all references to the “Answer Document” in the test booklet should be considered references to the DEI for braille testing purposes.

Open your braille booklets to page 1. There are several important things to remember:

1. Read each question carefully. Think about what is being asked. Look carefully at graphs or diagrams because they will help you understand the question. Then, choose or write the answer you think is best in your Answer Document.

2. 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 turning in your Student Test Booklet and Answer Document.

3. Check over your work when you are finished.

When you are done with your test, raise your hand and I will collect your testing materials.

Does anyone have any questions? If there are questions, assist students. If there are no questions, instruct students to begin:

- Part 1: You may now turn to page 2 and begin taking the test.
- Part 2: You may now turn to part 2 and begin taking the test.

Record the time and actively monitor the test administration. Collect materials from students who complete their tests. Do not allow students to pass around materials.

When approximately 10 minutes remain in the testing time, notify any students who are still working: There are 10 minutes left in the test session.
When the testing time elapses, notify any students who are still working: **The test session has ended. Put down and close all of your testing materials. I will collect these testing materials now.**
5.4 After Testing

When a student has completed the grade 3 English language arts test and turns in the paper materials, the test administrator or any other staff cannot review the student’s responses. This is a security violation.

If Pre-ID labels were not applied to the grade 3 English language arts test booklets before testing, apply them carefully in the “Apply Label Here” box. Failure to apply a pre-printed or print on demand Pre-ID label will result in scores not being reported.

Return grade 3 English language arts test booklets that contain student responses to the test coordinator for return with scorables materials.

Refer to the instructions for special versions included in Appendix A of this manual for large-print and braille grade 3 English language arts test booklets and for high school braille test booklets and optional recording worksheets.

Return large-print, braille and unused grade 3 English language arts test booklets to the test coordinator for return with non-scorables materials. Securely destroy any used scratch paper.

Return high school braille test books and high school braille test booklets and high school braille optional recording worksheets to the test coordinator for return with non-scorables materials, Securely destroy any used scratch paper.
Appendix A: Instructions for Braille, Large Print, Oral Translation and Human Reader

Braille Materials

The braille test booklet is to be used by students whose IEP or 504 Plan specifies the use of braille materials. The braille test booklet consists of comb-bound 11½-x-11-inch single-sided braille pages for grade 3 English language arts and high school tests. Students enrolled in schools that are testing most students online will use hardcopy braille test booklets for the braille administration. As with the general test materials, braille materials must be securely stored between administrations.

Materials needed to administer the grade 3 English language arts test using braille:
- Braille test booklet (nonscorable) – DTC orders in TIDE
- One general test booklet (scorable) – DTC orders in TIDE. A general test booklet is not included with a braille test booklet order. The general test booklet must be ordered separately if not already included in a paper order for the district. The test administrator must record student responses in a scorable grade 3 test booklet; refer to the transcription directions that follow.
- Blank paper – the English language arts test directions instruct students to use blank paper to plan their writing. Students using braille should be given the opportunity to plan their writing using an appropriate method for the student.

Materials needed to administer the high school end-of-course tests using braille:
- Braille test booklet (nonscorable) – DTC orders by calling the Ohio Help Desk at 1-877-231-7809.
- One general test booklet (nonscorable) — automatically sent when a high school braille test booklet is ordered through the Ohio Help Desk. Test administrators will use this booklet for reference.
- Optional recording worksheet (nonscorable)— automatically sent when a high school braille test booklet is ordered through the Ohio Help Desk. The test administrator may record student responses on this worksheet before submitting them into the Data Entry Interface. All student responses must be submitted into the Data Entry Interface by July 27.
- Blank paper - the English language arts I and English language arts II test directions instruct students to use blank paper to plan their writing. Students using braille should be given the opportunity to plan their writing using an appropriate method for the student.
- An allowable calculator may be used for mathematics and physical science; see the applicable appendix of the Summer 2018 TAM.

During Test Administration

Additional time is not a requirement for this accommodation but may be an IEP or 504 accommodation. Directions may differ slightly from those in the general test booklet.

The physical science materials contain a braille version of the periodic table and reference sheet. Students taking the physical science test may have access to a scientific calculator.
Students taking an end-of-course mathematics test will receive a braille version of the reference sheet and may have access to an approved graphing calculator.

Because of the large-sized braille test booklet and the likelihood that the student may require a scribe or an assistive device (e.g., Braille Note) to record responses, visually impaired students may need to be tested in a separate test setting.

**After the Test Administration**

*Grade 3 English Language Arts*

The student responses for all test questions must be transcribed verbatim into the scorable test booklet. An employee of the district with a license, certificate or permit issued by the Ohio Department of Education must complete the transcription with a witness present during the transcription. **Only responses marked in the scorable test booklet will be scored.** The test contractor will not score extra sheets of paper. For additional information on the protocol for scribing and transcribing student responses, please refer to Ohio’s Accessibility Manual.

The test coordinator or test administrator must apply the student’s Pre-ID label to the scorable test booklet and bubble the appropriate accommodations and the testing group number. **Failure to apply a pre-printed or print on demand Pre-ID label will result in scores not being reported.**

Test administrators will return the braille test booklet, scorable test booklet and all other secure test materials to the building test coordinator.

The test coordinator will:
- Return the scorable test booklet with scorable materials.
- Securely destroy student’s notes and any other ancillary documentation.
- Return the braille test booklet with other nonscorable materials.

*High School End-of-Course Tests*

**IMPORTANT:** The student responses for all test questions must be transcribed verbatim into the online Data Entry Interface. An employee of the district with a license, certificate or permit issued by the Ohio Department of Education must complete data entry with a witness present. Test administrators may use the optional recording sheets to record and transfer student responses to the Data Entry Interface. Only responses submitted into the Data Entry Interface will be scored. The test contractor will not score the optional recording sheets, test booklets or any other documents.

Additional information regarding the Data Entry Interface can be found in Section 3.1.3.2.

Test administrators will return the braille test booklet, general test booklet, optional recording worksheet and all other secure test materials to the building test coordinator.
The test coordinator will:

- Securely destroy student’s notes and any other ancillary documentation.
- Return the braille test booklet and the test booklet for test administrator reference used during the administration as nonscorable materials.
Large-Print Materials (Only Available for Grade 3 English Language Arts)

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

Materials needed to administer the grade 3 English language arts test using large-print:

- Large-print test booklet (nonscorable) – DTC orders in TIDE.
- One general test booklet (scorable) – DTC orders in TIDE. The test administrator must record student responses in a scorable test booklet; refer to the transcription directions that follow.
- At least two blank sheets of paper (required for English language arts).

During Test Administration

Unless the student’s IEP or 504 Plan indicates otherwise, students using a large-print test booklet may take the test with the rest of their class under normal testing conditions. Test administrators should be mindful that directions may differ slightly from those in the general test booklet. For additional information on the protocol for scribing and transcribing student responses, please refer to Ohio’s Accessibility Manual.

After the Test Administration

If a student does not respond directly into his or her scorable test booklet, the student responses for all test questions must be transcribed verbatim from the nonscorable large-print test booklet into a scorable test booklet. A school or district employee with a license/certificate/permit issued by the Ohio Department of Education must complete the transcription with a witness present during the transcription. Only responses marked in the scorable test booklet will be scored. The test contractor will not score responses marked in the large-print test booklet or responses marked on extra sheets of paper. For additional information on the protocol for scribing and transcribing student responses, please refer to Ohio’s Accessibility Manual.

The test coordinator or test administrator must apply the student’s pre-printed or print-on-demand Pre-ID label to the scorable test booklet and bubble the appropriate accommodations box and the testing group number. Failure to apply a Pre-ID label will result in scores not being reported.

Test administrators will return the large-print test booklet, scorable test booklet and all other secure test materials to the building test coordinator.

The test coordinator will:

- Return the scorable test booklet with scorable materials.
- Securely destroy student’s notes and any other ancillary documentation.
- Return the large-print test booklet with other nonscorable materials.
Oral Translation – Grade 3 English Language Arts

IMPORTANT: Translations are not allowed on the grade 3 English language arts test. Students must respond in English on the grade 3 English language arts test. Student responses in other languages may not be translated and will not be scored.

Human Reader – Grade 3 English Language Arts
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. The test administrator will read the test from a student test booklet. A read-aloud on the grade 3 English language arts test is only allowed for students with print-related disabilities. Refer to Ohio’s Accessibility Manual for information about a read-aloud on the grade 3 English language arts test.

The human reader administration 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. 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.

General Procedures for Human Reader
For the grade 3 English language arts test, the test administrator will read aloud the entire test including the test directions, questions and answer choices. In addition, 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 may 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 caption of the picture is ‘Fitness Test Results.’”). 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 that 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 the Test Administration
For a grade 3 student testing on paper receiving the human reader accommodation, the test coordinator or test administrator must apply the student’s pre-printed or print-on-demand Pre-ID label to the scorable document that contains the student’s responses and bubble “Read Aloud” in the Accommodations box (Box E) and the testing group number in Box B. **Failure to apply a Pre-ID label will result in scores not being reported.** The test administrator must return the scorable document to the building test coordinator for scoring.
Appendix B: Sample Forms and Labels for Paper Testing

Sample Material Resolution Form for Ohio State Tests Grade 3

| COMMENTS | PHASE I | PHASE II | your district | your address | district test coordinator | your phone | file number | description of the signature and the file number of secure test materials on this secure material.

Secure Material Resolution Form

SUMMER 2013
OHIO STATE TESTS GRADE 3 ELA
Return Box Labels

See Section 4 of this manual for complete instructions on returning materials. A summary of the box labels is below.

<table>
<thead>
<tr>
<th>For These Materials</th>
<th>Sample Return Box Label</th>
<th>Districts Returning Materials via UPS Will Apply These Labels to Each Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3 ELA SCORABLE documents</td>
<td><img src="image" alt="Sample Return Box Label" /></td>
<td>White UPS-RS label</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Sample Return Box Label" /></td>
<td>Gold return box label</td>
</tr>
<tr>
<td>Grade 3 ELA NONSCORABLE documents</td>
<td><img src="image" alt="Sample Return Box Label" /></td>
<td>White UPS-RS label</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Sample Return Box Label" /></td>
<td>White return box label</td>
</tr>
<tr>
<td>For These Materials</td>
<td>Sample Return Box Label</td>
<td>Districts Returning Materials via UPS Will Apply These Labels to Each Box</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>High School (Braille)</td>
<td></td>
<td>White UPS-RS Label</td>
</tr>
<tr>
<td>NONSCORABLE documents</td>
<td></td>
<td>White return box label</td>
</tr>
</tbody>
</table>

**Sample Return Box Label**

```
SUMMER 2018 OHIO'S STATE TESTS HIGH SCHOOL
DIST RN: 012345
FROM: YOUR DISTRICT
      YOUR ADDRESS
      YOUR CITY, OH 12345-9999

TO: Data Recognition Corporation (DRC)
    7303 Boone Ave N
    Brooklyn Park, MN 55428

R536999500000012
NONSCORE
```
Sample Testing Group Roster

This form is required only of districts and schools that are testing students using paper materials. The testing group roster is for tracking cohorts of students who are being administered a test in the same location at the same time within a school's facilities and/or authority. See the Testing Group Number information in Section 3 of this manual for more information.