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 (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 outside of his or her 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 administration(s).	The attending district orders the paper test materials in TIDE for the applicable 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) user account for the person who will administer the test. **IMPORTANT**: The TA/TE and student must be associated with the same school. TA/TE user accounts can be associated with multiple schools.
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 its DIRN and the student's SIRN as the attending DIRN/SIRN.
On-Time Orders (for grade 3 paper testers only)	The home district orders the paper test materials in [TIDE](#) for the applicable administration(s).
Administration	The service provider and the home district must coordinate which entity's personnel will administer the test. For paper testers, the home district will provide testing materials to the provider and will return the materials for scoring per the procedures and published deadlines listed in the *Supplemental Instructions for Paper Testing*. 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 User account. The test administrator and student must be associated with the same school.

Students Receiving Scholarships

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

Chartered nonpublic schools must confirm their intent to participate in state tests with the Department each year. Chartered nonpublic schools that do not have a TIDE account should contact the Office of Assessment at (614) 466-1317 to first confirm their intent to participate. All other approved providers that do not have a TIDE account should contact the Ohio Help Desk at (877) 231-7809 or OHHelpDesk@air.org to request an account, if needed. Chartered nonpublic schools and approved providers educating students who will take the state tests are required to do the following tasks:

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

Scholarship Program	Action Required by Districts, Schools or Service Providers
EdChoice Expansion Scholarship Program	EdChoice Expansion Scholarship students must take all statewide tests. The school where the student is enrolled is responsible for administering these tests.
EdChoice Scholarship Program	EdChoice Scholarship students must take all statewide tests. The school where the student is enrolled is responsible for administering these tests.
Cleveland Scholarship Program	Cleveland Scholarship students must take all statewide tests. 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. 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 all statewide tests required for graduation. The school or approved provider where the student is enrolled is responsible for administering these tests.

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 did 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 radio button options 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 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 district's test 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 test 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 one that occurs immediately preceding or during the testing and make-up window as a circumstance that interferes with a student participating in testing, **and for which no alternate arrangements can be made to assess the student**.

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

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

Educational Service Centers

Educational Service Centers (ESCs) with valid IRNs are permitted to Pre-ID students or order materials. Please refer to the previous 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 section *Students Receiving Services Outside the Home District at an Entity that Does Not Have an IRN*.

Information Technology Centers

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