Rescore and Verifications Submission Window

District test coordinators may place rescore and verification requests during the following windows:

<table>
<thead>
<tr>
<th>Grade/Subject</th>
<th>Submission Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3 English language arts</td>
<td>August 28 – October 12</td>
</tr>
<tr>
<td>High School End-of-Course English Language Arts, Mathematics, Science and Social Studies</td>
<td>September 11 – October 26</td>
</tr>
</tbody>
</table>

Submitting Rescore Requests in TIDE

District test coordinators submit rescores in TIDE if they believe the student’s score does not reflect expected student achievement. Before submitting a rescore request for a student that tested on paper, district test coordinators are encouraged to check whether the student’s test needs to be resolved in the Discrepancy Resolution task in TIDE. Please see the Discrepant Records Resolution document for guidance.

Rescore a Test

1. Log into TIDE and select the “Ohio State Tests 2017-2018” administration.
2. Navigate to the Test Status Requests task.
3. Click Create Requests to create a Test Status Request for “Rescore a test”.
   a. Select search student by SSID from the dropdown, and enter the student’s SSID.
   b. Click [Search] to pull up the student’s test(s).
4. TIDE will return records for each test associated with the student (e.g., American Government; English language arts I, etc.). Look for the student’s test that needs rescored. Rescores can only be submitted for tests that contained hand-scored items. The table below indicates which tests are eligible for rescore. Boxes without a checkmark are not eligible for rescore.

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Regular Online</th>
<th>Regular Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3 English Language Arts</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>English Language Arts I</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>English Language Arts II</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>Algebra I</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>Geometry</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>Integrated Mathematics I</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>Integrated Mathematics II</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>Biology</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>Physical Science</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>American Government</td>
<td>✓</td>
<td>N/A</td>
</tr>
<tr>
<td>American History</td>
<td>✓</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Note:** There were no High School End of Course paper tests for the summer 2017 administration.

5. Click [Create]. In the Reason box:
   - Enter information on why the district believes a rescore is needed. Requests are subject to department approval.
   - Enter the district’s purchase order (PO) number.
     **Note:** There is a $25 charge for processing rescore requests unless the rescore results in a score change. Purchase orders (POs) for rescores should be payable to DRC and faxed to 1-866-377-1249 or mailed to Ohio Customer Service, DRC, 13490 Bass Lake Road, Maple Grove, MN 55311.
   - Select the [Submit] button to submit the request.

6. Rescores will be processed within 30 days of submission. TIDE will send the district test coordinator an email when results are available.

7. The district test coordinator must log into TIDE to view the results of the request. If the request resulted in a score change, the new score will be available in the Online Reporting System.
Submitting Verification Requests

District test coordinators submit verifications if:

- The district believes a student tested and did not receive a score.
- A student received a DNA (Did not attempt) but the district believes the student met the attemptedness criteria.
  
  **Note:** The Ohio Department of Education defines a test as attempted if the student responded to at least five items or achieved five points.
- The district believes a score was incorrectly assigned to a student (paper testers only).

For the summer 2017 administration, districts will not be charged for verification requests.

Student Tested and Did Not Receive a Score

1. Confirm the student’s record does not appear in the Online Reporting System.
2. Check the Discrepancy Resolution task in TIDE to confirm the student’s record does not require resolution.
3. If the student’s record is not located, call the Ohio Help Desk (877-231-7809) and provide the following information:
   a. School and district in which the student tested
   b. Student’s SSID
   c. Test(s) missing score (e.g., Grade 3 English language arts)
   d. Test mode (paper or online)
4. Contractor staff will investigate the request and will contact the DTC with results within 30 days of submission.

Student Received a DNA (Did Not Attempt) but the district believes the student met the attemptedness criteria

**NOTE:** DNA (Did Not Attempt) means the student did not meet the attemptedness criteria; The Department defines a test as attempted if the student responded to five items or achieved five points.

1. The district should confirm with the TA that the student sat for the test and should have meet the attemptedness criteria; i.e., the student responded to at least five items on the test.
2. If the district believes the student did meet the attemptedness criteria, call the Ohio Help Desk (877-231-7809) and provide the following information:
   a. School and district in which the student tested
   b. Student’s SSID
   c. Test(s) with a DNA condition code (e.g., Grade 3 English language arts)
   d. Test mode (paper or online)
3. Contractor staff will investigate the request and will contact the DTC with results within 30 days of submission.

Score Assigned to an Incorrect Student (Paper Testers Only)
NOTE: AIR can only verify the misapplication of a pre-ID label to a student’s scorable test document. Scores cannot be reassigned in the Online Reporting Site for paper tests. For online tests, AIR cannot investigate whether a student tested under the wrong SSID nor reassign an online test once the test is reported. Districts will need to work with their EMIS Coordinators to correct the student information before submitting results to the state.

1. Log into TIDE and select the “Ohio State Tests 2017-2018” administration.
2. Navigate to the Test Status Requests task.
3. Create a Test Status Request for “Score Assigned to Wrong Student.”
   a. Select search student by SSID from the dropdown, and enter the student’s SSID.
   b. Click [Search] to pull up the student’s test(s).
4. TIDE will return records for each test or test part associated with the student. Look for each test that the district believes was incorrectly assigned.
   a. Select the [Create] button.
   b. Enter a comment in the reason box for each test that the district believes is incorrectly assigned. Select the [Submit] button to submit the request.
5. Repeat the process as necessary for each affected student.
6. Contractor staff will investigate the request and will contact the DTC with results within 30 days of submission.
After the investigation, the contractor will update the case in TIDE with its findings. TIDE will send the DTC an email when action has been taken on the request. The district test coordinator must log into TIDE to view the results of the request under the comments for that request. Please note that no changes will be made within AIR’s systems to reassign the test. The district test coordinator is responsible for updating district records and EMIS.