

# Fairless Local Schools



Policies & Security Plan for  
State Assessments 2023 / 2024

## Glossary

School Test Coordinator	Building Principal
LEA Test or District Test Coordinator	Julie Weyandt <a href="mailto:julie.weyandt@fairless.sparcc.org">julie.weyandt@fairless.sparcc.org</a> 330.767.3577
Test Administrator	An individual at the school ultimately responsible for administering the assessment.

## **Test Administration Policy (Page #'s from the TAM)**

**Building Test Administrators** - Page 77- Principals must review the Test Administrator Checklist, check the boxes next to the steps completed, and submit to the District Test Administrator at the conclusion of each assessment window.

**Test Administrators** - Page 81 - All test administrators and proctors must complete the certification modules prior to administering state assessments. They will review and familiarize themselves with the “Online Testing Highlights and Script” and use it verbatim in testing.

**Paper Tests, Secure Materials, and Chain of Custody** - Secure materials will be stored in a locked area in the District Curriculum Office. Materials will be distributed to building principals, who will establish a secure, locked area in their building, no more than 48 hours in advance and must be returned to the District Curriculum Office at the conclusion of the test (same day).

Building Principals will sign out and keep a log of all secure materials in their possession, document that all test administrators have received documentation and necessary training, **and keep a log of:**

- **Date/Location/Attendance of when Test Security and Policy Review Meeting was held**
- **Chain of custody of secure materials**
- **Test proctor names, students assessed, and tests given**
- **Who is responsible for shredding specified materials AND dates in which materials were shredded.**

**Eligible Students (no opt out)** - The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District. The Board shall administer the State-mandated tests (e.g., diagnostic assessments and achievement tests) to students at the times designated by the State Board of Education. The Board may, for medical reasons or other good cause, excuse a student from taking a State-mandated test on the date scheduled, but any such test shall be administered to such excused student not later than nine (9) days following the scheduled date. The Board shall annually report, not later than June 30th, the number of students who have not taken one (1) or more of the State-mandated tests to the State Board of Education. State law mandates test eligibility. There is no opt out.

**Extra Time** - Page 4 - districts set the policy on additional time? All identified students with disabilities in the School District shall be considered for participation in the State-mandated testing. The extent of the student's participation shall be determined by the IEP Team. Accordingly, the student's IEP shall require that s/he take:

A. the required assessments in the same manner as other students;

B. the required assessments with accommodations appropriate for his/her disability; or an alternate assessment that has been approved by the State Department of Education To the extent possible, and in accordance with law, a student with disabilities shall not be excused from taking a required assessment unless no reasonable accommodation can be made to enable the student to take the assessment

The IEP Team decides on testing accommodations

**Test Administration** - Page 5 - Students must complete an online test on the same day that the test is started.

**End-of-Course ELA Extended Test Times** - Page 5 - Fairless Local Schools will take advantage of the extra 15 minutes per test session on ELA 6-ELA II offered by ODE. Building principals will communicate this to test administrators

**Breaks** - Page 8 - Allowing students to leave the room while testing is in process? - Although it is permissible for test administrators to give students a brief break, test security must be maintained throughout the break. Students should not talk during a break. Breaks should generally be no more than 15 minutes and students should not be dismissed to a playground, lunch room or other situation where they can discuss the test with other students. It is preferable that only one student at a time be allowed out of the testing room. Students who wish to go to the restroom during the test must turn in all their testing materials to the test administrator prior to leaving the room. This includes scratch paper and handheld calculators (if applicable). For paper testers, this also includes test booklets, answer documents and special versions. Online testing students should pause their tests when taking a break. No student will be dismissed until all testing has been completed.

**Test Security, Electronic Device Policy** - Page 9 - Fairless Local Schools will follow all ODE guidelines on test security. Students shall not have access to electronic devices of any kind. Cell Phones and Smart Watches will be turned off, placed in a storage bin, and kept under the supervision of the test proctor until ALL students are finished and the testing time has ended.

**Test Administrator Criteria** - Page 10 - Any person administering a test must be an employee of the district and hold a license, certificate or permit issued by the Ohio Department of Education. In situations where a local education agency, such as a Developmental Disabilities (DD) facility or Educational Services Center (ESC), is providing services for a district, employees at those locations may be considered “de facto” employees of the district and administer tests as long as they also hold a license, certificate or permit issued by the Ohio Department of Education. Fairless Local **DOES NOT** consider substitute teachers employees of the district. During every administration, a test administrator who meets these criteria must be in the room at all times. This person must actively monitor students to ensure test security. If the test administrator must leave the room in which the test is being administered, another test administrator who meets the criteria must be called to be in the test room.

***The ratio for testing purposes is one test administrator to 30 students in any testing room.*** For any group of more than 30 students, a proctor or monitor must be in the room with the test administrator. The proctor or monitor is not required to meet the criteria for administering a test. A test administrator must be in each testing room, including rooms where small groups are administered the tests or where accommodations are provided.

**Actively Monitor Test Sessions** - Page 10 - A test administrator must actively monitor the test session. This includes but is not limited to the following:

- Walking around the room (the test administrator may sit at the test administrator desk for short periods but may not be involved with non-test activities);
- Ensuring that the students are taking the correct test;
- Observing that students are not involved in activities that might be considered cheating;
- Monitoring test completion per student;
- Monitoring how much time is left in a test session; and
- Generally being involved with the test session.

***These are not active monitoring behaviors:***

- Reviewing a test so closely that student responses are clearly examined;
- Being involved with non-test administration activities such as grading papers, completing lesson plans or completing tasks on an electronic device for a non-test reason; or
- Leaving the students unattended while the test is still in session.

**Home-Schooled Students** - Page 16 - A home-schooled student who is receiving most of his or

her education in a home-schooled program but who is also enrolled in a public school in a course for which there is a corresponding test is required to take that test. The home-schooled student who is enrolled in a public school and taking a state test based on the enrolled course will be included in the district's aggregate. A home-schooled student who is enrolled only in a course for which there is no statewide test (e.g., art) is not required to take any statewide tests but may do so if the district permits it. E-schools are not home-school programs and do not follow home-school program rules.

**Group Oral Administration** - Page 20 - Please note, for the fall administration there is only one form of the test for all subjects except for American Government and American History. All students testing online will have the same online test form, with the exception of American Government and American History. All students testing on paper will have the same paper test form which is different from the online test form.

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

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

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

Note\*\*: Translations are not allowed on the English language arts tests.

**After Testing Policy** - It is Fairless Local School District policy for students who complete the test before the end of the scheduled testing time to remain silent in the testing room for the duration of testing. It is advised to have generic silent work on-hand for students. The silent work must not be related to the subject matter being tested. Using Chromebooks after testing is NOT permitted. Students will close them and leave them on their desk.

**Text To Speech:** Guidance on state assessments state that districts should utilize 5%-7% of their students with disabilities to receive text to speech on the English Language Arts assessment. District policy is based on guidance from the state assessment manual and the following guidelines will be followed. In order for a student to receive text to speech on the English Language Arts they must meet all of the following: receive foundational reading skill instruction,

inability to decode words, score 2 grade levels below their current grade level enrollment on the most recent MAP assessment.

**Security Violations** - The following are security violations, which will need to be discussed with the District and Building Test Coordinators as soon as the alleged violation is known; see the inside front cover of this manual for contact information. This is not an exhaustive list.

Before or during a test administration:

- Reviewing a test booklet or a student's answer document to review test content or student responses;
- Using a student's login information to access an online test in order to review the test content;
- Reviewing the test and creating a study guide or in some way releasing the test questions to students;
- Describing the test questions in an e-mail, or discussing the test questions with anyone;
- Standing over a student who is taking the test and indicating in some manner that the student's answer is incorrect, blank or deficient;
- Coaching a student in any manner to indicate the correct answer or any answer; and
- Leaving students unattended during testing for any amount of time.

After the administration:

- Posting any portion of the test content, verbatim or paraphrased, and/or a student response on social media before, during or after the test administration;
- Marking, tampering with or contaminating a student's responses in any way, unless by a scribe or test administrator with permission to transcribe the student's responses with no changes;
- Failing to collect and securely shred any scratch paper that was provided to and used by students during a test and that contains student writing;
- Failing to account for and return any secure paper test materials;
- Discussing test questions after the test has been administered; and
- Describing the test questions in an e-mail or discussing the test questions with anyone.

At any point, if personnel believe that a violation of test security has occurred, he or she should contact the building test coordinator about the alleged test security violation. The building test coordinator should report the alleged security violation to the district test coordinator. The district test coordinator will contact the Department to discuss the situation. Guidance on test incidents is available in Appendix H of this manual and is accessible on the Department's website by going to [education.ohio.gov](http://education.ohio.gov) and searching the following keywords: Test Incident

Guidance Document.

**Ethical Use of Tests** - Pursuant to the requirements of Amended Substitute House Bill 152 (July 1993), the State Board of Education has adopted Standards for the Ethical Use of Tests (see Ohio Administrative Code 3301-7-01). These Standards guide those who are engaged at any stage of the testing process in performing their responsibilities with honesty, integrity, due care and fairness to all. The Standards ensure the integrity of the testing process and the reliability and validity of inferences made from the test results.

The Standards are designed to govern testing practices related (but not limited) to state graduation testing, standardized achievement testing and any other grade-level or age-level testing conducted building-wide or district-wide.

The Standards are grouped according to the following stages of the testing process: (1) standards associated with communicating the ethical standards to and monitoring the educational practices of staff members who are assigned testing responsibilities, (2) standards associated with practices in preparing students for a test, (3) standards associated with administration and scoring of tests, and (4) standards associated with the interpretation and/or use of test results.

Examples of ethical and unethical or inappropriate test practices are provided in the Standards for the Ethical Use of Tests. Specific scenarios can also be found in the TAM on pages 12-13



**Staff Responsibilities** - This section provides information to districts and schools that are testing online. If your district or school is testing students on paper, please refer to the Fall 2022 Supplemental Instructions for Paper Testing. Depending on the size of the district/school, one person may be assigned multiple roles.

**District Test Coordinator Responsibilities** - The district test coordinator is the primary point of contact between the district and the Department. In districts where students are testing online, the district test coordinator:

- Has primary responsibility for the test administration and oversight of all online systems used during the administration;
- Coordinates with the local technology coordinator, as needed, to ensure district and school preparedness for online testing;
- Ensures that all personnel are aware of state and district test security procedures and follow these procedures at all times;
- Reports all alleged security violations to the Department (building coordinators and test administrators must report to the district test coordinator);
- Ensures that all participating students are pre-identified as online testers for the appropriate tests;
- Prepares and trains building test coordinators for the test administration prior to testing;
- Makes sure test administrators are familiar with the accessibility features available for students;
- Creates user accounts for all personnel who need access to online testing systems or must delegate this responsibility;
- Uses the Monitoring Test Progress task in TIDE to track test completions and ensure all required online tests are submitted; and
- Submits any Test Status Requests in TIDE, if needed.

**Building Test Coordinator Responsibilities** - The building test coordinator is responsible for coordinating the test administration in a school building. In schools where students are testing online, the building test coordinator:

- Ensures that state and district test security procedures are followed in the building;
- Reports all alleged security violations to the district test coordinator;
- Ensures that the test administrators act in accordance with all security requirements;
- Trains all test administrators and monitors in proper online test administration procedures before testing;
- Can pre-identify students in TIDE using the Add Student task, and can update a

student's demographics and accessibility features in TIDE

- Ensures that test administrators have the necessary student information for testing, including test eligibility and accessibility features and accommodations, student names as they appear in TIDE and SSIDs (or Nonpublic Student IDs);
- Ensures that test administrators understand their responsibilities when the test session ends;
- Uses the Monitoring Testing Progress task in TIDE to track test completions and ensure all required online tests are submitted; and
- Depending on the preference of the district test coordinator, the building test coordinator may also be responsible for creating and maintaining other building-level user accounts in his or her school building.

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

- Has a Teacher or Test Administrator user account which is associated with the same school(s) as the students testing in their session;
- Ensures that a proctor or monitor is available to be in the room with the test administrator for any testing group of more than 30 students;
- Is aware of state and district test security procedures and follows them at all times;
- Has access to the student information needed for student sign-in on test day and knows which test(s) students are eligible to take;
- Is familiar with the accessibility features available for students;
- Knows how to establish a test session, adjust test settings, approve students to test and monitor and stop test administrations using the Test Administrator Interface;
- Knows and monitors the testing time available for each test that he or she gives, including the district policy on English language arts test time;
- Has the Online Testing Highlights and Script available for use on test day; and
- ***Reviews and understands the Test Administrator User Guide.***

**Updating Accessibility Features Under Student Test Settings** - As outlined in Ohio's Accessibility Manual, some accessibility features must be enabled for individual students prior to testing. It is advisable for test coordinators to update a student's test settings in TIDE in advance of the test window with the appropriate accessibility features. To do so, the test coordinator can upload a student test settings file. Alternatively, test coordinators or test administrators can manually edit student records in TIDE. For directions on uploading or manually editing student test settings, refer to the TIDE User Guide, located in the help section of TIDE or on the portal.

Test coordinators and test administrators must discuss the features and who will update student

records, if needed. If applicable test settings are not marked in TIDE prior to the test administration, the test administrator must update them in the Test Administrator Interface under “Test Settings” when approving a student to test. Additionally, test administrators must mark if students are eligible to receive accommodations during testing.

<b>Embedded Feature</b>	<b>Classification Level</b>	<b>By Default, This Feature Is</b>	<b>Can This Feature Be Marked Through a Student Settings Upload in TIDE?</b>	<b>Can This Feature Be Marked in the Test Administrator Interface?</b>
<b><u>General Testing Tools</u></b>				
Highlighter	Universal	On	Yes	Yes
Masking	Universal	On	Yes	Yes
Strikethrough	Universal	On	Yes	Yes
Test Clock	Universal	On	Yes	Yes
<b><u>Other Testing Tools</u></b>				
Language Bilingual: English-Spanish	Accommodation	English <i>Not available for ELA</i>	Yes	Yes
Permissive mode <i>Can only be enabled with approval from the Department (request at least 72 hours prior to testing by contacting the Ohio Help Desk).</i>	Accommodation	Disabled	No	No
<b><u>Reading Testing Tools</u></b>				
Line reader	Universal	On	Yes	Yes

Embedded Feature	Classification Level	By Default, This Feature Is	Can This Feature Be Marked Through a Student Settings Upload in TIDE?	Can This Feature Be Marked in the Test Administrator Interface?
Paginated stimuli <i>Cannot be used with screen reader mode</i>	Universal	On Available for ELA and social studies only	Yes	Yes
Text-to-speech (TTS)	Accommodation for ELA Universal for mathematics, science, social studies	Off for ELA On for mathematics, science, social studies	Yes	Yes
Text-to-speech tracking	Accommodation for ELA Universal for mathematics, science, social studies	Off for ELA On for mathematics, science, social studies tests	Yes	Yes
<b><u>Visual Tools</u></b>				
Color Choice	Designated support	Black text on a white background	Yes	Yes
Mouse pointer (size and color)	Designated support	At the default level	Yes	Yes
Print size	Designated support	At the default level	Yes	Yes
Screen reader mode <i>Cannot be used with paginated stimuli</i>	Accommodation	Off Not available for physical science or biology tests	No	Yes

## **During Testing Instructions**

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

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

## **Important Things to Know About the Online Testing System**

**Enforcing Testing Time** - The TA Interface displays the approximate time each student has been in the test. The timer only runs while the student is viewing test content. The timer does not count the time when the student is on log-in pages, the review page or when the test is paused. When a test is resumed after a pause or re-open, the time will continue from the time the test was paused or closed. The online system will not enforce a time limit. Test administrators are responsible for ensuring that students complete each part of their tests within the testing time published on the portal.

**Pausing the Test** - If a circumstance requires pausing the test, the student can do so from the Student Testing Site or the test administrator may do so from the Test Administrator Interface.

Pausing a student's test will sign the student out of his or her test. A student who pauses his or her test and signs back into the test on the same school day will be able to revisit all the items on the test. A student who pauses the test on one school day (e.g., Monday) and signs back in another day (e.g., Tuesday) will not be able to access the test without approval from the Department via Test Status Request.

Note: Essay responses are autosaved every two minutes. Essay responses are also saved whenever a student navigates to a different page or item and when the student clicks the save button. For essay responses a student may recover their work using the built in Select Previous Version tool. If the test administrator or student pauses the test or if the student clicks End Test, no prior responses will be available in the Select Previous Version tool when they reaccess the item. All saved versions are stored in the AIR server and a saved version can be restored with Department approval; please call the Ohio Help Desk for assistance.

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

**Test Opportunities** - Students have one test opportunity, meaning they can take each part of the test once. After a student's test is submitted, the student will not be able to sign in and visit the

test again without approval from the Department via Test Status Request.

### Test Status Requests

There may be times when district test coordinators need to ask the Department to make exceptions to testing rules. See the following table for exceptions and the Test Status Request types that must be submitted in TIDE. Be sure to include detailed rationale in the comments section and/or call the Department to discuss the situation and allowable options. The test status requests are described in more detail in the information that follows.

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

**Reopen a Test** - If a student's test is submitted in error, the district test coordinator can submit a request to re-open a test. After the request is approved and processed, the student can resume testing.

If a student's test is interrupted (e.g., illness, loss of Internet connectivity) and the interruption lasts more than one school day, the test will be inactive the next day. Students will not be able

to resume testing. If needed, the district test coordinator can request to reopen the test on a day subsequent to the day the student started the test. To submit a re-open request, the test must be in completed, submitted, scored or reported status. After the request is approved and processed, the student can resume testing. Please refer to the Test Incident Guidance Document in Appendix H for additional information.

The district test coordinator will submit these requests using the Test Status Requests task in TIDE. Directions for submitting test reopen requests are in the TIDE User Guide located in the help section of TIDE or on the portal.

After the Department approves the request to reopen a test, the student will have access to all test questions the next time he or she signs into the test. When the student resumes testing, he/she will do so using the remaining time, not to exceed the established total testing time. The Test Timer on the TA interface will reflect the total amount of time the student has spent viewing test content on that test part from all test sessions. The student may not return to questions already answered on a previous test day. It is the test administrator's responsibility to ensure that the student does not do so.

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

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

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

If a student needs an accessibility feature turned on, he or she can pause the test to sign out and then sign into the test on the same day. When re-approving the student to test, the test administrator can mark the correct accessibility feature and the student can revisit all questions on the test. In this instance, a reset is not allowable.

**Invalidations** - A test invalidation is required when a test has been compromised by a student, administrator or unauthorized party to the administration. Invalidating a student's test cancels the student's test opportunity. District test coordinators must submit invalidations in TIDE if there are test violations, e.g., a test administrator sees two students discussing answers to questions during a test session.

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

### **Administering the Test**

For information on the steps required of test administrators and students during the online test

administration, refer to the Online Testing Highlights and Script, which is located in Appendix L and available for download on the portal.

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

### **Monitoring Testing**

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

At any point, if district or school personnel believe that a violation of test security has occurred, follow the procedures established by the school district for handling alleged test security violations.

***Monitoring Test Progress*** - Authorized users can access Plan and Manage Testing, Test Completion Rates, and Test Status Code Reports from the Monitoring Test Progress task in TIDE. These reports allow authorized users to track student participation (e.g., how many students have tested online and how many still need to test online). Note: These reports are based on the students who are pre-identified in TIDE and who have signed into the Student Testing Site. These reports are not available for paper testers.

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

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

If the student who caused the disruption is unable to continue testing on the scheduled test day, the test administrator should note how much time has elapsed. If the district wishes to allow the student to finish testing, the test coordinator must submit a Test Status Request in TIDE to reopen the test (include pertinent details). Once the Department approves it, the student should then complete the test on another day during the district's testing window, using the remaining time. The student may not return to questions already answered.

### **Procedures to Follow for Emergency Closing of Schools During Testing**

In the event that a school or district closes or must be evacuated due to weather or another emergency during regularly scheduled testing, please use the make-up testing time that you built into your district testing window. Consult the Test Incident Guidance Document in Appendix H of this manual for further guidance.



## **Appendix A: Summary of Test Security Provisions from the Ohio Administrative Code**

Rule 3301-13-05 of the Ohio Administrative Code establishes test security provisions for tests. A summary of those provisions appears below.

- All test questions and all other materials are considered secure and subject to the provisions of Sections 3319.151 and 3301.0710 of the Ohio Revised Code and Rule 3301- 7-01, 3301-13-02 and 3301-13-05 of the Ohio Administrative Code. Revised Code prohibits the disclosure of test questions, paraphrases, facsimiles, or any other material that would assist a pupil taking statewide tests.
- By October 1 of each year, written procedures and penalties shall be communicated to all district employees and students.
- Persons designated as district and building test coordinators, as well as test administrators, are responsible for ensuring that test security provisions are met.
- Only authorized personnel are permitted access to secure test materials.
- The district must establish written procedures to protect the security of test materials and these procedures shall include the following:
  - o Identify authorized persons to be present during testing and have access to secure material.
  - o Specify handling and tracking procedures in both the district and building.
  - o Specify procedures for investigating any alleged test security violations and penalties for confirmed violations.
  - o Specify procedures for determining whether to invalidate a student's test score.
  - o Specify that within 10 days of concluding the investigation, the district shall notify the Ohio Department of Education in writing of the finding of such a violation and of any action taken by the school district or participating school. See the Department's Ohio's State Test Rules Book for more details of a security investigation.
  - o Specify how written procedures will be communicated annually to employees and students in the district.
- After determination that a test security violation has occurred, the District Board and/or State Board of Education may seek the maximum penalty pursuant to Section 3319.151 of the Ohio Revised Code.
- Each district shall cooperate with the State Board in any investigation of a test security violation.
- Prior to taking action for a test security violation, the State Board shall give notice of any action and provide an opportunity for an individual to respond and present a defense.
- Each Joint Vocational School administering the graduation tests shall comply with this rule.

## **Appendix B: Supplemental Instructions for Oral Translation and Human Reader for Online Administrations\***

\*For braille, large print, oral translation and human reader policies and procedures pertaining to paper administrations, refer to the Fall 2022 Supplemental Instructions for Paper Testing.

### **Oral Translations**

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

**Policies** - Test coordinators and test administrators must be mindful of the policies that govern oral translations, including the following:

- Test coordinators, test administrators and translators must maintain test security at all times.
- The district test coordinator must assign a test administrator to assist with scheduling the testing for students who are eligible for a language translation.
- Districts and schools are responsible for identifying, contacting and scheduling individuals who will serve as translators at the district or school.
- The test administrator will contact the translator and arrange the location, dates and times to administer the tests. Schedule the translator to arrive at least 30 minutes early in order to review instructions before translating the tests. The translator may not review the test prior to the day of the test.
- The test administrator may not leave the translator and the student in the room alone. The test administrator is responsible to ensure that the translator and the student adhere to test security policies.
- Students may have extended time to complete their tests (up to one full school day).
- Students may use a word-to-word dictionary that meets the criteria listed in Ohio's Accessibility Manual.
- After receiving a language translation, if a student feels more comfortable with an English-language administration for other portions of any remaining tests (rather than a language translation in his or her native language), he or she may receive one.
- A language translation may be given to one student or a group of students. A group administration is permissible if all participating students will be typing or writing their responses. The group administration is not permissible if a student will be providing his or her responses orally. Students who will be providing their responses orally must be tested individually.

### ***Student Response Mode***

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

1. Students can type their responses in English in the online Student Testing Site.
2. Students can orally respond. If a student will provide responses orally, the student must be administered the test one-on-one. If the student responds in his or her native language, the translator must translate the student's response and type the student's response in English in the online Student Testing Site. If the student responds orally in English, the translator will type the student's responses verbatim in the online Student Testing Site. This option is not allowed for the English language arts test.
3. Students can compose responses in their native language. If a student will produce written responses in a language other than English, the student will write on blank paper. The translator must translate the student's response and type the student's response in English in the online Student Testing Site. Alternatively, students can record their responses in their native language in the Student Testing Site. The translator must return to the student's test and translate the response into English. If the translator returns to the student's test on a subsequent day, the district test coordinator must submit a request to reopen the test. See Section 8.3 for information on Test Status Requests. This option is not allowed for the English language arts test.

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

### ***Online Administrations***

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

The translator will translate from the student's device. Students who are testing online need only an approved device with the Secure Browser or App installed and two sheets of blank paper (if the student requests blank paper).

Students should not take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one screen while another application is accessible on the other screen. Dual monitors are allowable as an accommodation for oral translations. Please refer to Appendix D in Ohio's Accessibility Manual for more information.

### ***Before the Test Administration***

The test administrator is responsible for bringing the necessary test materials to the testing session and ensuring their security. Test security and validity are of the utmost importance. Prior to starting the test, the test administrator must ask the translator to sign and date a copy of the Non-Disclosure Agreement located in Appendix G of this manual (copies of this form can be made, as needed). The district/school must maintain the Non-Disclosure Agreement and provide it to the Department if requested. It should not be returned with other test materials.

After the Non-Disclosure Agreement is signed, the test administrator will review the procedures for

language translations with the student and the translator, as described below. The test administrator will monitor the entire testing session.

### ***General Procedures for the Language Translation***

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

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

### ***Translating the Tests***

Some questions will include tables, figures, pictures, charts or graphs. Any text included immediately before these should be orally translated for the student (e.g., “Use the picture below to answer question 5.”). When referring to tables, figures, pictures, charts or graphs, the translator must be consistent in translation and description (e.g., “The title of the graph is ‘Fitness Test Results.’ The x-axis is titled ‘Fitness Test Results.’ The y-axis is titled ‘Number of Sit-ups.’”). Many questions will have numbers as answers. The translator should discuss with the student whether numbers need to be orally translated.

### ***Breaks in the Testing Session***

If district and school policy permit, the test administrator or translator may wish to give the student a break, especially if the student is working slowly. If a break is given, all test materials must remain in the room with the test administrator. If both the student and the test administrator leave the room, the test administrator must keep all testing materials or place the test materials in a locked, secure location. If the test session continues through the lunch period, the student may have lunch in the test room or go to the lunch room with the test administrator remaining with the student to ensure the student does not discuss the test with other students. The test materials will be placed in a secure location if the student and test administrator leave the test room for lunch.

### ***Concluding the Testing Session***

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

### ***After Test Administration***

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

## **Appendix C: Calculator Policies**

Approved handheld calculators are allowable — but not required — for students to use while taking high school math end-of-course tests.

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

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

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

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

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

### **Recommended Calculators**

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

Casio	Texas Instruments	
fx-9750GII	TI-73 Explorer	TI-NSpire
fx-9860GII	TI-83 Plus	TI-NSpire CX
fx-CG10 PRIZM	TI-84 Plus - Series	

\* Graphing calculators absent from this list are not automatically prohibited.

### **Prohibited Graphing Calculator Functions and Features**

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

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

### **Examples of Allowable Scientific Calculators**

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

Casio	Sharp	Texas Instruments
fc-200V	EL-500W	TI-15 Explorer
fx-55PLUS	EL-501X	TI-30Xa
fx-115ESPLUS	EL-506X	TI-30XIIS (OGT Approved)
fx-260Solar	EL-516X	TI-30XS Multi View
fx-300MS	EL-520X	TI-34 Series
fx-300ESPLUS	EL-531X	TI-36X Pro
	EL-535X	TI-BAll Plus

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

### **Test Administrator Guidance**

- Confirm that the calculators meet the requirements for the test.
- Confirm that the memory on all handheld calculators is clear before and after each testing session. Note: Clearing the memory may reset mode to radians, you may need to show your students how to change the mode to degrees if needed.
- Do not allow students to share calculators within a testing session.

## Appendix D: What to Do When — Troubleshooting for Online Testing

This section addresses some scenarios that may arise before or during online testing. If you encounter a situation that is not covered, please see the inside front cover of this manual for guidance on whom to contact.

#	Description	What to Do
1	An online test administrator needs a Test Administrator or Teacher User Account	District test coordinators, district administrators and building test coordinators can create Test Administrator (TA) and Teacher (TE) User Accounts.
2	A user forgets his or her password	From the TIDE Login Screen at <a href="http://oh.tide.ainet.org">oh.tide.ainet.org</a> , click [Forgot Your Password?]. Enter your username (your e-mail address), then [Next].
3	A student's accessibility features are not listed correctly under Test Settings in the Test Administrator Interface	The test administrator should update the student's accessibility features under Test Settings in the Test Administrator Interface before approving the student to test.
4	There are no tests available for the student to select on the "Your Tests" screen  Tests on the "Your Tests" page are grayed out and cannot be selected by the student	Verify that a test for which the student is eligible is selected in the Test Administrator Interface.  Verify that the student has been identified as an online tester for the appropriate enrolled grade level, subject and test mode in his or her Pre-ID record.  Verify that the student's test eligibility was not set as "yes" for the alternate assessment (AASCD).  If the student sees the tests are grayed out and cannot be selected, verify that the student has not already taken the test. Students can take each test only once.
5	A student's "Is This Your Test?" page shows the wrong accessibility features	The test administrator should have the student sign out and then sign in again. Before the test administrator approves the student to start the test, he or she must click the test settings and adjust them to provide the desired accessibility features. Once they are set, the test administrator must approve the student. The student will be able to continue his or her test with the appropriate features.  <b>Important:</b> A reset is required if: a student starts the test with the Bilingual English-Spanish accommodation and wants an English-only version of the test instead (or vice versa); a student starts the test with the Group Oral Administration flag turned off, but needs the Group Oral Administration test setting turned on (spring administrations only). When the test is reset, it is removed from the system and no responses are retained. The student will start a new test.

#	Description	What to Do
6	A new student is enrolled at the school	The district test coordinator, district administrator, EMIS coordinator, Information Technology Center (ITC) or building test coordinator must pre-identify the new student in TIDE.  If the student began taking a test at his or her previous school but did not submit the test, review the information on test status requests if the student needs to be able to access test items in order to complete the test.
7	A student moves out of the district during testing	If the student moves out of the district, no action is required by the district from which the student moved.
8	A student is absent on the day of testing	See the "Make-Up Testing" information in the <a href="#">Schedules</a> section of this manual.
9	A student needs to leave the computer for some reason	Have the student click the [Pause] button, which will sign the student out of the test. If the student leaves the room without pausing the test, the test administrator should pause it from the Test Administrator Interface. When the student returns, have the student sign in to the correct active session and continue testing.
10	A student is cheating	See <a href="#">Section 3</a> of this manual for guidance on reporting security violations.
11	A student starts or takes a test for which the student is not eligible	See the information on <a href="#">Test Status Requests</a> in this manual.
12	A student cannot sign in to the secure browser	Make sure the student is entering their first name and SSID or student ID <b>exactly</b> as it is in TIDE.  If the student name has an apostrophe and the student is testing on a Chromebook, ensure the keyboard setting is US not international.

## Appendix H: Test Incident Guidance Document

A test incident is any event or procedure that may impact a student's performance on a test or may potentially impact the integrity of the test, the data, and the test results before, during and after testing. There are three types of test incidents: testing irregularities, test security violations and technology incidents.

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



## Test Incident Guidance Document

A <b>testing irregularity</b> is an unexpected test incident that results in a change to the established test administration procedure or protocols. This change may, or may not, compromise the test result.	
<b>Common examples of testing Irregularities</b>	<b>How to proceed</b>
Electrical outage during testing.	<p><b>Computer-based/Paper-based tests:</b> Test administrator will mark the time of the interruption and secure the materials.</p> <p>If test security was maintained during the event and time allows, students can complete testing on the same day with the remaining time.</p> <p>If time does not allow students to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the state assumes the cost for the breach.</p>
Fire alarm goes off during testing (or other emergency evacuation).	<p>If test security was not maintained during the event (e.g. students were allowed to congregate outside during the outage and were not monitored), the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</p> <p><b>Note:</b> The student must take both parts of the breach test. Refer to <a href="#">Appendix E</a> for more information on administering breach forms.</p>
Tornado drill or other scheduled drill during testing.	<p><b>Computer-based/Paper-based tests:</b> Districts should try to conduct testing around scheduled drills. If this is not possible, the test administrator will mark the time of the interruption and secure the materials.</p> <p>If test security was maintained during the event and time allows, students can complete testing on the same day with the remaining time.</p> <p>If time does not allow students to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</p> <p>If test security was not maintained during the event (e.g. students were allowed to congregate in the gymnasium and were not monitored) or if time does not allow students to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</p> <p><b>Note:</b> The student must take both parts of the breach test. Refer to <a href="#">Appendix E</a> for more information on administering breach forms.</p>

<p>School delays and closures due to inclement weather.</p>	<p><b>Computer-based/Paper-based tests:</b> For school delays, schools can proceed with testing if time allows. Please ensure that all students, including students with the extended time accommodation, have enough time in the day to complete the test. If not, please use the makeup testing time that you built into your testing window.</p> <p>For school closures, please use the makeup testing time that you built into your testing window.</p> <p>For school closures that occur after students had started a test session, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the state assumes the cost for the breach.</p> <p><b>Note:</b> The student must take both parts of the breach test. Refer to <a href="#">Appendix E</a> for more information on administering breach forms.</p>
<p>Student becomes ill during testing or student leaves school early without finishing testing.</p> <p>Examples may include: medical and/or emotional emergencies.</p>	<p><b>Computer-based tests:</b> If a student becomes ill or leaves school early and is unable to continue testing on the scheduled test day, the test administrator should pause the student's test and collect any test materials (e.g. scrap paper, test ticket, calculator), note at which item the student stopped and how much of the testing time has elapsed.</p> <p>The student should then complete the test on another day during the test window, using the remaining time, not to exceed the established total testing time. The test administrator must closely monitor students to ensure they do not return to previously answered items.</p> <p>The test coordinator must submit a test status request into <a href="#">TIDE</a> to re-open a test. In the comments section, explain the test incident in detail to justify the request and document incident. The student will not be able to continue testing until the Department approves the request made in TIDE.</p> <p><b>Paper-based tests:</b> If a student becomes ill or leaves school early and is unable to continue testing on the scheduled test day, the test administrator should collect the student's test materials, note at which item the student stopped and how much of the testing time has elapsed.</p> <p>The student should then complete the test on another day during the test window, using the remaining time, not to exceed the established total testing time. The test administrator must closely monitor students to ensure they do not return to previously answered items.</p> <p>If the student soils a scorable document with bodily fluids, transcribe the student's responses verbatim into a new scorable answer document and return the new, replacement scorable answer document to DRC with other scorable documents. Make note of the incident and barcode number on the <i>Secure Material Resolution Form</i> and securely destroy the soiled document, observing universal precautions. More information on soiled documents can be found in the <a href="#">Supplemental Instructions for Paper Testing</a>.</p>

<p>Student submitted test prior to completion (only applies to computer-based tests).</p> <p>Or, student turns in test and then states he or she were not finished (applies to paper-based tests only).</p>	<p><b>Computer-based tests:</b> If a student submits his or her test in error, the test coordinator can submit a test status request in <a href="#">TIDE</a> to re-open a test so the student can continue testing on the same day. In the comments section, explain the test incident in detail to justify request and document incident. The student will not be able to continue testing until the Department approves the request made in TIDE. Please remind students to not submit their test until it is completed. Tests not completed on the same day may result in a breach form at district expense.</p> <p><b>Note:</b> The student must take both parts of the breach test. Refer to <a href="#">Appendix E</a> for more information on administering breach forms.</p> <p><b>Paper-based tests:</b> Once a student has turned in his or her paper-based test booklet/answer document, they have finished testing and may not resume testing.</p>
<p>Test administrator ends test session prematurely.</p>	<p><b>Computer-based tests:</b> If a test administrator ends a session prematurely, the test administrator should immediately create a new session ID for students to use, to finish testing on the same day.</p> <p>If test security is not maintained between sessions (e.g. TA does not create a new session immediately and students are dismissed to lunch, recess, etc. and not monitored), then the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</p> <p>If tests are not completed on the same day, then the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</p> <p><b>Note:</b> The student must take both parts of the breach test. Refer to <a href="#">Appendix E</a> for more information on administering breach forms.</p> <p><b>Paper-based tests:</b> If a test administrator collects students' scorable documents prematurely, the test administrator may immediately redistribute the test booklets/answer documents for students to use to finish testing on the same day.</p> <p>If test security is not maintained between sessions (e.g., TA does not redistribute the test booklets/answer documents immediately and students are dismissed to lunch, recess, etc. and not monitored), then the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</p> <p>If tests are not completed on the same day, then the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</p> <p><b>Note:</b> The student must take both parts of the breach test. Refer to <a href="#">Appendix E</a> for more information on administering breach forms.</p>

<p>Designated support (e.g. color contrast, print size, hand-held calculator, noise buffers, etc.) was not available but should have been and the student completed the test.</p>	<p>Designated supports are not required for testing (unless documented on an IEP or 504 plan). Therefore, not having access to the support does not automatically result in a breach form.</p> <p>If the error is discovered during testing, the student can be provided the support and continue to test with the remaining allowable time.</p> <p>If the student finishes testing and then the error is discovered:</p> <p><b>Computer-based tests:</b></p> <ol style="list-style-type: none"> <li>1. If after speaking with the parents, the district determines that the student will not retake the tests, no action is required.</li> <li>2. If after speaking with the parents, the district determines that the student will retake the test with the designated support, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</li> </ol> <p><b>Note:</b> The student must take both parts of the breach test. Refer to <a href="#">Appendix E</a> for more information on administering breach forms.</p> <p><b>Paper-based tests:</b></p> <ol style="list-style-type: none"> <li>1. If after speaking with the parents, the district determines that the student will not retake the tests, the test is sent in with the scorable materials.</li> <li>2. If after speaking with the parents, the district determines that the student will retake the test with the designated support, then the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</li> </ol> <p><b>Note:</b> The student must take both parts of the breach test. Refer to <a href="#">Appendix E</a> for more information on administering breach forms.</p>
<p>Accommodation should have been provided but was not (e.g. read aloud, oral translation, extended time, etc.).</p>	<p>If the error is discovered during testing, the student can be provided the accommodation and continue to test with the remaining allowable time.</p> <p>Accommodations are required to be offered for testing when documented on an IEP or 504 plan. Districts have their own policy about EL accommodations. However, not having access to an accommodation does not automatically result in a breach form.</p> <p>If the student finishes testing and the error is discovered:</p> <p><b>Computer-based tests:</b></p> <ol style="list-style-type: none"> <li>1. If after speaking with the parents, the district determines that the student will not retake the tests, no action is required.</li> <li>2. If after speaking with the parents, the district determines that the student will retake the test with the accommodation, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</li> </ol> <p><b>Note:</b> The student must take both parts of the breach test. Refer to <a href="#">Appendix E</a> for more information on administering breach forms.</p>

	<p><b>Paper-based tests:</b></p> <ol style="list-style-type: none"> <li>1. If after speaking with the parents, the district determines that the student will not retake the tests, the test is sent in with the scorable materials.</li> <li>2. If after speaking with the parents, the district determines that the student will retake the test with the accommodation, then the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</li> </ol> <p><b>Note:</b> The student must take both parts of the breach test. Refer to <a href="#">Appendix E</a> for more information on administering breach forms.</p>
<p>Accommodation was provided to a student that was not eligible.</p>	<p>Providing testing accommodations to students who are not eligible results in an invalid assessment.</p> <p><b>Computer-based tests:</b></p> <ol style="list-style-type: none"> <li>1. If after speaking with the parents, the district determines that the student will not retake the test, both parts of the test are invalidated in TIDE.</li> <li>2. If after speaking with the parents, the district determines that the student will retake the test without the accommodation, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</li> </ol> <p><b>Note:</b> The student must take both parts of the breach test. Refer to <a href="#">Appendix E</a> for more information on administering breach forms.</p> <p><b>Paper-based tests:</b></p> <ol style="list-style-type: none"> <li>1. If after speaking with the parents, the district determines that the student will not retake the test, the district will need to place a "DO NOT SCORE" label on the original answer document. Alternately, the test can be invalidated in EMIS during reporting.</li> <li>2. If after speaking with the parents, the district determines that the student will retake the test without the accommodation, then the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</li> </ol> <p><b>Note:</b> The student must take both parts of the breach test. Refer to <a href="#">Appendix E</a> for more information on administering breach forms.</p>

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

A **technology incident** is an unexpected computer-based testing event that may or may not compromise the test results.

Common examples of <u>technology incidents</u>	How to proceed
Building lost internet connectivity while students were testing.	<p>Test administrator will mark the time of the interruption and collect any ancillary paper materials.</p> <p>If test security was maintained during the event and time allows, students can sign in again to complete testing on the same day with the remaining time. If test security was not maintained during the event (students were allowed to congregate outside during the outage and were not monitored), the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the district assumes the cost for the breach.</p> <p>If time does not allow students to finish testing on the same day, the district must contact the Office of Assessment at (614) 466-1317. If the Department determines a breach form is necessary, the state assumes the cost for the breach.</p> <p><b>Note:</b> The student must take both parts of the breach test. Refer to <a href="#">Appendix E</a> for more information on administering breach forms.</p>
A student receives an error message while taking the test.	<p>Refer to the Message Codes document on the <a href="#">portal</a>.</p> <p>Write down the message ID (usually five digits) and the text of the error. Contact the Ohio Help Desk at (877) 231-7809.</p> <p>If a student receives an error message and is unable to continue testing on the scheduled test day, the test administrator should pause the student's test, note at which item the student stopped and how much of the testing time has elapsed.</p> <p>The test coordinator must submit a test status request into <a href="#">TIDE</a> to reopen a test. In the comments section, explain the test incident in detail to justify the request and document the incident. The student will not be able to continue testing until the Department approves the request made in TIDE.</p> <p>The student should then complete the test on another day during the district's test window, using the remaining time, not to exceed the established total testing time. The test administrator must closely monitor students to ensure he or she does not return to previously answered items.</p>
A student's device crashes or loses connection to the internet while taking the test.	<p>The student can continue his or her test on another computer. If the student has issues signing on to the new computer, contact the Ohio Help Desk at (877) 231-7809.</p> <p>If a student is unable to continue testing on the scheduled test day, the test administrator should collect the student's test materials, note at which item the student stopped and how much of the testing time has elapsed.</p> <p>The test coordinator must submit a test status request into <a href="#">TIDE</a> to reopen a test. In the comments section, explain the test incident in detail to justify request and document incident. The student will not be able to continue testing until the Department approves the request made in TIDE.</p> <p>The student should then complete the test on another day during the test window, using the remaining time, not to exceed the established total testing time. The test administrator must closely monitor the student to ensure he or she does not return to previously answered items.</p>

<p>A <b>technology incident</b> is an unexpected computer-based testing event that may or may not compromise the test results.</p>	
<p>Most common examples that are <b>NOT</b> technology incidents</p>	<p>How to proceed</p>
<p>A student accidentally paused his or her test.</p>	<p>Please refer to <a href="#">Appendix D</a> for online testing trouble-shooting tips.</p>
<p>A student's sign in process was delayed.</p>	
<p>A student's test item had difficulty loading, but he or she was still able to complete it on the same day of testing.</p>	
<p>A student was unable to sign in to the test.</p>	
<p>A student was unable to complete an item.</p>	
<p>A student inadvertently deletes some or all of their essay response and the test has not been paused, or student has <b>not</b> clicked End Test.</p>	<p>Essay responses are auto saved every two minutes. Essay responses are also saved whenever a student navigates to a different page or item and when the student clicks the save button. For essay responses a student may recover their work using the built in Select Previous Version tool from the Context menu.</p>
<p>A student inadvertently deletes some or all of his or her responses and the test has been paused, or a student <b>has</b> clicked End Test.</p>	<p>Essay responses are auto saved every two minutes. Essay responses are also saved whenever a student navigates to a different page or item and when the student clicks the save button. For essay responses, a student may recover his or her work using the built in Select Previous Version tool. If the test administrator or student pauses the test or if the student clicks End Test, no prior responses will be available in the Select Previous Version tool for the student to select when they reaccess the item.</p>
<p>A student's device has lost connectivity and when the student reaccessed the test, the student's response for the essay question is not their desired version.</p>	<p><b>All saved versions are stored in the AIR server and a saved version can be restored with Department approval; call the Ohio Help Desk and provide SSID, test name and test part.</b></p>



A **test security violation** is an unethical testing practice or violation of the state or school's security procedures that compromises test security and/or data security and the integrity of a student's score results.

Most common examples of possible <u>security violations</u>	How to proceed
A student had a cell phone or other electronic device out during or after a test session.	Refer to the Department's electronic device policy. If applicable, see row on cheating/sharing test items below. Call the Office of Assessment at (614) 466-1317 for further guidance if needed. Please identify your call as a possible security incident.
Tests booklets or answer documents left unattended.	Call the Office of Assessment at (614) 466-1317 for further guidance if needed. Please identify call as possible security incident.
Tests were administered outside of district's testing window.	
Students left unsupervised with testing materials.	
A student was coached with verbal or nonverbal prompts to indicate an answer to an item.	
Students were cheating or otherwise sharing test items.	<p><b>Computer-based tests:</b> If the students were found cheating, refer to the <a href="#">invalidations</a> section in the test administration manual. The student's test opportunity is over for this test administration.</p> <p><b>Paper-based tests:</b> If the students were found cheating, the district must place a "DO NOT SCORE" label on the answer document.</p> <p>The student's test record must be submitted as INV when providing results to EMIS. The student's test opportunity is over for this test administration.</p>
Test materials were lost or unable to be returned to testing vendor.	Call the Office of Assessment at (614) 466-1317 for further guidance if needed. Please identify your call as a possible security incident.  The <i>Secure Material Resolution Form</i> must be completed and additional documentation may be requested by the testing vendor.

## **Hospitalized Students and Medical Waivers**

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

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

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

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

## Form to Report a Testing Irregularity or Security Breach

Instructions for the School Test Coordinator or LEA Test Coordinator:

1. Call your building test coordinator to report a testing irregularity or security breach immediately upon discovering it.
2. After calling, make a copy of this form. Then complete this form with as much information as available. Submit the form to either your LEA Test Coordinator.
3. Submit this form within two school days of your call.
4. Maintain a copy of the submitted form for your school files.

LEA Name:

LEA Number:

School Name:

School Test Coordinator's Name:

LEA Test Coordinator's Name:

Contact Name:

Contact Phone and Extension:

Test Administration Information:

Grade: -

Subject:

Spring

Date of Incident:

Test Administrator's Name:

Student Name and State ID Number:

Student's Date of Birth:

Test Code on Student Testing Ticket (applicable to computer-based testing only):

*Description of Incident: (Attach additional pages if necessary.)*