

Appendix L: OGT Supplemental Instructions for Paper Accommodations

1. OGT Overview

The 2020-2021 OGT administration was designed as an online administration and during the school year each tester will have three opportunities to test per subject. Paper test booklets are only available for testers with a documented paper accommodation, and all responses on paper must be entered immediately into the Data Entry Interface (DEI) by the test administrator. **An SSID or acceptable student test ID is required in order to test and testers are required to present a photo ID.**

This appendix covers paper-specific policies and procedures for districts and schools administering the 2020-2021 Ohio Graduation Tests (OGT) using a paper test booklet. **There are no answer documents for the OGT.** The test administrator must enter all of the tester's responses that were written in the test booklet or on the blank paper provided into the DEI.

District test coordinators (DTC), building test coordinators (BTC) and test administrators (TA) administering paper tests must review the information in this appendix, as well as the general administration information in the [OGT-TAM](#), prior to testing. Understanding testing policies and procedures is essential to a successful test administration.

2. Schedule for OGT Paper Administrations

2.1 OGT Key Dates for Testing Using Paper Test Booklets

Each tester has the opportunity to test three times per subject during the 2020-2021 school year. The online and the paper test forms are the same and each test form is randomly assigned to the tester. Testers who will be testing using OGT paper test booklets have a prescribed test window start date as noted below for each of their opportunities. The following table lists key dates for the paper administration of the OGT.

Table 1. Ohio Graduation Tests – For Testers Using Paper Test Booklets

Paper Test Booklet Ohio Graduation Tests Activities	2020-2021 Date(s)
Pre-ID Window for the 2020-2021 OGT administration All testers must be preidentified prior to testing with a "Y" for the subject(s) in which they will test.	August 6, 2020 – July 30, 2021
Paper Testing Window (all three opportunities per subject) Opportunity 1 (earliest start date: September 1, 2020) Opportunity 2 (earliest start date: October 19, 2020) Opportunity 3 (earliest start date: November 23, 2020)	September 1, 2020 – July 30, 2021
OGT general, large print and braille test booklets order window for students with a documented paper accommodation. Materials may be ordered by contacting the Ohio Help Desk. Provide the tester's SSID or acceptable student test ID, subject and expected test date when requesting paper materials for a tester with a documented paper accommodation. (Note: Test booklets will be delivered two weeks after approval)	September 1, 2020 – July 9, 2021
OGT Paper Test Booklet Testing and Data Entry Interface (DEI) Window Test administrators are to enter responses into the DEI immediately after testing.	September 1, 2020 – July 30, 2021

2.2 Deadlines for Returning Paper OGT Test Booklets

IMPORTANT: Districts are required to return OGT test booklets **immediately** after testing. The Department considers a district's failure to return secure test booklets the business day immediately after testing concludes to be a test security violation.

District test coordinators are responsible for scheduling their own pickups per the instructions in [Appendix O](#) of the OGT-TAM.

For more information regarding schedules, test security, ethical use of tests, Pre-ID and test eligibility, the after testing policy and reporting, refer to the [OGT-TAM](#) located on the test portal.

3. Before Testing – OGT Paper Administrations

3.1 Secure OGT Test Materials

Districts and schools that have testers testing on paper should be mindful of maintaining the security of physical test booklets. All OGT test booklets are shrink-wrapped in packs of one. Districts and schools must identify a secure location for all secure test booklets to be locked while testing is not in session.

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

Test booklets can be requested for a tester with a documented paper accommodation by calling the Ohio Help Desk at (877) 231-7809 option 2 and providing the SSID, subject and expected testing date of the tester. All orders will be reviewed by the Department for approval. Please note that test booklets must be ordered at least two weeks before testing is scheduled to occur.

District and school personnel may not open the shrink-wrapped packages until the day of the scheduled administration. These individuals must be employees of the district and hold a certificate, permit or license issued by the Ohio Department of Education.

3.2 Information Regarding OGT Test Materials

Important information regarding OGT paper test materials:

- There are no answer documents for the OGT. **The test administrator must enter all of the responses written by the tester in the test booklet or on the blank paper provided into the DEI immediately after testing, following the transcribing procedures.**
- Test booklets are to be used only by the tester/SSID that was identified when the order was placed with the Ohio Help Desk.
- Test booklets are identified by Form # and will be randomly assigned to each tester.

- The online and the paper test forms are the same and are randomly assigned to the tester. **Switching Modes:** If a tester tested online the first time and is testing on paper for their second opportunity, they may not be able to test on paper until October 21.
- All test booklets are secure documents and are nonscorable.
- Test booklets must be returned to DRC immediately after testing is completed.
- All test booklets are shrink-wrapped in packs of one.
- See the instructions for special versions, oral translations and human read-aloud administrations in [Appendix M](#) and [Appendix N](#).

3.3 Access to the Data Entry Interface for the OGT

There are no answer documents for the OGT. All testers testing using a test booklet **MUST** have the test administrator submit the tester's responses into the Data Entry Interface (DEI), which is located on the test portal. Test administrators are responsible for transferring and submitting the tester's responses from the test booklets and/or sheets of paper containing the tester's responses immediately into the [Data Entry Interface](#), following transcribing procedures.

IMPORTANT: Test booklets will **not** be scanned and scored. The test contractor will not score responses written in a test booklet. The test contractor will not score responses that were written on blank or specialized paper under any circumstances. **Failure to submit the tester's responses into the Data Entry Interface will result in no scores being reported.**

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

Test administrators entering responses for testers using a test booklet need access to a device with a supported Internet browser installed so that the test administrator may log into the Data Entry Interface. The Data Entry Interface does not require the installation of the Secure Browser or SecureTest app. See the [Quick Guide for Setting Up Your Online Testing Technology](#) located on the test portal for more information.

See the instructions for special versions, oral translations and human read-aloud administrations in [Appendix M](#) and [Appendix N](#).

3.4 Blank Paper for OGT Paper Administrations

Test administrators must provide at least eight sheets of lined/blank paper for testers who are taking the writing test and at least two sheets of blank paper to testers who are taking any other OGT test using a test booklet. Testers may not bring their own paper.

Specialized paper may be provided in lieu of blank paper, as long as the paper does not have any writing on it. Specialized paper includes grid, wide-ruled, braille, raised-

line grid, wide-lined grid and colored paper. Immediately after the test ends, test administrators will collect the used and unused scratch paper. The test administrator must securely shred used paper locally.

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

3.5 OGT Calculators

The red TI-30X IIS is the only handheld calculator that can be used in place of the online calculator during the mathematics and science tests.

The test administrator must clear the calculator memory before distributing the red OGT TI-30X IIS calculator to the tester. To do so, gently press the black "RESET" button on the back of the calculator or press the "ON" button and the "CLEAR" button simultaneously. The display must read "MEM CLEARED."

Note: The instruction sheet that accompanies the TI-30X IIS calculator **may not** be used during the administration of the OGT.

3.6 OGT Mathematics Reference Sheets

The *Mathematics Reference Sheet*, which is perforated for easy removal, appears in the front of the mathematics test booklet. Available for download from the Department's website are English and large print English language OGT mathematics reference sheets. The test administrator may download and print the appropriate reference sheet from the [Resources for Students and Families](#) section of the Department's OGT website. Testers may not bring their own copies.

3.7 Test Room Preparation

The seating arrangement of the test administration room should not crowd testers. Separating testers by a reasonable distance ensures independent work and prevents collaboration.

Test administrators must check the testing room for possible test question "clues" before each testing session. Charts, maps and other materials in the room that could assist testers with test items should be covered or removed before the test administration.

3.8 OGT Further Information

For more information regarding schedules, test security, ethical use of tests, Pre-ID and test eligibility, staff responsibilities, testing instructions, after testing policy and reporting, refer to the [OGT-TAM](#) located on the test portal.

4. During Testing – OGT Paper Administrations

4.1 *Student SSID for the OGT*

In order to take a test for the 2020-2021 OGT, testers are required to have an SSID or acceptable student test ID and are required to present a photo ID.

4.2 *Oral Language Translations and Human Reader Accommodations for OGT Paper*

For information regarding an oral language translation or a human reader accommodation, refer to [Appendix N](#) of the OGT-TAM located on the test portal.

4.3 *OGT Oral Script for Paper Test Administrations*

To ensure standardized administration conditions throughout Ohio, test administrators must follow the script contained in the Directions and Scripts for OGT Paper Test Administrations, located in [Appendix P](#). Test administrators must download this appendix from the test portal.

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

4.4 *Enforcing the OGT Testing Time*

Testers are allowed up to 2 ½ hours to complete each subject test. Test administrators are responsible for ensuring testers have 2 ½ hours to take each test in one day, and they are responsible for enforcing testing times for each test.

Please note, OGT testers must not test beyond 2 ½ hours for each subject test. Test administrators must keep track of time.

Only testers with the extended time accommodation are permitted time exceeding 2 ½ hours. In situations when additional time is granted, tests still need to be completed within the same day. Should you have questions regarding accommodations, please call the Ohio Department of Education Office of Assessment at (614) 466-1317.

4.5 *Further Information for the OGT*

For more information regarding test security, ethical use of tests, Pre-ID and test eligibility, staff responsibilities, testing instructions, the after testing policy and reporting, refer to the [OGT-TAM](#) located on the test portal.

5. After Testing – OGT Paper Administrations

When a tester has completed the test, the tester is to return all paper materials and the calculator, if used, to the test administrator.

5.1 Data Entry Interface (DEI) for OGT Paper Administrations

It is the test administrator's responsibility to ensure that all of the tester's responses recorded in the test booklet and all constructed responses that were recorded onto the blank paper are entered into the Data Entry Interface (DEI) verbatim. Instructions for entering responses are included in a separate [OGT DEI User Guide](#). The test administrator must enter the responses into the DEI **immediately after testing**.

Responses that were written on blank or specialized paper must be securely shredded after entry into the DEI.

5.2 Packing OGT Paper Test Booklets for Return

After testing, it is the building test coordinator's responsibility to collect, take inventory and pack all test materials for the school and return them to the district test coordinator. It is the district test coordinator's responsibility to return all test booklets to DRC. See [Appendix O](#) for further instructions.

6. OGT Test Coordinator Responsibilities for Paper Administrations

6.1 OGT District Test Coordinator Responsibilities for Paper Administrations

The district test coordinator is the primary point of contact between the district and the Department. In districts where testers are testing using a paper test booklet, the district test coordinator:

- Has primary responsibility for the test administration;
- Ensures that all personnel are aware of state and district test security procedures and follow these procedures at all times;
- Reports all alleged test security violations to the Department (building coordinators and test administrators must report violations to the district test coordinator);
- Prepares and trains building test coordinators for the test administration prior to testing;
- Makes sure that test administrators are familiar with the accessibility features available for testers;
- **Prior to ordering:** Confirms that the tester has a documented paper accommodation. For any question regarding accommodations, please refer to ODE Office of Assessment at (614) 466-1317. **Note: Paper test booklets are assigned to a specific tester/SSID or acceptable student test ID when the order is approved.**
- **Prior to ordering:** Is aware that test booklets will be delivered two weeks after the order is approved; and has scheduled testing accordingly;
- **Ordering:** Orders for test booklets are requested through the Ohio Help Desk at (877) 231-7809, option 2. **The SSID or acceptable student test ID of the tester, subject(s) requested, expected testing date and shipping address must be provided.** Test booklets will be delivered approximately two weeks after order approval.
- Receives test booklet(s) from DRC and distributes them to the appropriate testing location;
- Ensures that building test coordinators maintain test security of and account for all secure test booklets and materials before, during and after the test administration;

- **Ensures the test administrator has entered all of the tester’s responses into the Data Entry Interface immediately after testing;**
- Ensures that the building test coordinator returns the test booklet to the DTC one business day after the test is administered;
- Ensures that all test booklets are promptly returned to DRC by applying the white UPS return shipping label and white nonscorable label that the district received in the original box the materials were delivered in;
- Receives and distributes test results, when available.

6.2 OGT Building Test Coordinator Responsibilities for Paper Administrations

The building test coordinator is responsible for coordinating the test administration in a school building. In schools where a tester is testing using a test booklet, the building test coordinator:

- Ensures that state and district test security procedures are followed in the building;
- Reports all alleged test security violations to the district test coordinator;
- Ensures that the test administrators act in accordance with all test security requirements;
- Trains all test administrators and monitors the proper paper test administration procedures before testing;
- Confirms with the district test coordinator the tester name and SSID or acceptable student test ID of the tester who will be testing using the test booklet (this must match the SSID or acceptable student test ID the district test coordinator provided when placing the order);
- Receives test booklet(s) from the district test coordinator and provides locked, secure storage for when test booklets are not in use;
- On test day, removes shrink-wrap and distributes the test booklet with other test materials (calculators, blank paper, reference sheets) to the test administrator;
- Ensures that test administrators understand their responsibilities when the test session ends;
- Collects and accounts for test materials immediately following that day’s test administration;
- Clears the memory and stores the OGT calculators (when applicable);
- **Ensures the test administrator has entered all of the tester’s responses into the Data Entry Interface immediately after testing;**
- Promptly packages and returns the test booklet(s) to the district test coordinator so that they can be returned to DRC;
- Securely shreds all paper on which the tester’s responses were written.

6.3 OGT Test Coordinator Responsibilities During Paper Testing

Test coordinators must understand the rules and procedures that govern paper testing; the rules and procedures specific to test coordinators for paper testing are addressed below. For the general rules and procedures for paper testing that apply to test coordinators **and** test administrators, please refer to the Test Security Section of the [OGT-TAM](#). For detailed information on the steps required of test administrators and testers during the paper test administration, refer to [Section 7](#) of this manual.

IMPORTANT: There are no answer documents. Testers may respond in the nonscorable

test booklets and on the blank paper that is provided for each tester. **The tester's responses will be entered in the Data Interface Entry (DEI) by the test administrator immediately after testing.**

6.3.1 *Distributing OGT Materials to Test Administrators*

Building test coordinators may not open the shrink-wrapped test booklets until the day of testing. Test booklets must be kept in a secure location at all times. The morning that a school begins administering a test using the test booklet, the building test coordinator may deliver the test booklet to the room as needed.

6.4 *OGT Test Coordinator Responsibilities After Paper Testing*

It is the test administrator's responsibility to ensure that all of the tester's responses recorded in the test booklet and all constructed responses that were recorded onto the blank paper are entered into the Data Entry Interface (DEI) verbatim. Instructions for completing this are included in a separate [OGT Data Entry Interface User Guide](#).

The test administrator must enter the responses into the DEI immediately after testing. No responses will be able to be entered after the close of the test window.

Responses that were written on blank or specialized paper must be securely shredded after entry into the DEI.

After testing, it is the building test coordinator's responsibility to collect, take inventory and pack the test booklet(s) for the school and return the test booklet(s) to the district test coordinator no later than one day after testing. The district test coordinator is responsible for returning materials to DRC.

Instructions for returning the test booklet are provided in [Appendix O](#); procedures for both the building test coordinator and district test coordinator are included.

6.4.1 *Instructions for Returning OGT Test Booklets for the Building Test Coordinator*

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

- Ensure the test administrator entered the tester's responses into the DEI.
- Collect the test booklets and compare against the listing of materials received from the district test coordinator. Districts are required to return their schools' test booklets **within one day after the test was administered.**
- If applicable, securely shred any ancillary materials (e.g., tester notes recorded on scratch paper) from the administration.

- ❑ Package the test booklets so that they can be returned to the district test coordinator. If needed, include filler material, such as newspaper, in the box to prevent shifting during shipping. It is not necessary to place the test booklets in a return bag or apply a return box label to the box. The district test coordinator applies all box labels for OGT test booklets.
- ❑ Place box in a secure, locked location until they are returned to the district test coordinator.

6.4.2 Instructions for Returning OGT Test Booklets for the District Test Coordinator

District test coordinators are responsible for ensuring all OGT test booklets are returned the business day immediately after testing and within two weeks of receiving the materials.

Refer to the instructions for returning test booklets that are in [Appendix O](#), which includes a district test coordinator checklist.

7. OGT Test Administrator Responsibilities for Paper Testing

IMPORTANT: This section includes step-by-step directions for administering paper tests. The test administrator must download [Appendix P](#) for the oral script that test administrators must follow.

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

The test administrator is the person who administers the test. In districts where a tester will be testing using an OGT test booklet, the test administrator:

- Is aware of state and district test security procedures and follows them at all times;
- Is familiar with accessibility features available for the tester;
- Receives the secure OGT test booklet from the building test coordinator, maintains the security of the test booklet at all times and returns the test booklet to the building test coordinator immediately after testing;
- Ensures that all materials needed on test day are available (test booklet, blank paper, OGT calculator, reference sheets);
- Ensures the tester has 2 ½ hours of testing time available for each OGT subject test they are taking;
- 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 testers.

7.1 OGT Test Administrator Responsibilities Before Testing

7.1.1 Testing Room Preparation

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

7.1.2 Receiving OGT Materials from the Building Test Coordinator

On the morning that a school begins administering the OGT, the building test coordinator will deliver the individual test booklet to the room as needed. Please make sure that you receive enough materials to administer the tests (see list of materials needed for large print and braille testers in [Appendix M](#) of the OGT-TAM).

7.1.3 Preparing for the OGT Paper Administration

Whether the test administrator is proctoring an administration of one test or multiple tests in the same session, the test administrator must prepare for the administration by taking the following steps:

1. Devise a method to ensure that each tester does not exceed the allotted test time of 2 ½ hours for each subject test.
2. Make sure that the testers' desks, tables or workspaces are cleared of personal items, except for a pencil and perhaps an eraser.
3. Have extra pencils in case testers need them.
4. Confirm that testers taking the mathematics or science test have access to the approved OGT calculator (see [Appendix D](#) in the [OGT-TAM](#)); testers may not share calculators during the test session. Make sure that the memory is cleared before and after testing.
5. Confirm that testers who are approved to use accessibility features have all necessary resources.
6. Have at least eight sheets of blank paper available per tester for the writing test and at least two sheets of blank paper available per tester for the other subject tests.
7. Ensure that a monitor is in the room with the test administrator for any testing group of more than 30 testers.
8. Ensure the test administrator has access to the Data Entry Interface.

Test administrators who will be administering human read-aloud, foreign language translations or special version test booklets should refer to [Appendix M](#) and [Appendix N](#) for instructions.

7.1.4 Important Notes About the OGT Paper Administration

- Testers using an OGT test booklet will receive one nonscorable test booklet and blank sheets of paper. Testers will mark their responses in the test booklet and/or on

the blank paper. **Responses recorded on either of these documents will not be scored.**

- **IMPORTANT: The tester's responses for all test questions must be transcribed verbatim into the online Data Entry Interface (DEI) by the test administrator immediately after testing.** The test administrator must be an employee of the district with a license, certificate or permit issued by the Ohio Department of Education and must complete data entry with a witness present. Only responses submitted into the Data Entry Interface will be scored. The test contractor will not score responses written in test booklets or in any other documents.