

## Appendix M: OGT Instructions for Braille and Large Print Test Booklets Usage

### **Braille Materials for the OGT**

The braille test booklet is to be used by students whose IEP or 504 Plan specifies the use of braille materials. The braille test booklet consists of comb-bound 11½ x 11-inch single-sided braille pages. As with the general test materials, braille materials must be securely stored between administrations.

Materials needed to administer the OGT using braille:

- Braille test booklet (nonscorable) and a nonscorable general test booklet in the appropriate subject – DTC orders by calling the Ohio Help Desk at (877) 231-7809. Provide the tester's SSID or acceptable student test ID, name and expected testing date. **Please account for at least 2 weeks for delivery of the test booklets to your district.**
- Blank paper – OGT directions instruct testers to use blank paper to plan their writing. Testers using braille should be given the opportunity to plan their writing using an appropriate method for the tester.
- Test administrator access to the DEI - There are no answer documents for the OGT. **The test administrator must record the tester's responses in the Data Entry Interface; refer to the transcription directions that follow.** All of the tester's responses **must be** submitted into the DEI Interface immediately after testing.
- An allowable calculator may be used for mathematics and science tests; see [Appendix D](#) of the [OGT-TAM](#).

### ***During the OGT Braille Test Administration***

Additional time is not a requirement for the braille accommodation, but it is required if it is part of the student's IEP or 504 Plan.

Testers taking a mathematics test will receive a braille version of the reference sheet.

Because of the large size of the braille test booklets and the likelihood that the tester may require a scribe or an assistive device (e.g., Braille Note) to record responses, visually impaired testers may need to be tested in a separate test setting. **The test administrator must record the tester's responses in the Data Entry Interface.**

For additional information on the protocol for scribing and transcribing the tester's responses, please refer to [Ohio's Accessibility Manual](#).

### ***After the OGT Braille Test Administration***

**IMPORTANT: The tester's responses for all test questions must be transcribed verbatim into the online Data Entry Interface 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 entries written in the braille test booklets or in any other documents.

Additional information regarding the Data Entry Interface can be found in [Section 3](#) of the OGT-TAM and in the [OGT Data Entry Interface Guide](#).

Test administrators will return the braille test booklet and any other documents containing the tester's responses to the building test coordinator.

The building test coordinator will:

- Securely shred the tester's notes and any other ancillary documentation.
- Return the braille and general test booklets to DRC following the instructions in [Appendix O](#).

## **OGT Large Print Test Booklets Materials**

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

Materials needed to administer the OGT using a large print test booklet:

- Large print test booklet (nonscorable) in the appropriate subject – DTC orders by calling the Ohio Help Desk at (877) 231-7809. Provide the tester's SSID, name and expected testing date. **Please account for at least 2 weeks for delivery of the test booklet to your district.**
- At least eight pieces of lined/blank paper for the writing test and at least two blank sheets of paper for all other subjects.
- Test administrator access to the DEI - There are no answer documents for the OGT. **The test administrator must record the tester's responses in the Data Entry Interface; refer to the transcription directions that follow.**
- The allowable OGT calculator may be used for mathematics and science tests; see [Appendix D](#) of the OGT-TAM.

### ***During the OGT Large Print Test Administration***

For additional information on the protocol for scribing and transcribing the tester's responses, please refer to [Ohio's Accessibility Manual](#).

### ***After OGT Large Print Test Administration***

**IMPORTANT: The tester's responses for all test questions must be transcribed verbatim into the online Data Entry Interface by the test administrator.** 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 entries written in the large print test booklets or in any other documents.

Additional information regarding the Data Entry Interface can be found in [Section 3](#) of the OGT-TAM and in the [OGT Data Entry Interface Guide](#).

Test administrators will return the large print test booklets and any other papers with the tester's responses to the building test coordinator.

The building test coordinator will:

- Securely shred the tester's notes and any other ancillary documentation.
- Return the large print test booklet to DRC following the instructions in [Appendix O](#) of the OGT-TAM.

**IMPORTANT: The tester's responses for all test questions must be transcribed verbatim into the online Data Entry Interface immediately after testing.** An employee of the district with a license, certificate or permit issued by the Ohio Department of Education must complete data entry with a witness present. Test administrators will enter the tester's responses recorded in the test booklet and on the paper that was provided to the tester in the [Data Entry Interface](#). 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.