Appendix P: Directions and Scripts for OGT Paper Test Administrations

Overview and Key Dates for Administering the OGT Paper Administration

Each tester has the opportunity to test three times per subject during the 2020-2021 school year. The online and paper test forms are the same; each form is randomly assigned to the tester. Online OGT testers may take their three test opportunities per subject anytime during the 2020-2021 test administration. Testers with a documented paper accommodation who will be testing using OGT paper test booklets have the below opportunity start dates*:

- Opportunity 1: earliest start date – September 1, 2020
- Opportunity 2: earliest start date – October 19, 2020
- Opportunity 3: earliest start date – November 23, 2020

*Switching Modes: If a tester tested online for their first opportunity and is testing on paper for his or her second opportunity, he or she may not be able to test on paper until October 19.

All responses must be entered into the Data Entry Interface (DEI) by the test administrator immediately after testing, following transcribing procedures.

The following table lists key dates for the OGT paper administration.

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 and providing the tester's SSID or acceptable student test ID, subject and expected test date. (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**

Directions and Scripts for Testers Using an OGT Test Booklet

The test administrator must follow the directions below and read aloud the **bold** type for testers using an OGT paper test booklet. 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.

> SAY: **Today you are taking** [provide the appropriate form number] **of the Ohio Graduation Tests in** [provide the appropriate test name].

If administering only one test to each tester during the session,

> SAY: **You will have 2 ½ hours to complete your test today.**

If administering more than one test to a tester during the same session,

> SAY: **You will take two tests for two subjects today. You will have 2 ½ hours to complete each test. When you have completed the first test** (provide the appropriate test name)**, return the test booklet and any sheets of paper that you wrote your constructed responses on. Make sure you have noted the question number you responded to on the paper. I will then provide you with the second test booklet for** (provide the appropriate test name) **and you may begin testing in that subject.**

> SAY: **If you need a break during the test, raise your hand.**

Directions for Administering the Reading Test

> *Please note:*
>
> *(1) Oral reading of the reading passages is not an allowable accommodation for any tester.*
>
> *(2) Responses to the constructed-response questions must be in English.*

As the test administrator, you will open the shrink wrap on the test booklets right before the test administration. If testers have books or personal items, direct them to place such items in a specific area away from any testers. NOTE: Testers are not permitted to bring electronic devices into the testing area. For exceptions, see Section 3.1 Electronic Device Policy in the OGT-TAM.

SAY: **Today you will be taking the reading test. Test booklets and blank paper will now be distributed. Do NOT open the test booklet until you are told to do so. You may have nothing else on your desk except a pencil and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one.**

Distribute one reading test booklet and at least two blank sheets of paper to each tester. Distribute pencils as needed. Before the test begins, testers should write their names on the test booklets and on the blank sheets of paper you have provided to each tester.

SAY: **Print your first and last names in the space provided, labeled "Tester Name," at the top of the front cover of the reading test booklet. Print "Reading" and your first and last name at the top of each blank sheet of paper. Are there any questions?**

Answer questions as needed. Pause until testers appear to be finished.

SAY: **In a few minutes, you will be taking the reading test. Please do not open your test booklet until told to do so. You may not use any reference materials on this test. There are 38 questions on this test. Most of the questions on the test are multiple choice. There are some short-answer and extended-response questions that will require you to write a response.**

I will be entering your responses into the Data Entry Interface (DEI). There are no answer documents. All references to the "Answer Document" in the test booklet should be considered references to the DEI for scoring purposes.

You will use the test booklet to mark your responses to the multiple-choice items. If you change an answer, make sure that you erase your old answer completely.

For short-answer and extended-response questions, you will write the question number before your response on the blank paper you have been provided. If you need additional sheets of paper, please raise your hand. Your first and last name and "Reading" should be written at the top of each sheet of paper in addition to the question number you are responding to. If you have written short-answer or extended-response responses in the test booklet, clearly indicate in the test booklet or on the blank paper where your final answer is recorded.

The questions on the reading test are based on reading passages. You will read a passage first and then answer questions about it. You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

Responses written in the test booklet or on the blank paper will not be scored <u>directly</u>. I will enter your responses verbatim into the DEI for scoring.

Are there any questions about recording your responses?

Answer questions as needed.

SAY: **You have 2 ½ hours to complete this test.**

If you finish the test early, you may check the work you did today. When you finish, raise your hand and your test materials will be collected.

You may now open your test booklet. The words "READING TEST" appear across the top of the page. Read the directions on this page. Remember you will not be using an Answer Document and will instead record your responses in the test booklet and on the blank paper. You may begin.

Make a note of the starting time. If testers are getting a brief break, make an announcement at that time. Testers should not talk during a break. It is preferable that only one tester at a time be allowed out of the testing room. Remember that test security must be maintained always.

Make an announcement ten minutes before the end of the testing period.

At the end of the testing time, any tester still working on the test should be told to stop working.

SAY: **Stop. Put your pencil down. Close your test booklet and place your provided paper in the inside front cover of the test booklet.**

Collect all test materials from the testers. Confirm that the tester has indicated on the blank paper the question number for each short-answer or extended-response question. All test booklets should be counted. Under **no** circumstances should testers have access to test materials prior to or after a testing session.

ACCOUNT FOR ALL TEST MATERIALS

IMPORTANT: It is the test administrator's responsibility to ensure the tester's responses for all test questions are transcribed verbatim into the online Data Entry Interface (DEI) 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. 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. No responses will be able to be entered after the close of the test window.

Return all test materials to the building test coordinator immediately after the tester's responses have been entered into the DEI. Responses that were written on blank or specialized paper must be securely shredded after entry into the DEI.

Directions for Administering the Mathematics Test

Please note: Responses to the constructed-response questions must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the test administration. If testers have books or personal items, direct them to place such items in a specific area away from any testers. NOTE**:** Testers are not permitted to bring electronic devices into the testing area. For exceptions, see Section 3.1 Electronic Device Policy in the OGT-TAM.

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* IMPORTANT PROCEDURE PRIOR TO CALCULATOR DISTRIBUTION *

Prior to distributing the OGT calculators to testers, please clear the calculator memory. There are two ways to clear the memory: (1) Press the ON button and the CLEAR button simultaneously; or (2) Press the black "RESET" button on the back of the calculator with a pen or paper clip. Do not use a pencil tip, which could break and jam the "RESET" button. You will know the memory has been reset by the message *"MEM CLEARED"* that will appear on the display.

Be certain *"MEM CLEARED"* is displayed on each calculator as they are distributed to testers.

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

SAY: **I will now distribute the OGT calculators. You may use this calculator on any part of the mathematics test. You may not use any other calculator.**

Distribute the OGT TI-30X IIS calculators, one per tester.

If the calculators are in boxes, SAY: **You may remove the OGT calculator from its box. The boxes will be collected.**

SAY: **Today you will be taking the mathematics test. Test booklets and blank paper will be distributed. Do NOT open the test booklet until you are told to do so. You may have nothing else on your desk except a pencil, the OGT calculator and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one.**

Distribute one mathematics test booklet and two sheets of blank paper to each tester. Distribute pencils as needed. Before the test begins, testers should write their names on the test booklets and on the blank sheets of paper you have provided to each tester.

SAY: **Print your first and last names in the space provided, labeled "Tester Name," at the top of the front cover of the mathematics test booklet. Print "Math" and your first and last name at the top of each blank sheet of paper. Are there any questions?**

Answer questions as needed. Pause until testers appear to be finished.

SAY: **In a few minutes, you will be taking the mathematics test. Please do not open your test booklet until told to do so. The only reference materials you may use on this test is the *Ohio Graduation Tests Mathematics Reference Sheet* that is located in your test booklet. There are 38 questions on this test. Most of the questions on the test are multiple choice. There are some short-answer and extended-response questions that will require you to write a response.**

I will be entering your responses into the Data Entry Interface (DEI). There are no answer documents. All references to the "Answer Document" in the test booklet should be considered references to the DEI for <u>scoring purposes</u>.

You will use the test booklet to mark your responses to the multiple-choice items. If you change an answer, make sure that you erase your old answer completely.

For short-answer and extended-response questions, you will write the question number before your response on the blank paper you have been provided. If you need additional sheets of paper, please raise your hand. Your first and last name and "Math" should be written at the top of each sheet of paper in addition to the question number you are responding to. If you have written short-answer or extended-response responses in the test booklet, clearly indicate in the test booklet or on the blank paper where your final answer is recorded.

You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

Responses written in the test booklet or on the blank paper will not be scored <u>directly</u>. I will enter your responses verbatim into the DEI for scoring.

Are there any questions about recording your responses?

Answer questions as needed.

SAY: **You may now open your test booklet. There is a *Mathematics Reference Sheet* in the front of your mathematics test booklet. It is called the "*Ohio Graduation Tests Mathematics Reference Sheet*". The reference sheet is perforated for easy removal from your test booklet. Please remove your *Mathematics Reference Sheet* from your test booklet. You may use the edge of the reference sheet as a straight edge, if needed, during the test.**

Pause until all testers have removed their reference sheets from their test booklets. Then, begin the mathematics test.

SAY: **After you have removed your *Mathematics Reference Sheet*, you should see the words "MATHEMATICS TEST" across the top of the next page. Read the directions on this page. Remember you will not be using an Answer Document and will instead record your responses in the test booklet and on the blank paper.**

You have 2 ½ hours to complete this test.

If you finish the test early, you may check the work you did today. When you finish, raise your hand and your test materials will be collected.

You may begin.

Make a note of the starting time. If testers are getting a brief break, make an announcement at that time. Testers should not talk during a break. It is preferable that only one tester at a time be allowed out of the testing room. Remember that test security must be maintained always.

Make an announcement ten minutes before the end of the testing period.

At the end of the testing time, any tester still working on the test should be told to stop working.

SAY: **Stop. Put your pencil down. Close your test booklet and place your provided paper in the inside cover of the test booklet.**

Collect all test materials from the testers (including the calculators). Confirm that the tester has indicated on the blank paper the question number for each short-answer or extended-response question. All test booklets, *Mathematics Reference Sheets* and calculators should be counted. Under **no** circumstances should testers have access to test materials prior to or after a testing session.

ACCOUNT FOR ALL TEST MATERIALS

<u>IMPORTANT</u>**: It is the test administrator's responsibility to ensure the tester's responses for all test questions are transcribed verbatim into the online Data Entry Interface (DEI) 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. 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. No responses will be able to be entered after the close of the test window.

Return all test materials to the building test coordinator immediately after the tester's responses have been entered into the DEI. Responses that were written on blank or specialized paper must be securely shredded after entry into the DEI.

Directions for Administering the Writing Test

Please note: Responses to the short-answer question and the writing prompts must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the test administration. If testers have books or personal items, direct them to place such items in a specific area away from any testers. NOTE: Testers are not permitted to bring electronic devices into the testing area. For exceptions, see Section 3.1 Electronic Device Policy in the OGT-TAM.

> SAY: **Today you will be taking the writing test. Test booklets and blank paper will now be distributed. Do NOT open the test booklet until you are told to do so. You may not use a dictionary, thesaurus or other reference materials. You may have nothing else on your desk except a pencil and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one.**

Distribute one writing test booklet and at least underline eight blank sheets of paper (paper may be lined) to each tester. Distribute pencils as needed. Before the test begins, testers should write their names on the test booklets and on the blank sheets of paper you have provided to each tester.

> SAY: **Print your first and last names in the space provided, labeled "Tester Name," at the top of the front cover of the writing test booklet. Print "Writing" and your first and last name at the top of each blank sheet of paper. Are there any questions?**

Answer questions as needed. Pause until testers appear to be finished.

> SAY: **In a few minutes, you will be taking the writing test. Please do not open your test booklet until told to do so. The test includes 10 multiple-choice questions, one short-answer question and two writing prompts.**
>
> **I will be entering your responses into the Data Entry Interface (DEI). There are no answer documents. All references to the "Answer Document" in the test booklet should be considered references to the DEI for scoring purposes.**
>
> **You will use the test booklet to mark your responses to the multiple-choice items. If you change an answer, make sure that you erase your old answer completely.**
>
> **For the short-answer response, you will write the question number before your response on the blank paper you have been provided. If you need additional sheets, please raise your hand. Your name and "Writing" should be on each sheet of paper in addition to the question number you are responding to. If you have written your short-answer response in the test booklet, clearly indicate this in the test booklet or on the blank paper where your final answer is recorded.**

For the writing prompts, you will compose writing samples on two different topics. You must write on the blank paper provided. Your name and "Writing" should be on each sheet of paper in addition to the question number you are responding to. You may erase, cross out and make any other editing changes on your compositions. You may use printing or cursive writing, but your compositions must be legible. There is no requirement on how much you should write; however, you should cover the topic thoroughly. You may make an outline or write notes in your test booklet before writing. Credit will not be given for outlines, notes or anything written in your test booklet. Make sure your final composition is recorded clearly on your blank paper.

You may respond to the two writing prompts in either order; however, your composition must be clearly marked on each of your pages with the corresponding question number (either 1 or 13). Be sure to budget your time so that you can completely respond to both writing prompts and answer all other questions on the test.

If you need additional sheets of paper, please raise your hand.

Responses written in the test booklet or on the provided paper will not be scored <u>directly</u>. I will enter your responses verbatim into the DEI for scoring.

Are there any questions about recording your responses?

Answer questions as needed.

SAY: **You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.**

You have 2 ½ hours to complete this test.

If you finish the test early, you may check the work you did today. When you finish, raise your hand and your test materials will be collected.

You may now open your test booklet. The words "WRITING TEST" appear across the top of the page. Read the directions on this page. Remember you will not be using an Answer Document and will instead record your responses in the test booklet and on the blank paper. You may begin.

Make a note of the starting time. If testers are getting a brief break, make an announcement at that time. Testers should not talk during a break. It is preferable that only one tester at a time be allowed out of the testing room. Remember that test security must be maintained always.

Make an announcement ten minutes before the end of the testing period.

At the end of the testing time, any tester still working on the test should be told to stop working.

SAY: **Stop. Put your pencil down. Close your test booklet and place your provided paper in the inside front cover of the test booklet.**

Collect all test materials from the testers. Confirm that the tester has indicated on the blank paper the question number for the short-answer and writing prompt responses. All test booklets should be counted. Under **no** circumstances should testers have access to test materials prior to or after a testing session.

ACCOUNT FOR ALL TEST MATERIALS

IMPORTANT: **It is the test administrator's responsibility to ensure the tester's responses for all test questions are transcribed verbatim into the online Data Entry Interface (DEI) 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. 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. No responses will be able to be entered after the close of the test window.

Return all test materials to the building test coordinator immediately after the tester's responses have been entered into the DEI. Responses that were written on blank or specialized paper must be securely shredded after entry into the DEI.

Directions for Administering the Science Test

Please note: Responses to the constructed-response questions must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the test administration. If testers have books or personal items, direct them to place such items in a specific area away from any testers. NOTE: Testers are not permitted to bring electronic devices into the testing area. For exceptions, see Section 3.1 Electronic Device Policy in the OGT-TAM.

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* IMPORTANT PROCEDURE PRIOR TO CALCULATOR DISTRIBUTION *

Prior to distributing the OGT calculators to testers, please clear the calculator memory. There are two ways to clear the memory: (1) Press the ON button and the CLEAR button simultaneously; or (2) Press the black "RESET" button on the back of the calculator with a pen or paper clip. Do not use a pencil tip, which could break and jam the "RESET" button. You will know the memory has been reset by the message *"MEM CLEARED"* that will appear on the display.

Be certain *"MEM CLEARED"* is displayed on each calculator as they are distributed to testers.

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

OGT TI-30X IIS calculators should be available to testers during the science test. You may either distribute them to all testers or provide them to a tester upon request.

If you distribute OGT TI-30X IIS calculators to each tester, SAY: **I will now distribute the OGT calculators. You may use this calculator on any part of the science test. You may not use any other calculator.**

Distribute the OGT TI-30X IIS calculators, one per tester (or to testers upon request).

If the calculators are in boxes, SAY: **You may remove the OGT calculator from its box. The boxes will be collected.**

SAY: **Today you will be taking the science test. Test booklets and blank paper will be distributed. Do NOT open the test booklet until you are told to do so. You may have nothing else on your desk except a pencil, the OGT calculator and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one.**

Distribute one science test booklet and two sheets of blank paper to each tester. Distribute pencils as needed. Before the test begins, testers should write their names on the test booklets and on the blank sheets of paper you have provided to each tester.

SAY: **Print your first and last names in the space provided, labeled "Tester Name," at the top of the front cover of the science test booklet. Print "Science" and your first and last name at the top of each blank sheet of paper. Are there any questions?**

Answer questions as needed. Pause until testers appear to be finished.

SAY: **In a few minutes, you will be taking the science test. Please do not open your test booklet until told to do so. You may not use any reference materials on this test. There are 38 questions on this test. Most of the questions on the test are multiple choice. There are some short-answer and extended-response questions that will require you to write a response and show your work.**

I will be entering your responses into the Data Entry Interface (DEI). There are no Answer Documents. All references to the "Answer Document" in the test booklet should be considered references to the DEI for <u>scoring purposes</u>.

You will use the test booklet to mark your responses to the multiple-choice items. If you change an answer, make sure that you erase your old answer completely.

For short-answer and extended-response questions, you will write the question number before your response on the blank paper you have been provided. If you need additional sheets, please raise your hand. Your first and last name and "Science" should be on each sheet of paper in addition to the question number you are responding to. If you have written short-answer responses in the test booklet, clearly indicate in the test booklet or on the blank paper where your final answer is recorded.

You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

Responses written in the test booklet or on the provided paper will not be scored <u>directly</u>. I will enter your responses verbatim into the DEI for scoring.

Are there any questions about recording your responses?

Answer questions as needed.

SAY: **You have 2 ½ hours to complete this test.**

If you finish the test early, you may check the work you did today. When you finish, raise your hand and your test materials will be collected.

You may now open your test booklet. The words "SCIENCE TEST" appear across the top of the page. Read the directions on this page. Remember you will not be using an Answer Document and will instead record your responses in the test booklet and on the blank paper. You may begin.

Make a note of the starting time. If testers are getting a brief break, make an announcement at that time. Testers should not talk during a break. It is preferable that only one tester at a time be allowed out of the testing room. Remember that test security must be maintained always.

Make an announcement ten minutes before the end of the testing period.

At the end of the testing time, any tester still working on the test should be told to stop working.

> SAY: **Stop. Put your pencil down. Close your test booklet and place your provided paper in the inside front cover of the test booklet.**

Collect all test materials from the testers (including the OGT calculators). Confirm that the tester has indicated on the blank paper the question number for the short-answer and extended-response responses. All test booklets and OGT calculators should be counted. Under **no** circumstances should testers have access to test materials prior to or after a testing session.

ACCOUNT FOR ALL TEST MATERIALS

IMPORTANT: It is the test administrator's responsibility to ensure the tester's responses for all test questions are transcribed verbatim into the online Data Entry Interface (DEI) 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. 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. No responses will be able to be entered after the close of the test window.

Return all test materials to the building test coordinator immediately after the tester's responses have been entered into the DEI. Responses that were written on blank or specialized paper must be securely shredded after entry into the DEI.

Directions for Administering the Social Studies Test

Please note: Responses to the constructed-response questions must be in English.

As the test administrator, you will open the shrink wrap on the test booklets right before the test administration. If testers have books or personal items, direct them to place such items in a specific area away from any testers. NOTE: Testers are not permitted to bring electronic devices into the testing area. For exceptions, see Section 3.1 Electronic Device Policy in the OGT-TAM.

> SAY: **Today you will be taking the social studies test. Test booklets and blank paper will now be distributed. Do NOT open the test booklet until you are told to do so. You may have nothing else on your desk except a pencil and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one.**

Distribute one social studies test booklet and at least two blank sheets of paper to each tester. Distribute pencils as needed. Before the test begins, testers should write their names on the test booklets and on the blank sheets of paper you have provided to each tester.

> SAY: **Print your first and last names in the space provided, labeled "Tester Name," at the top of the front cover of the social studies test booklet. Print "Social Studies" and your first and last name at the top of each blank sheet of paper. Are there any questions?**

Answer questions as needed. Pause until testers appear to be finished.

> SAY: **In a few minutes, you will be taking the social studies test. Please do not open your test booklet until told to do so. You may not use any reference materials on this test. There are 38 questions on this test. Most of the questions on the test are multiple choice. There are some short-answer and extended-response questions that will require you to write a response and show your work.**
>
> **I will be entering your responses into the Data Entry Interface (DEI). There are no Answer Documents. All references to the "Answer Document" in the test booklet should be considered references to the DEI for scoring purposes.**
>
> **You will use the test booklet to mark your responses to the multiple-choice items. If you change an answer, make sure that you erase your old answer completely.**
>
> **For short-answer and extended-response questions, you will write the question number before your response on the blank paper you have been provided. If you need additional sheets, please raise your hand. Your name and "Social Studies" should be on each sheet of paper in addition to the question number you are responding to. If you have written short-answer responses in the test booklet, clearly indicate in the test booklet or on the blank paper where your final answer is recorded.**
>
> **Responses written in the test booklet or on the blank paper will not be scored directly. I will enter your responses verbatim into the DEI for scoring.**

You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

Are there any questions about recording your responses?

Answer questions as needed.

SAY: **You have 2 ½ hours to complete this test.**

If you finish the test early, you may check the work you did today. When you finish, raise your hand and your test materials will be collected.

You may now open your test booklet. The words "SOCIAL STUDIES TEST" appear across the top of the page. Read the directions on this page. Remember you will not be using an Answer Document and will instead record your responses in the test booklet and on the blank paper. You may begin.

Make a note of the starting time. If testers are getting a brief break, make an announcement at that time. Testers should not talk during a break. It is preferable that only one tester at a time be allowed out of the testing room. Remember that test security must be maintained always.

Make an announcement ten minutes before the end of the testing period.

At the end of the testing time, any tester still working on the test should be told to stop working.

SAY: **Stop. Put your pencil down. Close your test booklet and place your scratch paper in the inside front cover of the test booklet.**

Collect all test materials from the testers. Confirm that the tester has indicated on the blank paper the question number for each short-answer or extended-response question. All test booklets should be counted. Under **no** circumstances should testers have access to test materials prior to testing or after a testing session is completed.

ACCOUNT FOR ALL TEST MATERIALS

IMPORTANT: **It is the test administrator's responsibility to ensure the tester's responses for all test questions are transcribed verbatim into the online Data Entry Interface (DEI) 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. 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. No responses will be able to be entered after the close of the test window.

Return all test materials to the building test coordinator immediately after the tester's responses have been entered into the DEI. Responses that were written on blank or specialized paper must be securely shredded after entry into the DEI.