

Resource Book

State Tests, Kindergarten-Grade 12



Office of Assessment
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Purpose

The Resource Book is a reference for district personnel responsible for duties associated with these state tests:

- [Ohio's State Tests \(OST\)](#)
- [Ohio Graduation Tests \(OGT\)](#)
- [Alternate Assessment for Students with the Most Significant Cognitive Disabilities \(AASCD\)](#)
- [Ohio English Language Proficiency Screener \(OELPS\)](#)
- [Ohio English Language Proficiency Assessment \(OELPA\)](#)
- [Diagnostic Assessments](#)
- [Kindergarten Readiness Assessment-Revised \(KRA-R\)](#)

The Resource Book provides an overview of the K-12 testing program requirements and access to many helpful resources pertaining to state policy. It does not include information on test administration procedures or technical system requirements. That information and other resources can be found in the Resources section of [Ohio's Assessment System Portal](#).

Administration of State Tests

The following information applies to the appropriate state test as noted for OST, OGT, AASCD, OELPS, OELPA and Diagnostics.

Accelerated and Gifted Students

For information on testing requirements for accelerated and gifted students, please see the [Academic Acceleration for Advanced Learners](#) page of the Department's website. In accordance with [Ohio law](#) each district must either adopt [Ohio's Model Student Acceleration Policy for Advanced Learners](#) or must submit their own plan to the Department for accelerated students.

Accessibility for State Tests

[Ohio's Accessibility Manual](#) for the OST and OGT and the [Accessibility Manual for Ohio's English Language Proficiency Assessments](#) for the OELPS and OELPA describe the accessibility features available for students with disabilities and English learners, respectively. These manuals discuss the administrative considerations, universal tools, designated supports and accommodations available to students participating in Ohio's state assessments.

Exceptions to Online Testing

Ohio's state assessments are online tests for all students, with very few exceptions. Information on these exceptions is found on the Department's website: [Exceptions to Online Testing](#).

Graduation Requirements

State testing requirements for graduation differ according to factors such as when a student is expected to graduate (for example, with the Class of 2022 or 2023) or when a student enters high school. [Ohio's Graduation Requirements](#) webpage provides detailed information on the pathways and options. Decisions regarding whether to allow students who have not met graduation requirements to participate in graduation ceremonies are handled at the local level.

Home Instruction

Home instruction refers to a student who is enrolled in a district but who is *temporarily* receiving instructional services at home, often for health reasons. Any student receiving home instruction is

required to take state tests. This includes students attending a public district or school remotely or in an online program. Administration of tests to home instruction students must follow the same rules and procedures as in school administrations. Tests may be administered in a student's home if they are administered by a test administrator who is an employee of the district and holds a license, certificate or permit issued by the Department, and all test security procedures are followed.

Home Education or Home Schooling

Parents who educate their children at home agree to provide an assessment of the student's work to the local school district's superintendent, which may or may not include Ohio's statewide tests. Information about the assessment requirements of home schooling is available in [Ohio Administrative Code 3301-34-04](#). Visit the Department's [Home Schooling](#) webpage for more information about home education.

Operational Tests, Field Tests and Practice Tests

The following information defines certain terms referring to aspects of the state testing program.

Operational tests are administered to all students in Ohio and are scored to determine grade-level performance and subject area mastery. A student's score is the result of the student's performance on the questions within the operational test. Operational tests are secure and should be handled as such by school and district personnel while schools and districts are preparing for testing, during testing and after testing.

Field tests or field-test items are administered to a representative sample of Ohio students to gather data about the performance of potential test questions for inclusion on future operational tests. Field testing may take place through items embedded within an operational test or in a separate test administration. Performance on field-test items does not count when determining the student's achievement level. Field-test questions are secure, just as the operational tests are secure.

Practice tests for the OST, AASCD and OELPA are available on each test home page on the [test portal](#). The online practice items give students the opportunity to navigate through the online testing system, use the available tools and features, and familiarize themselves with the testing experience. These practice tests are not secure. [OST paper practice tests](#) (including large print) may be printed and photocopied for local use. [Braille versions](#) of the OST practice tests are available for grades 3-8 and high school end-of-course tests.

Participation Policy

Public school districts and community schools are required by law to administer all required state tests to all students enrolled per grade level or course. There is no process allowing parents and/or students to indicate their choices to not participate in state testing. Schools must account for and report any student who did not take a required state test.

Test Administrators, Monitors, Proctors and Test Coordinators

Test Administrators must be 1) employees of the school district and 2) hold a valid license, certificate or permit issued by the Department as defined by [Ohio law](#).

Please see the [Kindergarten Readiness Assessment-Revised \(KRA-R\)](#) and the [Alternate Assessment for the Students with the Most Significant Cognitive Disabilities \(AASCD\)](#) web pages for additional requirements for the test administrators of these tests.

Substitute teachers, teaching assistants, individuals contracted through an educational service center and other staff members may serve as Test Administrators if the district defines them as district employees and they hold a valid license, certificate or permit issued by the Department as defined by

[Ohio law](#). If a district contracts with a service provider, the employees of that service provider are de facto employees of the district. Students and student teachers may not serve as test administrators.

A ratio of no more than 30 students to one test administrator/monitor must be maintained. Monitors and proctors may assist Test Administrators when testing groups are larger than 30 students. Monitors and proctors are responsible adults other than licensed, certificated or permitted school personnel. Student teachers may serve as monitors or proctors. Use of parents as monitors or proctors is not recommended, and parents may not monitor the testing of their own children (unless that parent is a teacher who has his or her own child as a student and district policy makes no provision for other arrangements).

School districts are required to appoint district and building Test Coordinators. Test Coordinators are responsible for ensuring that all Test Administrators and monitors are thoroughly trained and that all policies, procedures and schedules are followed.

Test Dates

Please visit the Department's [Testing Dates](#) webpage for this year's testing dates.

Test Records for Transfer Students

Whenever a student in one Ohio school leaves that school to enroll in another school in the same or a different district, the school last attended must provide, immediately upon request by a school official at the new school, all applicable student records including all state test information and the Statewide Student Identifier (SSID) to the requesting school/district. These records may not be withheld for any reason per [Ohio law](#).

Ohio's State Tests (OST)

The following information applies only to Ohio's State Tests.

Released Test Items

The Department releases 40% of the spring operational test items for each OST following the school year in which they were administered. This partial release of items gives educators insight into the kinds of questions students experience and they are useful tools that inform classroom instruction. Both teachers and parents may use the released items to help students know what to expect on future state tests.

[Item Release Scoring Guides](#) and [released test items](#) are available under Resources on the Ohio's Test Portal. The scoring guides include the Ohio Learning Standard associated with each test item, the scoring rubrics and the item annotations. Scoring guides also show examples of student responses to illustrate actual work and the corresponding points earned.

The released items and scoring guides are protected by copyright laws and may be used for nonprofit educational use only. Any agency, group or person that wishes to use the Ohio released items must contact the Office of Assessment for permission. If any cost, direct or indirect, is involved with the proposed use of the released tests, permission will not be granted.

Restart Readiness Assessments

The [Restart Readiness Assessments](#) are a suite of optional online assessments educators can use in grades 3 through high school to evaluate student achievement in English language arts, mathematics, science and social studies. Administered with the same system Ohio educators and students use for Ohio's State Tests, these resources help schools and districts identify student progress early and

provide rapid, actionable performance data. The Restart Readiness Assessments are not secure tests.

The first component of the Restart Readiness Assessments are benchmark tests—full-length assessments that mirror the content and test characteristics of the OSTs in terms of length, test specifications, blueprints and tools available to students (such as the calculator). Because the benchmark tests reflect Ohio's State Tests, they serve as strong predictors of student performance and help identify instructional lags that may need remediation. Student performance results are reported in the Centralized Reporting System, which includes tools to assist teachers in understanding and using the performance data. To aid teachers in connecting assessment results with instruction, the Department also provides resources specific to each benchmark test, including instructional strategies, content information and learning activities.

The second component of the Restart Readiness Assessments are checkpoint assessments, each of which consists of six to 10 items and focuses on Ohio's Learning Standards for a reporting category. The checkpoint assessments provide useful information in gauging students' knowledge and performance within each reporting category.

Retake Policy for End-of-Course Tests

Students may retake any end-of-course test prescribed in the [Ohio law](#). Students who miss an end-of-course test administration due to absence will have the opportunity to take the same test or a substantially similar test, later in their academic careers.

Transfer and Foreign Exchange Students

All enrolled foreign exchange students must take the same state tests as any peer in their classes or courses would take.

According to [Ohio Law](#), any foreign exchange student to whom all of the following apply is not required to take any American history or American government end-of-course test:

- is not a citizen of the United States
- is not a permanent resident of the United States
- indicates no intention to reside in the United States after completing high school

Chartered Nonpublic Schools Testing Requirements

Information on applicable testing requirements for students in chartered nonpublic schools is found on the Department's [Chartered Nonpublic Schools Information](#) webpage. Students without an SSID who attend chartered nonpublic schools must have a student ID to participate in state testing. More information is found here: [Chartered Nonpublic Student Identifiers for State Tests](#).

English Learners (EL) and State Tests

Please visit the Department's [English Learners](#) webpage for additional information and resources.

English Language Proficiency Assessment System

Ohio has two English language proficiency assessments: the Ohio English Language Proficiency Screener (OELPS) and the Ohio English Language Proficiency Assessment (OELPA). Both assessments are aligned to [Ohio's K-12 English Language Proficiency Standards](#).

- Please visit [Ohio's Assessment System Portal for OELPS and OELPA](#) for additional information and resources including practice tests and tutorials.
- Please see the [Guidelines for Identifying English Learners](#) and the [OELPS](#) webpage for more information on identifying English Learners.

- Please see the [OELPA](#) webpage for information on the annual summative assessment. English Learner program [exit criteria](#) is based on OELPA results.

English Learners Who Transfer

When students transfer from other districts or schools, districts should refer to existing records to determine English learner status. For more information on identification and placement of English Learners transferring from other schools, please see the [OELPS](#) webpage.

Students with Disabilities and State Tests

The federal [Individuals with Disabilities Education Improvement Act \(IDEA\)](#) reflects the intent to extend educational accountability and reform to all students, including those with disabilities. This legislation, along with the federal [Every Student Succeeds Act \(ESSA\)](#) and [Ohio law](#), mandates that all students with disabilities be included in state and district testing programs and that they take either the OST or OGT with or without accommodations or an alternate assessment (AASCD). Each district must have a policy to ensure the [participation of students with disabilities in required statewide tests](#). Chartered nonpublic schools must also have a plan for participation of [students with disabilities attending chartered nonpublic schools](#).

Ohio's [Alternate Assessment for Students with the Most Significant Cognitive Disabilities \(AASCD\)](#) is aligned to [Ohio's Learning Standards—Extended \(OLS-E\)](#) and allows students with the most significant cognitive disabilities to demonstrate their knowledge and skills on an appropriately rigorous assessment of academic skills. [Ohio's Alternate Assessment Portal](#) includes guidance to assist Individualized Education Program (IEP) teams when determining eligibility for participation in the alternate assessment including [participation guidelines](#) and a [decision-making tool](#). [Practice tests for the AASCD](#) are available on the portal.

Third Grade Reading Guarantee

Information, including the Guidance Manual for the Third Grade Reading Guarantee, is found on the [Third Grade Reading Guarantee](#) web page. For questions on the Third Grade Reading Guarantee and Vendor Diagnostics, email thirdgradequarantee@education.ohio.gov.

Diagnostic Assessments

All districts are required to administer a reading diagnostic test in the spring and fall of each year to students in kindergarten through third grade. Additional information and resources are found on the [Diagnostic Assessments](#) webpage.

Kindergarten Readiness Assessment-Revised (KRA-R)

Public districts and schools are required to administer the [Kindergarten Readiness Assessment Revised \(KRA-R\)](#) to all first-time kindergarten students. Information and resources for this assessment are available on the KRA webpage.

Test Security

All district and school personnel are responsible for ensuring the security of the individual test questions by following all written district and state security policies. The responsibility to maintain test security exists before, during, and after test administration. As directed by [Ohio Law](#), all districts must have a written policy to assure test security. Test security information is in the Test Administration Manuals for each test, and [security training resources](#) are available on the test portal. Please watch for the new manual on test security that will be posted to the Department's website in fall 2021.

Breach Forms

When invalidation of a student test or score is necessary, another form of the test (breach form), if available, may be used to readminister the test. A breach administration is only appropriate in the event of issues interfering with the standardization of testing materials or test administration conditions. An incident of cheating does not allow for a breach administration. Incidents that are caused by acts of nature, the Department or the test contractor and require an administration of a breach form are at the state's expense. Breach forms are available for the Grade 3-8 (spring only) and high school (fall and spring only) OSTs. Further breach guidance is available in the [Test Administration Manual](#).

State and Federal Accountability

State testing programs provide student performance data and participation rates that inform many components of the [state and federal accountability system](#). In addition, the [EMIS manual](#) for the state's Education Management Information System details specific codes and how they are used in [Ohio School Report Cards](#).

Department Web Resources

Topic	Content Description
Alternate Assessment for Students with the Most Significant Cognitive Disabilities	Information and resources about the Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD)
Diagnostic Assessments	Information and resources for the Diagnostic Tests in reading, mathematics and writing
Kindergarten Readiness Assessment Revised (KRA-R)	Information and resources for the Kindergarten Readiness Assessment-Revised (KRA-R), given to all first-time kindergarten students starting the first day of school and ending Nov. 1
English Learners (EL)	Information and resources on English Learners (ELs) from the Office of Integrated Student Supports
Newsletters	Links to current and archived copies of the Test Coordinator News and District Test Coordinator monthly newsletters
Ohio English Language Proficiency Assessment (OELPA)	Information about the annual measure of English language proficiency required for all English Learners (ELs)
Ohio English Language Proficiency Screener (OELPS)	Information about the screening tool used to identify students as English Learners (ELs)
Ohio Graduation Tests (OGT)	Information and resources for the Ohio Graduation Tests (OGT)
Ohio's State Tests (OST)	Information and resources for the English Language Arts, Mathematics, Science and Social Studies tests
Statewide Student Identifier (SSID)	State Student Identifier (SSID) policy, <i>SSID Users' Manual</i> , SSID requirements
Test Dates	Dates of current and future test administrations
Third Grade Reading Guarantee (TGRG)	Information and resources on the Third Grade Reading Guarantee that identifies students from kindergarten through grade 3 who are behind in reading