



Ohio Administrative Code Rule 3301-13-06 Scoring and reporting tests.

Effective: October 5, 2018

(A) Each participating school shall ship all test materials developed by the department to one district specified central collection location within the district and from there ship the test materials to a designated scoring location in accordance with the procedures specified by the department. These procedures shall include, but not be limited to, the following:

(1) The test materials for grades three through twelve shall be processed at the conclusion of the regular assessment administration period, all completed scorable documents shall be shipped to the district specified central location in accordance with the directions provided by the district and from there shipped to the designated scoring service provider;

(2) The alternate assessment materials for grades three through twelve shall be processed at the conclusion of the administration period with all completed scorable documents shipped to the district specified central location in accordance with the directions provided by the district and from there shipped to the designated scoring service provider; and

(3) The Ohio English language proficiency assessment materials for grades kindergarten through twelve shall be processed at the conclusion of the administration period with all completed scorable documents shipped to the district specified central location in accordance with the directions provided by the district and from there shipped to the designated scoring service provider.

(B) After completion of each test administration session, the designated scoring service provider shall send reports to each participating school, which shall include, but not be limited to, the following:

(1) For the state tests, the data files and printed score reports shall be delivered according to the contracted timeline based on the Revised Code;

(2) A data file for each student shall be provided which states a score for each test taken and an



indication of which performance standard the student met as adopted by the state board of education;

(3) For each test, information about each student's performance on each standard assessed; and

(4) For each classroom where appropriate, and participating school, a summary of student performance by grade level for each test.

(C) Each school district and participating school, as defined in rule 3301-13-01 of the Administrative Code, shall adopt a policy and establish procedures for releasing or permitting access to an individual student's test results. The policy and procedures shall comply with the provisions of paragraphs (H) and (I) of rule 3301-13-01 of the Administrative Code and with section 3319.321 of the Revised Code.

(D) All results from the tests shall be used in accordance with the provisions of rule 3301-13-02 of the Administrative Code.

(E) Within thirty days after receiving results, a participating school may appeal by submitting a request for either a rescore or for a test verification. The district superintendent, district test coordinator, head administrator, or designee may appeal by submitting a request to the department under one of the following processes, depending on the reason for the appeal: ,

(1) A rescore appeal can only be filed by the school for student's constructed responses or English language arts essay items if a participating school believes that the student's score is not reflective of the student's performance in the classroom and/or on other standardized tests in the same subject.

(a) Responses approved for rescore will be scored by human readers who do not have knowledge of the original score or condition code ("Initial Rescore Review").

(b) In cases where the initial rescore review is the same as the original score, the original score shall be the final score. In cases where the initial rescore review receives a different score than the original, the appeal then goes through a resolution process. In that case, a second human reader then reviews the original score and the score from the initial rescore review to resolve the differences between the two scores and the decision made by the second human reader shall be the final score. .



(c) In consultation with the technical advisory committee and test steering committee, the department shall work with its testing vendor to establish procedures to implement the rescore and verification process outlined above.

(d) In cases where there is no change in the score, the department's test vendor will charge the school district for the rescore, which in no event shall exceed twenty-five dollars.

(2) Except for the items covered through the rescore, the test verification appeal can be filed by the school for those tests where:

(a) The district believes a student tested and did not receive a score; or

(b) The district believes a score was incorrectly assigned to a student (paper testers only) for any of the grades three to eight English language arts, mathematics and science tests or the end-of-course tests for high school.

After review by the department's vendor, a score may be issued or corrected and in that case, the district has an opportunity to timely file for a rescore under paragraph (E)(1) of this rule.

There is no charge for verifications.

(3) The request shall be submitted to the director of assessment or designee of the department, and it shall include the name of the participating school, the school district and school IRN, the name of the student or the student's unique state identification code and grade level at the time the test was taken, the month and year of administration of the test, the subject area of the test, and the rationale for the request. Chartered nonpublic schools may substitute the student identification code instead of the state student identification code for those students who are not required to have a unique state student identification code;

(4) Upon receipt of a request to rescore or test verification and a decision by the department, the department shall notify the scoring service provider who shall complete the rescoring/verification and notify the department within thirty days;



(5) Within two business days after receiving results from the rescoring/verification by the scoring service provider, the department shall inform the district superintendent, head administrator, or designee of the results;

(6) No copy of a student's scorable document shall be released prior to July first. After the first of July following the school year in which a test was administered, the district superintendent, head administrator, designee, and/or a student's parent or legal guardian may examine a copy of the scorable document or test in a secure setting established by mutual agreement between the department and the individual making the request;

(7) The final result of a test verification and/or rescoring of a test cannot be appealed.;

(F) The participating school shall submit to the department, in the manner the department prescribes, the results of the diagnostic assessments administered under this section, regardless of the type of assessment used under section 3313.608 of the Revised Code.