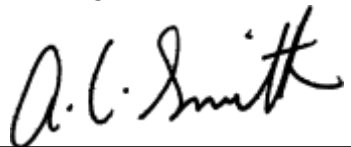




SUBJECT: Educational Assessments	PAGE <u> 1 </u> OF <u> 8 </u>
	NUMBER: 57-EDU-03
RULE/CODE REFERENCE: ORC 3301-0710, 3301.80, 3301.81; OAC 3301-13-02, 3301-13-05	SUPERSEDES: 57-EDU-03 dated 04/23/18
RELATED ACA STANDARDS:	EFFECTIVE DATE: April 22, 2019
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish standardized procedures for the security, administration and maintenance of the formal educational assessments utilized in the Ohio Central School System (OCSS).

III. APPLICABILITY

This policy is applicable to all persons employed by the Ohio Department of Rehabilitation and Correction (ODRC), contractors providing a service to the ODRC, inmates and volunteers. The procedures set forth are specifically directed to those employees involved in the coordination and administration of the formal educational assessments. This policy is not applicable to the Corrections Training Academy (CTA) or the Division of Parole and Community Services (DPCS).

IV. DEFINITIONS

Formal Educational Assessment - A normed and/or standardized assessment that is utilized by multiple educational agencies. One example of such an assessment is the Comprehensive Adult Student Assessment System (CASAS).

High School Equivalency (HSE) Tests - Any of three (3) tests (i.e., GED, HiSET, TASC) approved by the State of Ohio for adults and approved juveniles to demonstrate comparable skills necessary for completing high school education. Candidates meeting test requirements receive the Ohio High School Equivalency Diploma.

High School Equivalency (PHSE) Practice Tests - Any of three (3) tests (i.e., GED Ready, Practice HiSET, Practice TASC) which a person may use to meet specific score requirements in order to take an HSE test.

Lock Box - A lockable case used to secure test materials.

Nationally Recognized Standardized Assessment - A test/evaluation that is universally known and accepted throughout the United States and is accepted by the Ohio Central School System (OCSS) as an official evaluation tool. The evaluation may have a long and short version.

OCSS HSE Administrator - The Ohio Central School System (OCSS) superintendent or designee shall serve as the OCSS HSE administrator. The responsibility of this position is to oversee the administration of the HSE testing program within the Ohio Department of Rehabilitation and Correction (ODRC). The OCSS - HSE administrator shall ensure that HSE testing is conducted in compliance with the policies and procedures established by the specific test sponsor policies/procedures.

Certified Test Administrator - An ODRC employee assigned by the OCSS HSE administrator and approved by the HSE State Administrator who is trained to administer the HSE Test in accordance with specific test sponsor policies/procedures.

Ohio Graduation Test (OGT)/ Ohio's State Test (OST) - A group of standardized tests, provided by the State of Ohio, that are required to achieve graduation. Date of graduation determines which test is required to be passed.

HSE Site Administrator - The Ohio Central School System (OCSS) school administrator, assistant principal or principal shall serve as the HSE site administrator for their institution. The responsibility of this position is to oversee the administration of the HSE testing program within the institution. The HSE site administrator and the OCSS administrator shall ensure that HSE testing is conducted.

Work Keys - An Ohio Department of Education and Ohio Department of Higher Education required standardized test of student academic skills in Locating Information, Applied Math and Reading for Information required of all Career Development program participants.

V. **POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to provide eligible inmates with the opportunity to earn a recognized credential and ensure the uniform and secure administration of the assessment tests within each institution education program.

VI. **PROCEDURES**

A. **General Test Security and Administration**

1. Formal educational assessments shall be administered in a room that is quiet, has adequate lighting and where only that exam is being administered. Under no circumstances shall an inmate be tested in a room while other activities are occurring including, but not limited to, a class or group activity. The exception shall be made for computerized assessments.

2. Instructions for the administration of a formal educational assessment must be adhered to during the exam including, but not limited to, time constraints, Assessment Inventory Sheets (DRC4432) and Assessment Sign out Logs (DRC4431).
3. All formal educational assessments shall be stored in a locked cabinet in a secure location when not in use. A secure location may not be a place where testing occurs. No such assessment shall be kept out of the secured location overnight.
4. All formal educational assessments shall be inventoried and shall be signed in and out by the examiner. This process shall be monitored by the school administrator, assistant principal, principal or guidance staff member. This shall be documented on the Assessment Inventory Sheet form (DRC4432).
5. Answer keys must be maintained and remain in a secure location. Grading of assessments must be done within the secure location. Answer keys shall be inventoried and signed out to staff members to use in this location. Under no circumstances are staff allowed to take answer keys to a classroom or room used for testing.
6. The school administrator, assistant principal, or principal is responsible for ensuring all formal educational assessments are secure. The school administrator, assistant principal or principal may designate the distribution of assessments to a guidance staff member. This does not negate the school administrator, assistant principal or principal's responsibility. Any loss of assessments or answer keys must be documented on an Incident Report (DRC1000), reported to institutional administration and to the superintendent's office by the end of the business day.
7. Results of all assessments shall be documented in DOTS Portal on the inmate's transcript, and, if applicable, onto the Enrollment Disposition Sheet (DRC4338).

B. Work Keys

1. The work keys examiner maintains an accurate inventory of all work keys materials.
2. All materials used shall be documented using the Assessment Sign Out Log (DRC4431).
3. The work keys lock box shall be housed in a secure area approved by the Ohio Department of Education. Only the school administrator, assistant principal, principal, and institutional locksmith shall have access to the combination for the work keys lock box.
4. Only the school administrator, assistant principal, or principal shall personally transport the work keys lock box to and from the secure storage area. The principal, assistant principal or school administrator and the test administrator shall inventory the work keys lock box together before and after testing. The test administrator shall remain in possession of the work keys lock box and all materials at all times that the lock box is outside the secure area.

5. The work keys test administrator shall inventory all work keys materials prior to and at the conclusion of the testing session. This shall be documented on the Assessment Inventory Sheet (DRC4432).
6. Tests shall be administered according to American College Testing (ACT) procedures, per the ACT Directions for Administration Manual.
7. The work keys test administrator shall immediately report any missing or damaged work keys materials or any procedural violations that occur during the administration of the test to the responsible deputy warden, the Career Technical director and the principal. Any such occurrences shall also be documented on an Incident Report (DRC1000).
8. Any violations of policy related to the proper administration and security of the work keys testing procedures shall be reported to the Career Technical director, responsible deputy warden, principal and superintendent. Such violations may result in permanent closure of work keys testing at that site or throughout the ODRC which would severely impact funding for Career Technical programs.
9. The work keys answer sheets shall be forwarded to the office of the Career Technical director for scanning and grading. All answer sheets for a career technical class shall be kept together and forwarded with class identification.
10. Results shall be sent back to the institutions for inclusion on the transcript and on the Adult Workforce Education (AWE) system.

C. Ohio Graduation Test (OGT)/Ohio's State Tests (OST)

1. The OGT/OST shall be administered to eligible high school and high school options students during the designated testing window.
2. Paper/electronic OGT/OST assessments shall be ordered and accounted for by the high school principal, assistant principal, school administrator, or a guidance staff member. Paper assessments for high school options students shall be picked up by a staff member from the other institution and transported to the receiving institution. The paper OGT/OST tests must be returned to the high school in the same manner. The assessment must be received and secured at the institution the same day it was picked up.
3. The OGT/OST assessments shall be stored in a secure location. No OGT/OST tests shall be kept out of the secure location when not in use and under no circumstances shall an OGT/OST test be unsecured overnight.
4. All examiners shall follow the administration guidelines for the OGT/OST, including but not limited to, timelines for assessments.

5. The OGT/OST subtests shall be administered during the designated testing week or make up week. During the initial week of testing the subtests shall be administered as follows: Monday – Reading; Tuesday – Mathematics; Wednesday – Writing; Thursday – Science; Friday – Social Studies. Make up tests may be taken after the original day of the subtest and during the following week.
6. Students are only allowed to take one (1) test on the same day.
7. Calculators must be distributed for the Mathematics and Science subtests. The only calculators permitted are OGT/OST approved calculators.
8. The OGT/OST Test examiner shall immediately report any missing or damaged OGT/OST materials or any procedural violations that occur during the administration of the test to the principal, responsible deputy warden and assistant superintendent. Any such occurrences shall also be documented on an Incident Report (DRC1000).
9. Any violations of policy related to the proper administration and security of the OGT/OST testing procedures shall be reported to the principal, responsible deputy warden, assistant superintendent and superintendent's office.

D. High School Equivalency (HSE) Assessments

The school administrator, assistant principal, principal or designee shall ensure each inmate is eligible to take the tests prior to being enrolled for the examination. To be eligible to take the tests, each inmate must meet the following criteria:

1. The inmate must not have previously earned a high school diploma; and
2. The inmate must have obtained a scale score of 240 or higher in Reading and 230 or higher in Math on a C or D level test of the CASAS test or a qualifying score of 10.0 or higher on the total reading and math section on the Test of Adult Basic Education. Or, the OCSS HSE administrator may approve an alternate qualifying assessment as needed.
3. To qualify to take a HSE test, the inmate must meet qualifying criteria as determined and documented by the OCSS HSE administrator. If HSE qualification criteria is achieved in any of the content areas on the HSE practice tests, the inmate may take the HSE test in that content area.
4. Should the inmate not pass any HSE practice sub-test, the inmate must serve a waiting period before retaking that test as determined by the OCSS HSE administrator. The inmate will engage in remediation related to the particular sub-test during the waiting period. Exceptions to the waiting period may be granted on a case by case basis.
5. If an inmate enters the ODRC already approved to take the HSE, an HSE test may be administered without another HSE practice test score.

6. Inmates who request special accommodations, which require Ohio Department of Education prior approval, shall be requested and approved prior to the HSE practice test. This approval shall be kept on file in the inmate's education management file and (if applicable) in the inmate's special education file.
7. No inmate may be given a special accommodation on the HSE practice test or HSE test prior to verification of approval by the Ohio Department of Education.
8. Any variation from the above qualifying criteria must be approved by the OCSS HSE administrator.
9. Paper/pencil CASAS/TABE, HSE, and HSE practice tests shall be inventoried upon distribution to an examiner and upon return from the examiner by the school administrator, assistant principal or principal. This shall be documented on the Assessment Inventory Sheet (DRC4432). If the school administrator or assistant principal is absent, the principal or a guidance staff member may perform these tasks.

E. HSE Practice Tests

1. The testing environment shall mirror that of the actual HSE test as much as possible. All testing materials shall be documented using the Assessment Sign Out Log form. (DRC4431)
2. The examiner shall conduct the HSE practice test in a quiet room that is equipped with adequate seating, lighting and a wall clock. The other general test administration rules apply as well.
3. The examiner shall directly supervise the HSE practice test and remain in the room throughout the entire administration of the examination.

F. HSE Testing Procedures

1. The OCSS certified administrator shall conduct HSE testing in a quiet room that is equipped with adequate seating, lighting and a wall clock. The OCSS certified HSE administrator and HSE site administrator shall follow established HSE test administration procedures as outlined in the HSE test sponsors' policy and procedures.
2. The OCSS certified HSE administrator shall personally verify the identity of each test taker prior to administering the HSE examination by examining the inmate's institutional photo identification. No inmate shall be permitted to take the HSE examination without presenting a valid institutional photo identification.
3. The OCSS certified HSE administrator shall directly supervise the HSE and remain in the room throughout the entire administration of the HSE examination.

4. The OCSS certified HSE administrator shall be responsible for determining if an inmate's sub-test must be terminated for any reason. Once a sub-test is interrupted and the inmate's test materials have been returned to the OCSS certified HSE test administrator, the sub-test may not be resumed. The OCSS certified HSE test administrator shall be documented via the incident reporting process.
5. Any person administering the HSE test shall comply with all testing provisions required by HSE.

G. Testing Security Provisions

HSE testing shall be conducted in a secure manner that ensures the integrity of the testing process. To establish proper security of the testing process, the following procedures shall be instituted:

1. The HSE site administrator shall immediately report any missing or damaged HSE materials or any procedural violations that occur during the administration of the test to their responsible deputy warden, the HSE site administrator and the OCSS HSE site administrator. Any such occurrences shall also be reported as required by HSE sponsor's policies and procedures and be documented on an Incident Report (DRC1000) by the end of the business day.
2. HSE site administrator shall immediately report any missing or damaged HSE materials via the incident reporting process and to the OCSS HSE site administrator, who shall report the incident to the state HSE administrator.
3. Any violations of policy related to the proper administration and security of the HSE testing procedures shall be reported per the HSE test sponsor's policies and procedures and to the HSE site administrator, responsible deputy warden within the institution, the HSE site administrator and the superintendent. Such violations may result in permanent closure of HSE testing at that site or throughout the ODRC.
4. Work keys tests shall be ordered on an as need basis by the Career Technical Director's Office.
 - a. Tests shall be received and inventoried at the Career Technical Director's Office.
 - b. Tests shall be distributed to the institutions by having a representative from that institution pick up the tests.
 - c. Tests shall be inventoried upon receipt by the institution staff member.
 - d. Tests shall be taken directly back to the institution and secured as explained. The tests shall be documented on the Assessment Inventory Sheet (DRC4432).
5. Other formal standardized assessments shall be ordered by institutional and Operation Support Center (OSC) staff on an as needed basis.
 - a. Assessments ordered by the institution or OSC and received at the institution, shall be inventoried, documented on an Assessment Inventory Sheet (DRC4432), and a receiver completed.

- b. Assessments ordered and received by OSC shall be inventoried and a receiver completed by the appropriate OSC staff.
- c. Arrangements for the test distribution shall be arranged by the appropriate OSC staff. The tests shall be returned directly to the institution and added to the institution's inventory. This shall be documented on an Assessment Inventory Sheet (DRC4432). Some assessments will need to be returned to an outside vendor upon completion of testing. In these cases, all materials including the test and the answer sheet shall be sent to the vendor per vendor instructions.

Related Department Forms:

Incident Report	DRC1000
Enrollment Disposition Sheet	DRC4338
Assessment Sign Out Log	DRC4431
Assessment Inventory Sheet	DRC4432