



# Ohio's Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

## Guidance for Special Testing Scenarios

This document is designed to provide guidance on possible testing scenarios that district test coordinators may encounter with students who participate in the AASCD, such as:

- Students receiving services outside their home districts
- Students receiving scholarships
- Students who move districts
- Students enrolled in internet-based schools
- Hospitalized students and medical waivers
- Educational Service Centers (ESCs); and
- Information Technology Centers (ITCs)

This document covers issues specific to testing-related procedures that are independent of the rules for EMIS and accountability, which are not addressed here. Please contact your EMIS coordinator or the Office of Accountability at (877) 644-6338 for guidance on where students should be reported and questions about accountability measures.

### A Note about IRNs

Each Ohio district and school obtains its own unique IRN, or information retrieval number, from the Ohio Department of Education. For the majority of students, the attending district and school IRNs are the same as the home district and school IRNs. However, for students receiving services outside their home district (their district of residence), the attending and home IRNs may be different.

Ohio uses district and school IRNs during testing for the purpose of identifying which entities will receive student scores and paper reports. The department's [student pre-identification layout](#) for Ohio tests contains four IRN fields: attending district IRN, attending school IRN, home district IRN, and home school IRN. For the AASCD, attending districts and home districts, if identified in student's Pre-ID record, will have access to student scores in the [Online Reporting System](#). Attending districts will receive paper reports.

### Students Receiving Services Outside Their Home Districts

Typically, the IRNs associated with a student are from the student's home district, or district of residence. The home district is the district where the student resides or where his or her permanent home is located. In some cases, students receive educational placements and services outside the home district.

The entity providing services may be another school or district that has an IRN in the Ohio Educational Directory System, or the entity may be a facility that does not have an IRN. The entities that provide services may be referred to as districts or schools of service, or attending district or schools. In these situations, the district of service and the district of residence should conduct a shared effort to administer the AASCD. The home district and the attending district should coordinate on which district will be responsible for the following tasks:

- pre-identifying the student;
- ordering materials;
- administering the test and entering the student's scores in the Data Entry Interface (DEI).

<b>District of Residence/ Home District</b>	The city (municipal), local, or exempted village school district in which the parent(s) is a resident, if residing in-state.
<b>District of Service/ Attending District</b>	The district providing instruction to a student who is not a resident of the district.
<b>Service Provider</b>	An entity without an IRN that is providing instruction to a student outside of the student's home district.

If your district has students who are placed outside the district of residence by a third party, such as a court placement to a juvenile detention center or foster care, please confer with your EMIS coordinator. In these specific situations, the district of residence may no longer be responsible for the education, and therefore testing, of the student.

### Student Is Receiving Services Outside the Home District at a School with a Recognized IRN

The home district and the attending district should coordinate which district will be responsible for administering the test. Although there is no prescribed method for handling these situations, guidance for two common scenarios is listed below.

	<b>The home district administers the test.</b>	<b>The attending district administers the test.</b>
<b>Pre-ID</b>	The home district uploads the student's Pre-ID record and includes its district IRN and the student's home school IRN as the attending district and school IRNs.	The attending district uploads the student's Pre-ID record and includes its district IRN and the student's school IRN as the attending district and school IRNs. The attending district also will include the student's home district IRN in that field of the student's Pre-ID record.
<b>On-Time Order</b>	<p>If necessary, the home district orders a Test Administration Kit (TA Kit) in <a href="#">TIDE</a> for the student's test administrator.</p> <p>The attending district should <b>not</b> include the student's test administrator in its counts.</p> <p><i>NOTE: TA Kits are designed to be used with multiple students and should not be ordered per student. Kits should therefore be ordered by TA/TE, not by student. It is permissible for a TA/TE in the attending district to administer the assessment using a TA Kit provided from another district, regardless of the form number assigned. Do not assume that the service provider needs a TA kit. Home districts and attending districts should collaborate to ensure that service providers do not receive more TA kits than needed to administer the assessment.</i></p>	<p>If necessary, the attending district orders a Test Administration Kit (TA Kit) in <a href="#">TIDE</a> for the student's test administrator.</p> <p>The home district should <b>not</b> include the student's test administrator in its counts.</p> <p><i>NOTE: TA Kits are designed to be used with multiple students and should not be ordered per student. Kits should therefore be ordered by TA/TE, not by student. It is permissible for a TA/TE in the attending district to administer the assessment using a TA Kit provided from another district, regardless of the form number assigned. Do not assume that the service provider needs a TA kit. Home districts and attending districts should collaborate to ensure that service providers do not receive more TA kits than needed to administer the assessment.</i></p>
<b>Administration</b>	The home district will create the Teacher (TE) or Test Administrator (TA) account (and second rater account, if applicable) for the person that will administer the test.	The attending district will create the Teacher (TE) or Test Administrator (TA) account (and second rater account, if applicable) for the person that will administer the test.

	IMPORTANT: The TA/TE and student must be associated with the same school. TA/TE accounts can be associated with multiple schools	IMPORTANT: The TA/TE and student must be associated with the same school. TA/TE accounts can be associated with multiple schools
<b>Score Reporting*</b>	The student's scores will be reported to the home district and school.	The student's scores will be reported to both the attending district and school and the home district.

**Note:** The Online Reporting System (ORS) and Ohio's Education Management Information System (EMIS) are not linked. There is no automated process that transmits scores from ORS to EMIS. It is the responsibility of each district to submit its students' scores into EMIS. Districts that receive student scores are responsible for sharing them with other districts that have authorized access to the scores when appropriate.

### Students Receiving Services Outside the Home District at an Entity that Does Not Have an IRN

Service providers that do not have a recognized IRN may not pre-ID students or order materials. In these cases, the home district is solely responsible for the following tasks:

- pre-identifying the student;
- ordering TA Kits;
- accounting for the student during the on-time order window;
- ensuring the test is administered; and
- returning test materials

Guidance for the home district DTC is listed below.

	<b>The home district will pre-ID the student, order materials, and make arrangements for the administration.</b>
<b>Pre-ID</b>	The home district uploads the student's Pre-ID record and includes its DIRN and the student's SIRN as the attending DIRN/SIRN.
<b>On-Time Order</b>	The student's home district orders a TA Kit in <a href="#">TIDE</a> for the student's test administrator. <i>(Note: TA Kits are designed to be used with multiple students and should not be ordered per student.)</i>
<b>Administration</b>	The service-provider and the home district must coordinate which entity's personnel will administer the test.  The home district will create the TE or TA account (and second rater account, if applicable) for the person who will administer the test. If the test is administered by the service provider, the department recommends that the test administrator be given a TA account. The TA/TE and student must be associated with the same school.

## Students Receiving Scholarships

Students receiving a state scholarship are required by state law to take all statewide tests – with the exception of students in grades 3-8 enrolled in the Autism Scholarship Program.

Chartered nonpublic schools and approved providers must administer the statewide tests to these students. These entities should contact the Ohio Help Desk at (877) 231-7809 or [OHHelpDesk@air.org](mailto:OHHelpDesk@air.org) to request an account, if needed. Chartered nonpublic schools and approved providers educating students who will take the state tests are required to do the following tasks:

- pre-identifying the student;
- ordering materials during the on-time window;
- administering the test; and
- entering the student’s scores in the DEI.

Voucher or Scholarship Program	Action Required by Districts, Schools or Service Providers
<b>EdChoice Expansion Scholarship Program</b>	EdChoice Expansion Scholarship students must take all statewide tests. If they have been identified for participation in the alternate assessment by the IEP team, they must take the AASCD.  The school where the student is enrolled is responsible for administering these tests.
<b>EdChoice Scholarship Program</b>	EdChoice Scholarship students must take all statewide tests. If they have been identified for participation in the alternate assessment by the IEP team, they must take the AASCD.  The school where the student is enrolled is responsible for administering the AASCD.
<b>Cleveland Scholarship and Tutoring Program</b>	Cleveland Scholarship students must take all statewide tests. If they have been identified for participation in the alternate assessment by the IEP team, they must take the AASCD.  The school where the student is enrolled is responsible for administering the AASCD.
<b>Jon Peterson Special Needs Scholarship Program</b>	Jon Peterson Scholarship students must take all statewide tests. If they have been identified for participation in the alternate assessment by the IEP team, they must take the AASCD.  The school or approved provider where the student is enrolled is responsible for administering the AASCD.
<b>Autism Scholarship Program</b>	Students in grades 3-8 are not required to take statewide tests, including the alternate assessment.  Scholarship students in high school who attend chartered nonpublic schools are required to take the Ohio High School End-of-Course Exams or the High School AASCD, if they qualify. The school or approved provider where the student is enrolled is responsible for administering these tests.

Note: Chartered nonpublic schools that have over 65% of its enrollment participating in a scholarship program must administer the state test to all its students. For additional information on how to assign an SSID to non-scholarship students, please refer to this document.

## Students Who Move Districts

The following table explores different scenarios that could occur involving a student moving districts, and what actions each respective party should take.

Scenario	District A	District B
<p>A student is pre-identified in District A, but moves to District B.</p> <p>The student is not administered the AASCD in District A, but moves to District B prior to test administration.</p>	<p>District A should delete the student from its list of pre-identified students.</p> <p>Secure testing materials should <b>not</b> be transferred to District B.</p>	<p>District B must pre-ID the student and administer the test. If the district will not or does not have the necessary materials to administer the test, the DTC must order them during the appropriate windows in TIDE.</p> <p>District B will receive the report for the student's scores.</p>
<p>A student is administered all content areas of the AASCD in District A, but moves to District B.</p>	<p>District A will receive the student's scores.</p> <p>Districts are responsible for coordinating and reconciling the scores for EMIS.</p>	<p>District B must contact District A for the student's results.</p> <p>Districts are responsible for coordinating and reconciling the scores for EMIS.</p>
<p>A student is administered part of the test in District A, but moves to District B during the administration window.</p> <p>District A submits scores for at least one content area, but not all.</p>	<p>District A must submit scores for the student in the DEI <i>before</i> the student is pre-identified by District B.</p> <p>Secure testing materials should <b>not</b> be transferred to District B.</p> <p>District A will receive the student's score(s) for the content area(s) submitted by District A.</p> <p>Districts are responsible for coordinating and reconciling the scores for EMIS.</p>	<p>District B must pre-ID the student, order test materials in TIDE, and administer the remaining portion(s) of the AASCD.</p> <p>District B will receive the student's score(s) for the content area(s) submitted by District B.</p> <p>Districts are responsible for coordinating and reconciling the scores for EMIS.</p>
<p>A student who is identified as eligible for the AASCD moves to District A from another state <b>before</b> the end of the administration window.</p>	<p>The district should Pre-ID the student and administer the test.</p>	<p>N/A</p>

## Students Enrolled in Internet-Based Schools

Students enrolled in Internet-based schools, or e-schools, are required to take all statewide tests. Therefore, e-schools are responsible for the following tasks:

- pre-identifying the student,
- ordering test materials;

- administering the test; and
- returning test materials

Ohio law requires internet-based community schools to provide testing locations within 50 miles of the residence of each enrolled student [ORC §3314.25]. There is no electronic version of the AASCD available. The AASCD must be administered in person using the paper test booklets and materials provided, and student scores must be entered into the online DEI. Teachers, test administrators, and second raters may choose to enter students’ scores into the system at the time of testing, or they can record the scores on the optional scoring worksheet and enter them into the DEI after the test is fully administered. All scores must be submitted in the DEI by the last day of the test window in order for students to receive score reports.

## Hospitalized Students and Medical Waivers

### ***When is a Medical Waiver Appropriate?***

The U.S. Department of Education (USDOE) recognizes that there are circumstances when it is not possible for the entire student body to participate in testing. For this reason, USDOE allows states to exclude, for accountability purposes, students who “...cannot be assessed at any time during the testing window due to a significant medical emergency (e.g. a student is hospitalized due to an accident).” For the purpose of calculating the participation rate, a student experiencing such a significant medical emergency is eligible for a participation waiver.

Since a significant medical emergency is not foreseeable, medical waivers are, by nature, requested and evaluated annually. USDOE allows states to define those circumstances that represent a significant medical emergency. Ohio considers a significant medical emergency as a circumstance that occurs immediately preceding or during the testing and make-up window as a circumstance that interferes with a student participating in testing, **and for which no alternate arrangements can be made to assess the student.**

It is important to differentiate between a “medical emergency” as described above and a “medical condition.” A “medical condition” is a situation in which a student has an ongoing illness. For a student with an ongoing medical condition, a school and/or district is still obligated to educate and appropriately test the student – whether it be pursuant to an individualized education program or a Section 504 Plan. The determination to place a student on an individualized education program or a Section 504 plan due to illness or medical conditions does not exempt the student from participating in statewide tests and such a student is subject to the same requirements to obtain a medical waiver as any other student.

Requests for medical waivers must be submitted to the Ohio Department of Education’s Office of Accountability for review and approval. If you have questions and want to determine if the submission of a request for a medical waiver is appropriate, please contact the Office of Accountability at (877) 644-6338. *Please note: unless you receive confirmation from the Office of Accountability that your request for a medical waiver has been approved, you should not report the student with a “Score not Reported” element of “M” (for medical emergency).*

## Educational Service Centers

Educational Service Centers (ESCs) with valid IRNs are permitted to Pre-ID students or order materials. Please refer to the previous sub-section [Students Receiving Services Outside the Home District at a School with a Recognized IRN](#) for further guidance. ESCs without IRNs that support districts in the administration of Ohio’s State Tests should work with the home district. Please refer to the previous sub-section [Students Receiving Services Outside the Home District at an Entity that Does Not Have an IRN.](#)

## Information Technology Centers

Information Technology Centers (ITCs) have to access [TIDE](#) in order to upload Pre-ID files for the districts they serve. ITCs that need to update their user accounts, including updates to their district associations in TIDE, should contact the Ohio Help Desk at [OHHelpDesk@air.org](mailto:OHHelpDesk@air.org) or (877) 231-7809.