

## Appendix K: Test Administrator Checklist

### Spring 2018 Test Administrator Checklist

The purpose of this document is to provide test administrators with:

- Dates for testing windows.
- Key steps to prepare for the Spring 2018 administration of Ohio's State Tests for Grades 3-8 and High School English language arts, mathematics, science and social studies.
- This checklist provides important dates and activities, as well as a suggested timeline for preparations.

### Spring 2018 Testing Windows

Test administrators can fill out the table below to assist in planning their test sessions.

Test Administration	State Test Window	My District's 15-Day Test Window
English Language Arts: Grades 3-8 and high school end of course online and paper testers	March 26 – April 27*	
Mathematics, Science and Social Studies: Grades 3 -8 and high school end-of-course online and paper testers	April 2 – May 11*	

\*Districts will select 15 consecutive school days for each of the test windows.

### Preparing for Ohio's State Tests Spring 2018 Administration

	Online Testing	Paper Testing
<b>Test Administration Resources</b>  <b>January – February 2018</b>	<ul style="list-style-type: none"> <li>□ Review the <a href="#">Spring 2018 Test Administration Manual (TAM)</a> for detailed information on policies and procedures.</li> <li>□ Discuss the school's testing schedule with the building test coordinator and familiarize yourself with the allowable <a href="#">testing time</a> for each test, located in the TAM.</li> <li>□ Review <a href="#">Ohio's Accessibility Manual</a> to plan for student tools, supports and accommodations.</li> <li>□ Review the <a href="#">Test Incident Guidance</a> document in <a href="#">Appendix H</a>.</li> </ul>	<ul style="list-style-type: none"> <li>□ Review the <a href="#">Spring 2018 Test Administration Manual (TAM)</a> and the <a href="#">Spring 2018 Supplemental Instructions for Paper Testing Manual</a> for detailed information on policies and procedures.</li> <li>□ Discuss the school's testing schedule with the building test coordinator and familiarize yourself with the allowable <a href="#">testing time</a> for each test.</li> <li>□ Review <a href="#">Ohio's Accessibility Manual</a> to plan for student tools, supports and accommodations.</li> <li>□ Review the <a href="#">Test Incident Guidance</a> document in <a href="#">Appendix H</a>.</li> </ul>

	Online Testing	Paper Testing
<b>User Accounts and the Test Administrator Interface</b>  <b>January – February 2018</b>	<ul style="list-style-type: none"> <li>□ Verify your Teacher (TE) or Test Administrator (TA) user account by signing in to the <a href="#">Test Administrator Practice Site</a> and setting up practice test sessions. If you do not have a user account, speak to your building test coordinator.</li> <li>□ Complete the <a href="#">Test Administrator Certification Course</a> and review the <a href="#">Test Administrator Certification Companion Document</a>.</li> <li>□ Familiarize yourself with the <a href="#">Test Administrator User Guide</a> for detailed information about the <a href="#">Test Administrator Interface</a>.</li> <li>□ Confirm you have a <a href="#">supported internet browser</a> available on the device you will use to access the <a href="#">Test Administrator Interface</a> on test day.</li> <li>□ Confirm with your technology coordinator that all devices students will use for testing have the <a href="#">secure browser</a> (for desktops and laptops) or <a href="#">AIRSecureTest App</a> (for Chromebooks and tablets) installed.</li> </ul>	N/A

	Online Testing	Paper Testing
<p><b>Prepare Students</b></p> <p><b>January - March 2018</b></p>	<p>Make sure students are familiar with the online testing system, item types and tools they will use during testing.</p> <ul style="list-style-type: none"> <li>□ Review the <a href="#">student tutorials</a> covering student sign-in, navigation and online testing tools.</li> <li>□ Student tutorials covering different item types are available under the Student Practice Resources folder. An <a href="#">interactive tutorial</a> for entering equations also is available. Note that these tutorials do not include sound.</li> <li>□ Provide students with opportunities to interact with online items in the <a href="#">Student Practice Site</a>. A <a href="#">Practice Test Guidance Document</a>, practice items, released items and scoring guides are available in the Student Practice Resources folder on the <a href="#">portal</a>.</li> <li>□ For grades 6-8 mathematics tests, end-of-course mathematics tests and the physical science test, students will have access to an online calculator. Interactive calculators are available under the <a href="#">Student Practice Resources</a> for mathematics and science. Review the calculator policies in <a href="#">Appendix C</a>. Make sure students are comfortable using an allowable calculator.</li> </ul>	<p>Make sure students are familiar with the documents, item types and tools they will use during testing.</p> <ul style="list-style-type: none"> <li>□ Students can review the online <a href="#">Student Practice Site</a> to preview the type of content they will see on their tests. Note that item types will differ, as not all online items can be rendered on paper. Scoring guides, rubrics and answer keys are available in the <a href="#">Student Practice Resources</a> folder on the portal.</li> <li>□ Review the <a href="#">guidance document</a> on marking scorable documents to ensure students correctly mark the responses on the spaces provided.</li> <li>□ Guidance on marking responses using math grids is available in the <a href="#">Student Practice Resources</a> folder on the <a href="#">portal</a> and contains the same directions that students will see in the test booklets. Students can practice marking responses on the blank grids provided. Districts will need to supply problems for students to practice marking responses on the grids.</li> <li>□ If administering the physical science test or a mathematics test, review the calculator policies in <a href="#">Appendix C</a>. Make sure students are comfortable using an allowable calculator.</li> </ul>

	Online Testing	Paper Testing
<p><b>Test Day Information</b></p> <p><b>March - May 2018</b></p>	<ul style="list-style-type: none"> <li>□ Have available a copy of the <i>Spring 2018 Online Testing Highlights and Script</i> from <a href="#">Appendix L</a> of the TAM during testing. It provides step-by-step instructions for administering the test, including the oral script.</li> <li>□ Discuss the student information you will need on test day with the building test coordinator: <ul style="list-style-type: none"> <li>• Student first name as it appears in TIDE and the SSID, or Student ID for students who do not have an SSID. This information is needed for student sign-in. Test administrators may print test tickets to distribute to students on test day; instructions can be found in the <a href="#">TIDE User Guide</a>.</li> <li>• Accessibility features for all students, including accommodations for students with disabilities and ELs. If a student will use the text-to-speech tool, the student must use headphones. If the student is tested in a one-on-one situation, speakers are allowable.</li> </ul> </li> <li>□ Plan for resources that might be needed on test day <ul style="list-style-type: none"> <li>• Review the guidance on blank paper in the <i>Spring 2018 Test Administration Manual</i>.</li> <li>• Review the criteria outlined in the Department's calculator policies in <a href="#">Appendix C</a>.</li> <li>• If students taking a mathematics test wish to use paper copies of the reference sheet, download the sheet from the <a href="#">portal</a> and print copies for student use during the test session. Students may not bring their own copies to the test session.</li> <li>• If districts/schools wish to use paper copies of the <a href="#">reference sheet</a> or <a href="#">periodic table for the physical science test</a>, test administrators should download the reference sheet and periodic table from the portal and print copies for use during the test session. Students may not bring their own copies to the test session.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>□ Have available the oral scripts in section 5 of the <a href="#">Spring 2018 Supplemental Instructions for Paper Testing</a>. Test administrators must follow the oral scripts when administering the test.</li> <li>□ Discuss the following with the building test coordinator (see section 3 of the <a href="#">Spring 2018 Supplemental Instructions for Paper Testing</a> for additional information on each): <ul style="list-style-type: none"> <li>• Securely storing secure test materials before and after testing;</li> <li>• Testing group numbers;</li> <li>• Pre-ID labels and/or Print-on-Demand Pre-ID labels;</li> <li>• Do Not Score labels;</li> <li>• Completing the demographic pages of students' scorable documents;</li> <li>• Accessibility features for all students including accommodations for students with disabilities and ELs.</li> </ul> </li> <li>□ Plan for resources that might be needed on test day: <ul style="list-style-type: none"> <li>• Students will need No. 2 pencils with erasers for marking their responses. Be sure to have extras on hand. Students must not use mechanical pencils.</li> <li>• Review the guidance on blank paper in the <i>Spring 2018 Supplemental Instructions for Paper Testing</i>.</li> <li>• If administering the physical science test or a mathematics test, review the calculator policies in <a href="#">Appendix C</a>. Make sure students are comfortable using an allowable calculator.</li> <li>• Blank paper for students (2 sheets per student for English language arts, upon request for mathematics, science and social studies)</li> </ul> </li> <li>□ Review Appendix A of the <a href="#">Spring 2018 Supplemental Instructions for Paper Testing</a> for supplemental instructions for Braille, large print, oral translations and human reader administrations.</li> </ul>

Online Testing	Paper Testing	
	<ul style="list-style-type: none"> <li>• Blank paper for students (2 sheets per student for English language arts, upon request for mathematics, science and social studies)</li> <li>□ Review <a href="#">Appendix B</a> of the <i>Spring 2018 Test Administration Manual</i> for supplemental instructions for oral translations and human reader administrations.</li> </ul>	