

## Appendix J: District Test Coordinator Checklist

### Summer 2018 District Test Coordinator (DTC) Checklist

The purpose of this document is to provide district test coordinators with important dates leading up to testing and with key steps to prepare for the Summer 2018 administration of Ohio's State Tests. This checklist provides important dates and activities, as well as a suggested timeline for preparations.

#### Important Dates Leading Up To Testing

The following tables list key administration dates. Important dates also are available on [Ohio's State Tests Portal](#).

Grade 3 English Language Arts Testing Activities	Summer 2018 Date(s)	Test
Pre-ID window for the grade 3 English language arts summer administration (all students who are taking tests <b>online</b> must be pre-identified in advance of testing; all students, regardless of test mode, <b>must be</b> pre-identified in <a href="#">TIDE</a> by July 13)	May 21-July 13	Grade 3 English Language Arts Test
On-time order window (paper testers only)	May 21-May 25	
Score Report Label Request window open in <a href="#">TIDE</a> for the grade 3 English language arts summer administration.	May 21-July 13	
Deadline for submitting Pre-ID data in order to receive pre-printed Pre-ID labels (paper testers only)	May 25	
Deadline for indicating a pickup date in the Supplemental Information task in TIDE (paper testers only)	May 25	
Paper test materials due in district	July 2	
Additional order window (paper testers only)	July 2-July 11	
Online and paper test window	July 9-July 13	
Last day to submit Test Status Requests	July 13	

High School End-of Course Testing Activities	Summer 2018 Date(s)	Test(s)
Pre-ID window for the high school EOC summer administration (all students <b>must be</b> pre-identified in TIDE in advance of testing and no later than July 27)	May 21-July 27	High School English Language Arts, Mathematics, Science and Social Studies Tests
Score Report Label Request window open in <a href="#">TIDE</a> for the high school EOC summer administration.	May 21-July 27	
Order window for braille test materials	July 2-July 25	
Online & braille test window	July 16-July 27	
Last day to submit Test Status Requests	July 27	
Last day to submit braille responses in DEI	July 27	
Deadline to ship braille test materials to DRC	July 30	

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

	Online Testing	Paper Testing (Grade 3 ELA & Braille EOC)
<p><b>Getting Ready for the Summer 2018 Tests</b></p> <p><b>May 2018 – June 2018</b></p>	<ul style="list-style-type: none"> <li>□ Review the <i>Summer 2018 Test Administration Manual (TAM)</i>; notify building test coordinators and test administrators about the availability of the manuals.</li> <li>□ Pre-identify all online testing students in <a href="#">TIDE</a> in advance of the test window. Districts must mark student records with an "O" for eligible tests. Review the <a href="#">Guidance Document for 2017-2018 Ohio Pre-ID Files</a> for more information. <b>Please note that pre-ID information from the previous school year does not carry over.</b></li> </ul> <p><b>Technology Preparation</b></p> <ul style="list-style-type: none"> <li>□ Verify that district and school equipment meets the <a href="#">system requirements</a> for online administrations and that sufficient technology is available for all students and test administrators.</li> <li>□ Conduct <a href="#">network diagnostics</a> from the practice test sign-in page and review the <a href="#">Technical Specifications Manual</a>.</li> <li>□ Download and install the applicable <a href="#">secure browser and/or secure test app</a> onto each device that will be used for student testing per the guidelines in the <a href="#">Secure Browser Installation Manual</a>.</li> <li>□ Ensure all devices are ready for testing. This includes verifying the compatibility of voice packs with the secure browser for students using text to speech.</li> <li>□ Ensure that each building test coordinator and test administrator has a user account. Remove user accounts for personnel no longer associated with the district. Review the <a href="#">User Management Guidance Document</a>.</li> </ul>	<ul style="list-style-type: none"> <li>□ Review the <i>Summer 2018 Test Administration Manual (TAM)</i> and <a href="#">Summer 2018 Supplemental Instructions for Paper Testing Manual</a>; notify building test coordinators and test administrators about the availability of the manuals.</li> <li>□ Order paper testing materials in <a href="#">TIDE</a> <b>May 21-May 25</b> for grade 3 English language arts.</li> <li>□ Pre-identify all paper testing students in <a href="#">TIDE</a> by <b>May 25</b> for grade 3 English language arts tests in order to receive pre-printed Pre-ID labels. Districts must mark student records with a "P" for eligible tests. Review the <a href="#">Guidance Document for 2017-2018 Ohio Pre-ID Files</a> for more information. <b>Please note that pre-ID information from the previous school year does not carry over.</b></li> </ul>

	Online Testing	Paper Testing
<p><b>Preparing Test Administrators and Students</b></p> <p><b>June 2018 - July 2018</b></p>	<ul style="list-style-type: none"> <li>□ Distribute copies of the <i>Summer 2018 Test Administrator Checklist</i> in <a href="#">Appendix K</a> to personnel administering Ohio's State Tests.</li> <li>□ Notify personnel that practice items, released items and scoring guides are available on the <a href="#">portal</a> in the Student Practice Resources folder.</li> <li>□ Encourage test administrators to provide students with opportunities to interact with online items in the <a href="#">Student Practice Site</a> and review the Student Testing Site <a href="#">tutorials</a>.</li> <li>□ Review <a href="#">Ohio's Accessibility Manual</a> and ensure that test administrators review it as needed. Set student accessibility features in TIDE by uploading a test settings file or individually marking student records.</li> <li>□ Confirm that each test administrator has: <ul style="list-style-type: none"> <li>• A TE or TA user account;</li> <li>• Reviewed the Test Administrator Certification Course <u>and the companion document</u>;</li> <li>• Practiced setting up test sessions with their students in the <a href="#">Test Administrator Practice Site</a>;</li> <li>• Reviewed the Test Administration Manual (TAM) and;</li> <li>• Reviewed the <a href="#">Test Incident Guidance Document</a> in the TAM;</li> <li>• Downloaded a copy of the Online Testing Highlights and Script from the TAM and have it available for online test administrations.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>□ Distribute copies of the <i>Summer 2018 Test Administrator Checklist</i> in <a href="#">Appendix K</a> to personnel administering Ohio's State Tests.</li> <li>□ Notify personnel that practice items, released items and scoring guides are available on the <a href="#">portal</a> in the Student Practice Resources folder. Review <a href="#">Ohio's Accessibility Manual</a> and ensure that test administrators review it as needed.</li> <li>□ Confirm that each test administrator has: <ul style="list-style-type: none"> <li>• Reviewed the <a href="#">Summer 2018 Supplemental Instructions for Paper Testing</a>, including the test specific scripts and oral directions;</li> <li>• Reviewed the Test Incident Guidance Document in the TAM.</li> </ul> </li> <li>□ Receive grade 3 English language arts paper test materials and distribute them to schools on <b>July 2</b>. Order additional test materials as needed.</li> <li>□ For grade 3 English language arts students who did not receive an on-time pre-printed Pre-ID label, generate a print-on-demand Pre-ID label. <b>All grade 3 scorable test booklets must have a Pre-ID label applied to the document. Failure to apply a Pre-ID label will result in scores not being reported.</b> See the <a href="#">Supplemental Instructions for Paper Testing Manual</a> for additional information.</li> <li>□ Order high school EOC braille materials by calling the Ohio Help Desk 1-877-231-7809 option 2.</li> </ul>

	Online Testing	Paper Testing
<p><b>Summer 2018 Test Administration</b></p> <p><b>July 2018</b></p>	<p><b>Grade 3 English Language Arts Test</b></p> <ul style="list-style-type: none"> <li>□ Administer the Summer 2018 English language arts test on the online testing site <b>July 9–July 13</b>.</li> <li>□ Submit Test Status Requests in <a href="#">TIDE</a>, if needed. See the <a href="#">TIDE User Guide</a> for guidance.</li> <li>□ Report test incidents to the Department per the guidelines in the <i>Summer 2018 Test Administration Manual</i>.</li> <li>□ Use <a href="#">TIDE</a> to track online testing progress. See the <a href="#">TIDE User Guide</a> for guidance.</li> </ul> <p><b>High School English Language Arts, Mathematics, Science and Social Studies End-of-Course (EOC) Tests</b></p> <ul style="list-style-type: none"> <li>□ Administer the Summer 2018 EOC test on the online testing site <b>July 16–July 27</b>.</li> <li>□ Submit Test Status Requests in <a href="#">TIDE</a>, if needed. See the <a href="#">TIDE User Guide</a> for guidance.</li> <li>□ Report test incidents to the Department per the guidelines in the <i>Summer 2018 Test Administration Manual</i>.</li> <li>□ Use <a href="#">TIDE</a> to track online testing progress. See the <a href="#">TIDE User Guide</a> for guidance.</li> </ul>	<p><b>Grade 3 English Language Arts Test</b></p> <ul style="list-style-type: none"> <li>□ Order additional materials, if needed, in <a href="#">TIDE</a>. The additional order window closes <b>July 11</b>.</li> <li>□ Administer the Summer 2018 English language arts tests during the testing window <b>July 9–July 13</b>.</li> <li>□ Ensure all scorable documents have a pre-printed or print-on-demand <b>Pre-ID label</b> applied after testing is complete. <b>Failure to apply a Pre-ID label to a scorable test booklet will result in scores not being reported.</b></li> <li>□ Return scorable materials no later than <b>one business day after the district concludes testing</b>. Return non-scorables within one week of returning scorable documents.</li> <li>□ Report test incidents to the Department per the guidelines in the <i>Summer 2018 Test Administration Manual</i>.</li> <li>□ Track the return of scorable test booklets using the Answer Docs task in <a href="#">TIDE</a>.</li> </ul> <p><b>High School English Language Arts, Mathematics, Science and Social Studies Braille Tests</b></p> <ul style="list-style-type: none"> <li>□ Order additional braille test versions from the Ohio Help Desk. The <u>additional order window</u> closes <b>July 25</b>.</li> <li>□ Administer the braille English language arts, mathematics, science and social studies tests during the test window <b>July 16–July 27</b>.</li> <li>□ Enter student responses into the Data Entry Interface (DEI) by <b>July 27</b>. The last day to administer the test is <b>July 27</b>.</li> <li>□ Make sure all secure materials are returned no later than <b>one business day after testing</b>.</li> <li>□ Report test incidents to the Department per the guidelines in the <i>Summer 2018 Test Administration Manual</i>.</li> </ul>