

Fall 2015 District Test Coordinator (DTC) Checklist

Sept. 15, 2015

The purpose of this document is to provide district test coordinators with

- Important dates leading up to testing
- Key steps to prepare for the fall 2015 administration of Ohio's State Tests for grade 3 English language arts and high school English language arts, mathematics, science and social studies. The available checklist provides important dates and activities, as well as a suggested timeline for preparations.
- Testing support contact information

Important Dates Leading Up To Testing

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

High School End-of-Course Testing Activities	Date(s)	Test(s)
Pre-ID Window for the fall administration (all students who are taking tests online must be pre-identified in advance of testing; all students, regardless of test mode, must be pre-identified in TIDE by Jan. 8)	Sept. 2, 2015 – Jan. 8, 2016	High School English Language Arts, Math, Science and Social Studies End-of-Course
On-time order window for paper testers	Sept. 2-11, 2015	
Deadline for submitting Pre-ID data in order to receive Pre-ID labels for paper testers	Oct. 13, 2015	
Paper test materials due in district	Nov. 16, 2015	High School Science and Social Studies End-of-Course
Additional Order Window for paper testers	Nov. 16, 2015 – Jan. 6, 2016	
Paper test window*	Nov. 30, 2015 – Jan. 8, 2016	
Online test window**	Nov. 30, 2015 – Jan. 8, 2016	High School English Language Arts, Math, Science and Social Studies End-of-Course
Paper test materials due in district (excluding Braille)	Dec. 7, 2015	High School English Language Arts and Math End-of-Course
Additional order window for paper testers	Dec. 7, 2015 – Jan. 6, 2016	
Paper test window*	Dec. 8, 2015 – Jan. 8, 2016	
Braille test materials due in district	Dec. 30, 2015	
Braille test window	Jan. 4-8, 2016	

*Districts will select 10 consecutive school days for their paper end-of-course administrations.

**Districts will select 15 consecutive school days for their online end-of-course administrations.

Grade 3 English Language Arts Testing Activities	Date(s)	Test
Pre-ID Window for the fall administration (all students who are taking tests online must be pre-identified in advance of testing; all students, regardless of test mode, must be pre-identified in TIDE by Dec. 18)	Sept. 2 – Dec. 18, 2015	Grade 3 English Language Arts
On-time order window for paper testers	Sept. 2-11, 2015	
Deadline for submitting Pre-ID data in order to receive Pre-ID labels for paper testers	Oct. 13, 2015	
Online test window***	Nov. 30 – Dec. 11, 2015	
Paper test materials due in district (excluding Braille)	Nov. 30, 2015	
Additional order window for paper testers	Nov. 30 – Dec. 9, 2015	
Paper test window***	Dec. 1-11, 2015	
Braille test materials due in district	Dec. 14, 2015	
Braille test window	Dec. 15-18, 2015	

***Districts will select five consecutive school days for their grade 3 English language arts administrations.

Preparing for the Ohio State Tests Fall 2015 Administration

Please be sure to review the *Test Coordinator's Manual* in October for more detailed information on policies and procedures for the administration.

	Districts Testing Students Online	Districts Testing Students on Paper
August and September 2015	<ul style="list-style-type: none"> □ Notify personnel that the Practice Test Guidance Document, online practice items and released items and scoring guides are available for science and social studies. □ Verify that district and school equipment meets the system requirements for online administrations and that sufficient technology is available for all students and test administrators. □ Conduct network diagnostics from the practice test sign-in page and review the Technical Specifications Manual. □ Identify the district's test window. □ Download and install the applicable secure browser and/or secure test app onto each device that will be used for student testing per the guidelines in the Secure Browser Installation Manual. □ 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. □ Remove user accounts for personnel no longer associated with the district. □ Ensure that each building test coordinator and test administrator has a user account. 	<ul style="list-style-type: none"> □ Notify personnel that the paper practice items and released items and scoring guides are available for science and social studies. □ Ensure that building test coordinators have a user account if they will pre-identify students in TIDE. □ Identify the district's test window. □ Order paper materials by school in TIDE Sept. 2-11. □ Confirm the availability of handheld scientific calculators for students taking the physical science and mathematics end-of-course tests; guidance is available in the science calculator policy and the mathematics calculator policies.

	Districts Testing Students Online	Districts Testing Students on Paper
October 2015	<ul style="list-style-type: none"> □ Encourage test administrators to visit the updated TA Practice Site. □ Review copies of the <i>Test Coordinator's Manual</i> and <i>Directions for Administration Manual</i>, which will be posted to the Portal; notify building test coordinators and test administrators about the availability of the manuals. □ Provide students with opportunities to interact with online items and review the online student testing site tutorial. □ Review sample items for English language arts and mathematics. □ Review <i>Ohio's Accessibility Manual</i>. 	<ul style="list-style-type: none"> □ Pre-ID all paper testing students in TIDE by Oct. 13 in order to receive Pre-ID labels. □ Review copies of the <i>Test Coordinator's Manual</i> and <i>Directions for Administration Manual</i>, which will be posted to the Portal; notify building test coordinators and test administrators about the availability of the manuals. □ Review sample items for English language arts and mathematics. □ Review <i>Ohio's Accessibility Manual</i>.
November 2015	<ul style="list-style-type: none"> □ Pre-ID all online testing students in TIDE, and update test settings for accessibility features, if needed. □ Confirm that each test administrator has: <ul style="list-style-type: none"> ○ A user account; ○ Reviewed the TA Interface tutorial; and ○ Downloaded a copy of the Online Testing Checklist from the Portal and has it available for online test administrations. □ Use the Online Reporting System to track online test submissions. 	<ul style="list-style-type: none"> □ Receive paper test materials and distribute them to schools. <ul style="list-style-type: none"> ○ Nov. 16 – science and social studies end-of-course tests (including Braille) ○ Nov. 30 – Grade 3 English language arts tests (excluding Braille) □ Order additional materials, if needed, in TIDE.

	Districts Testing Students Online	Districts Testing Students on Paper
December 2015	<ul style="list-style-type: none"> □ Administer the grade 3 English language arts test during the district's five-day window (the online testing site opens Nov. 30). The last day to administer the test is Dec. 11. □ Administer the end-of-course tests during the district's 15-day window (the online testing site opens Nov. 30). □ Submit test status requests in TIDE, if needed. □ Report test incidents to the department, if needed, per the guidelines in the <i>Rules Book</i>. □ Use the Online Reporting System to track online test submissions. 	<p>Grade 3 English Language Arts</p> <ul style="list-style-type: none"> □ Order additional materials, if needed, in TIDE. The additional order window for grade 3 English language arts closes Dec. 9. □ Administer the grade 3 English language arts test during the district's five-day window. The last day to administer the test is Dec. 11. □ Return scorable grade 3 English language arts materials immediately after testing and no later than Dec. 14. Return non-scorables by Dec. 21. □ Receive Grade 3 English language arts Braille (if ordered) by Dec. 14. The last day to administer Braille tests is Dec. 18. Return materials immediately after testing. □ Make sure that all students taking the grade 3 English language arts test are pre-identified by Dec. 18. □ Report test incidents to the department, if needed, per the guidelines in the <i>Rules Book</i>. <p>End-of-Course Tests</p> <ul style="list-style-type: none"> □ Receive paper test materials and distribute them to schools. <ul style="list-style-type: none"> ○ Nov. 16 – Science and social studies end-of-course tests ○ Dec. 7 – English language arts and math end-of-course tests ○ Dec. 30 – Braille English language arts and math end-of-course tests □ Administer the end-of-course tests during the district's 10-day window. □ For districts that finish testing in December, return scorable materials immediately after testing. Return non-scorables within one week of testing. □ Report test incidents to the department, if needed, per the guidelines in the <i>Rules Book</i>.

	Districts Testing Students Online	Districts Testing Students on Paper
January 2016	<ul style="list-style-type: none"> □ Administer the end-of-course tests during the district's 15-day window if it stretches into January. The online testing site closes on Jan. 8. 	<p>Grade 3 English Language Arts</p> <ul style="list-style-type: none"> □ Track the return of scorable documents using the Answer Docs task in TIDE. <p>End-of-Course Tests</p> <ul style="list-style-type: none"> □ Order additional materials, if needed, in TIDE. The additional order window for high school end-of-course tests closes Jan. 6. □ The last day to administer end-of-course tests is Jan. 8. □ Make sure that all students taking the end-of-course tests are pre-identified by Jan. 8. □ For districts with end-of-course paper test windows that stretch into January, return scorable materials immediately after testing and no later than Jan. 11. Return non-scorables within one week of testing and no later than Jan. 19. □ Track the return of scorable documents using the Answer Docs task in TIDE.

Ohio Department of Education Contact Information

For assistance with	Name	Contact Information
Accommodations and Accessibility	Andrew Hinkle	Email: Andrew.Hinkle@education.ohio.gov Phone: 614-644-7304
English Language Arts Content	Elizabeth Bridges <i>Grade 3</i>	Email: Elizabeth.Bridges@education.ohio.gov Phone: 614-387-2211
	Shantelle Hill <i>High School</i>	Email: Shantelle.Hill@education.ohio.gov Phone: 614-752-5070
Mathematics Content	Brian Bickley	Email: Brian.Bickley@education.ohio.gov Phone: 614-644-6814
Science Content	Cathy Holmes	Email: Cathy.Holmes@education.ohio.gov Phone: 614-387-0338
Social Studies Content	Linda McKean	Email: Linda.McKean@education.ohio.gov Phone: 614-387-0957
Technology	Kirk Ross	Email: Kirk.Ross@education.ohio.gov Phone: 614-995-4144
Testing Operations	Yolande Berger <i>OGT</i>	Email: Yolande.Berger@education.ohio.gov Phone: 614-466-2105
	Sara Allen <i>3-8 Tests</i>	Email: Sara.Allen@education.ohio.gov Phone: 614-387-7722
	Amy Parker <i>High School & Test Security</i>	Email: Amy.Parker@education.ohio.gov Phone: 614-387-0948
3 rd Grade Reading Guarantee	Beth Hess	Email: Elizabeth.Hess@education.ohio.gov Phone: 614-387-2184

Testing Support Contact Information

For assistance with	Contact Information
Testing resources, manuals, user guides, guidance documents, technical specifications and practice materials	Ohio's State Tests Portal www.ohiostatetests.org
Submitting Pre-ID data	American Institutes for Research (AIR) 1-877-231-7809 OHHelpDesk@air.org
Marking accessibility features under the test settings in a student record	
Ordering paper test materials in TIDE for online administrations	
User accounts	
Secure browsers and apps	
Error messages received during the online test administrations	Data Recognition Corporation (DRC) 1-877-231-7809 OHProjectTeam@datarecognitioncorp.com
Questions about district shipments of paper materials, packing documents and missing materials	
Returning paper test materials	