Test Administrator Interface Certification Course
Companion Document

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The **Test Administrator Certification Course** is available on the Ohio's State Tests Portal (www.ohiostatetests.org). This interactive tutorial will help test administrators become familiar with the American Institutes for Research (AIR) systems used to administer Ohio's State Tests online.

All test administrators are encouraged to complete the course in advance of the test window. When taking the course for the first time, users will not be able to skip over sections. Allow approximately 30 minutes to complete the course. Upon completing the course, test administrators will receive a certificate of completion. Certificates are for district-use only; test administrators do not need to provide a copy of the certificate to the Ohio Department of Education. In addition to completing this course, test administrators are encouraged to practice setting up an online test session using the TA Practice Site.

Test administrators who used the Test Administrator Interface to administer science and social studies tests in spring 2015 are encouraged to review this year's course. Test administrators will notice several enhancements for the 2015-2016 school year.

Although the target audience is test administrators, the course is appropriate for any personnel who have a user role that can access the Test Administrator Interface. In Ohio, these roles are district test coordinator, district administrator, building test coordinator, teacher and test administrator. For more information on Ohio user roles, refer to the User Role Matrix on the portal.

The certification course is generic in nature. This companion document offers Ohio-specific information and clarification. Please review this information in conjunction with the certification course. If you have additional question regarding the Test Administrator Interface or the Student Testing Site, please consult the *Test Administrator User Guide.* For administration-specific details, refer to the *Online Testing Checklist* and *Directions for Administration Manual.*

Slide Information

Throughout the tutorial, there are references to "Assessment Coordinator." For Ohio, this is the district or building test coordinator. Additional clarifying information for select slides is provided below.

Slide 3—TA Responsibilities: The department does not require the use of a statewide non-disclosure agreement. However, your district may have a local policy regarding non-disclosure. Discuss local security policies with your test coordinator, as needed.

**Slide 4—Preparing for Online Administrations**:
- If you need a user account, contact your district test coordinator, district administrator or building test coordinator.
- Test coordinators should review the *Test Coordinator's Manual*. Teachers and test administrators should review the *Directions for Administration Manual*.

- Online requirements and information about the secure browser are available on the [Technology Resources Page](#) of the Portal.
- Consult the [TIDE User Guide](#) for information on obtaining student listings and printing test tickets.

Slide 6—Accessing the Online Testing System: The "live" Ohio Portal Test Administrator Interface and Test Administrator Practice Site icons are below:

Slide 7—Starting an Online Test Session: Ohio uses the term Operational Tests, as seen below:
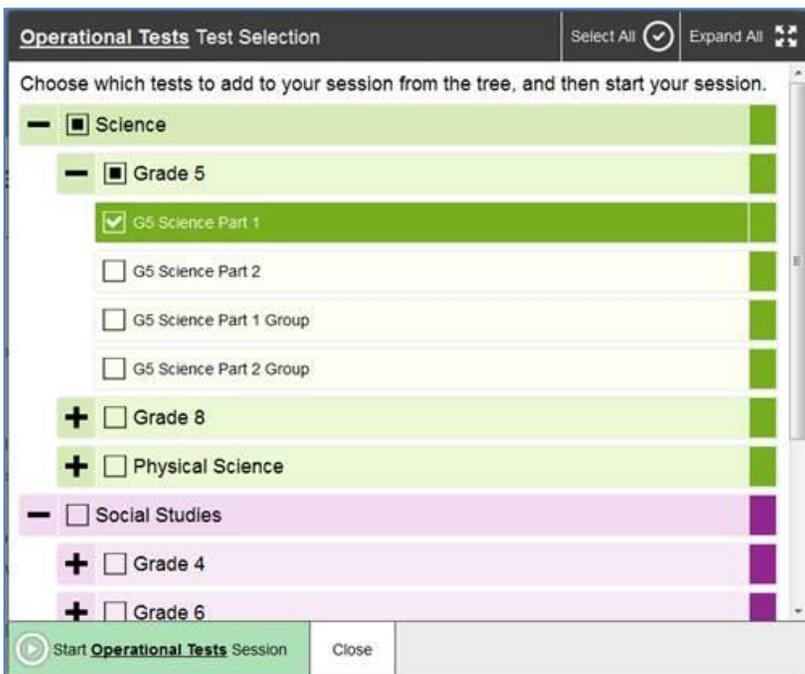
Slide 8—Starting an Online Test Session: For Ohio, the test selection tree will be broken down by subject, grade and part. The colors associated with each subject:

- English language arts: Orange
- Math: Blue
- Science: Green
- Social Studies: Purple

Slide 11—Student Look Up to Find Student Information: For Ohio, students use their first names, SSIDs and the Session ID to sign in. The student and test administrator must be associated with the same school in order for the student to join a test administrator's test session. If a student is not associated with the correct school, contact your test coordinator.

Slide 13—Student Look Up to Find Student Information: For Ohio, the SSID has two letters followed by seven numbers for public district students and scholarship students. Non-scholarship student IDs have four letters followed by five numbers.

Slide 23—Reviewing Student Test Settings: Please consult *Ohio's Accessibility Manual* for information on available accessibility features and accommodations.

Slide 35—Starting a Test: The Sound/Audio Check screen will not appear if the text-to-speech feature is "off" for the student. Additional controls may be available to help the student optimize the sound quality.

Slide 37—Starting a Test: View the Student Testing Site tutorial and the online practice tests for more information on the student experience.

Slide 38—Ending a Test: When Ohio students reach the end of the test, questions that students have marked for review will be flagged. Additionally, items for which the student marked no response will be indicated with a ⚠ symbol.

Slide 40—Pausing the Test Session: Ohio's pause rule is set so that a student who pauses his or her test and signs back into the test within one school day (i.e., eight hours) will be able to revisit all the items on the test. See the *Directions for Administration Manual* for more information.

Slide 41—Stopping the Test Session: All Ohio tests must be submitted on the same day they are started. Test administrators are responsible for stopping test sessions according to the published testing times. Refer to the *Directions for Administration Manual* for guidance on test interruptions.