

## Fall 2015 Test Administrator Checklist

Oct. 30, 2015

The purpose of this document is to provide test administrators with

- Dates for Testing Windows
- 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.

### Fall 2015 Testing Windows

Grade 3 English Language Arts Testing Windows	Date(s)	Test
Online test window*	Nov. 30 – Dec. 11, 2015	Grade 3 English Language Arts
Paper test window*	Dec. 1-11, 2015	
Braille test window	Dec. 15-18, 2015	

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

High School End-of-Course Testing Windows	Date(s)	Test(s)
Paper test window**	Nov. 30, 2015 – Jan. 8, 2016	High School Science and Social Studies End-of-Course
Online test window***	Nov. 30, 2015 – Jan. 8, 2016	High School English Language Arts, Math, Science and Social Studies End-of-Course
Paper test window**	Dec. 8, 2015 – Jan. 8, 2016	High School English Language Arts and Math End-of-Course
Braille test window	Jan. 4-8, 2016	

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

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

### Preparing for the Ohio State Tests Fall 2015 Administration

	Online Testing	Paper Testing
<b>Test Administration Resources</b>  <b>October 2015</b>	<ul style="list-style-type: none"> <li>□ Review the <a href="#">Directions for Administration 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> </ul>	<ul style="list-style-type: none"> <li>□ Review the <a href="#">Directions for Administration 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> </ul>

	Online Testing	Paper Testing
<p><b>User Accounts and the Test Administrator Interface</b></p> <p><b>October – November 2015</b></p>	<ul style="list-style-type: none"> <li>□ Verify your Teacher (TE) or Test Administrator (TA) user account by signing in to and setting up mock test sessions in the <a href="#">Test Administrator Practice Site</a>. 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 Test Administrator Interface.</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
<p><b>Prepare Students</b></p> <p><b>November 2015</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>□ Access the student practice site from the <a href="#">Students and Families page</a> of the <a href="#">portal</a> or by using the <a href="#">secure browser or app</a>. A practice tests guidance document, scoring guides and answer keys are available in the <a href="#">Student Practice Resources</a> folder on the portal.</li> <li>□ Review the student tutorials covering <a href="#">student sign-in and navigation</a> and <a href="#">online testing tools</a>.</li> <li>□ Student tutorials covering different items 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>□ For the end-of-course mathematics tests and the physical science test, students will have access to a graphing or scientific calculator, respectively. Interactive scientific and graphing calculators are available online under the <a href="#">Student Practice Resources</a> for mathematics and science. Students also may use handheld calculators. Review the calculator policies for <a href="#">mathematics</a> and <a href="#">science</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.</li> <li>□ Sample paper practice test documents are available under the <a href="#">Student Practice Resources</a> for science and social studies. A practice tests guidance document, scoring guides 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>□ If students are taking an end-of-course mathematics test, make sure they review the <a href="#">guidance document</a> on marking response grids.</li> <li>□ If administering an end-of-course mathematics test or the physical science test, review the calculator policies for <a href="#">mathematics</a> and <a href="#">science</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>December 2015</b></p>	<ul style="list-style-type: none"> <li>□ Have available a copy of the <i>Online Testing Checklist</i> (available on the portal in November). 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 don't have an SSID. This information is needed for student sign-in. Test administrators may print test tickets to distribute to students on test day; guidance can be found in the <a href="#">TIDE User Guide</a>.</li> <li>• Allowable accommodations and accessibility features for students. 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 <a href="#">Directions for Administration Manual</a> (section 8.2.8).</li> <li>• Review the criteria outlined in the department's calculator policies for <a href="#">mathematics</a> and <a href="#">science</a> if students will be using handheld calculators for the end-of-course mathematics or physical science tests.</li> <li>• If students taking an end-of-course mathematics test wish to use paper copies of the <a href="#">reference sheet</a>, download the sheet from the portal and print copies for student use during the test session. Students may not bring their own copies to the test session.</li> <li>• If students taking the end-of-course physical science test wish to use paper copies of the <a href="#">reference sheet</a> or <a href="#">periodic table</a>, 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> <li>□ Review Appendix B of the <a href="#">Directions for Administration Manual</a> for supplemental instructions for Braille, large print, oral translations and read-aloud administrations.</li> </ul>	<ul style="list-style-type: none"> <li>□ Have available the oral scripts in section 9 of the <a href="#">Directions for Administration Manual</a>. Test administrators must follow the oral scripts when administering the test.</li> <li>□ Discuss the following with the building test coordinator (see section 9 of the <i>Directions for Administration Manual</i> 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;</li> <li>• Generic labels;</li> <li>• Do Not Score labels;</li> <li>• Completing the demographic pages of students' scorable documents;</li> <li>• Allowable accommodations and accessibility features for students.</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 <a href="#">Directions for Administration Manual</a> (section 9.2.14).</li> <li>• Review the criteria outlined in the department's calculator policies for <a href="#">mathematics</a> and <a href="#">science</a>. Students who are taking an end-of-course mathematics or physical science test must have access to an approved handheld calculator.</li> </ul> </li> <li>□ Review Appendix B of the <a href="#">Directions for Administration Manual</a> for supplemental instructions for Braille, large print, oral translations and read-aloud administrations.</li> </ul>