

## Appendix J: District Test Coordinator Checklist

### Fall 2016 District Test Coordinator (DTC) Checklist

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 2016 administration of Ohio's State Tests for Grade 3 English language arts 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.

#### 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	Fall 2016 Date(s)	Test(s)
Pre-ID Window for the Grade 3 ELA fall 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 <b>TIDE</b> by Nov. 18)	Aug. 29 – Nov. 18	Grade 3 English Language Arts
On-time order window (paper testers only)	Aug. 29 – Sept. 2	
Deadline for submitting Pre-ID data in order to receive Pre-ID labels (paper testers only)	Sept. 2	
Deadline for indicating a pickup date in the Supplemental Information task in TIDE (paper testers only)	Oct. 14	
Paper test materials due in district	Oct. 24	
Additional order window (paper testers only)	Oct. 24 – Nov. 16	
Online and Paper test window*	Nov. 7 -18	
Last day to submit test status requests	Nov. 18	

\*Districts will select five consecutive school days for their Grade 3 ELA administrations.

High School End of Course (EOC) Testing Activities	Fall 2016 Date(s)	Test
Pre-ID Window for the High School EOC fall administration (all students <b>must be</b> pre-identified in TIDE in advance of testing and no later than Jan. 13)	Aug. 29 – Jan. 13	High School English Language Arts, Math, Science and Social Studies
On-time order window (paper testers only)	Sept. 12 - 16	
Deadline for submitting Pre-ID data in order to receive Pre-ID labels (paper testers only)	Sept. 16	
Deadline for indicating a pickup date in the Supplemental Information task in TIDE (paper testers only)	Oct. 28	
Paper test materials due in district	Nov. 28	
Additional order window (paper testers only)	Nov. 28 – Jan. 11	
Online and Paper test window**	Dec. 5 – Jan. 13	
Last day to submit test status requests	Jan. 13	

\*\*Districts will select 10 consecutive school days for their EOC administrations.

## Preparing for Ohio's State Tests Fall 2016 Administration

	Districts Testing Students Online	Districts Testing Students on Paper
<p><b>Getting Ready for the Fall 2016 Tests</b></p> <p><b>August - September 2016</b></p>	<ul style="list-style-type: none"> <li>□ Identify the district's 5-day grade 3 ELA and 10-day EOC test windows.</li> <li>□ Review the <a href="#">Fall 2016 Test Administration Manual (TAM)</a>; 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 Guidance Document for 2016-2017 Ohio Pre-ID Files for more information. Please note that pre-ID information from the previous school year does not carry-over.</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>□ Identify the district's 5-day grade 3 ELA and 10-day EOC test windows.</li> <li>□ Review the <a href="#">Fall 2016 Test Administration Manual (TAM)</a> and <a href="#">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>Aug. 29 – Sept. 2</b> for grade 3 ELA and <b>Sept. 12 – 16</b> for high school EOCs.</li> <li>□ Pre-identify all paper testing students in <a href="#">TIDE</a> by <b>Sept. 2</b> for grade 3 ELA and <b>Sept. 16</b> for High School EOC in order to receive Pre-ID labels. Districts must mark student records with a "P" for eligible tests. Review the Guidance Document for 2016-2017 Ohio Pre-ID Files for more information. Please note that pre-ID information from the previous school year does not carry-over.</li> </ul>

	Districts Testing Students Online	Districts Testing Students on Paper
<p><b>Preparing Test Administrators and Students</b></p> <p><b>September – October 2016</b></p>	<ul style="list-style-type: none"> <li>□ Distribute copies of the <i>Fall 2016 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. Half-length practice tests for grade 3 ELA and the high school end-of-course tests will be available at the end of September.</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> (<i>updates coming October 2016</i>).</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 and the companion document (<i>coming late September</i>).</li> <li>○ Practiced setting up test sessions with their students in the <a href="#">Test Administrator Practice Site</a>.</li> <li>○ Reviewed the <a href="#">Test Administration Manual</a> (TAM)and;</li> <li>○ Reviewed the Test Incident Guidance Document in the TAM;</li> <li>○ Downloaded a copy of the Online Testing Highlights and Script from the TAM and has it available for online test administrations. The document will be available in late-October.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>□ Distribute copies of the <i>Fall 2016 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. Half-length practice tests for grade 3 ELA and the high school end-of-course tests will be available at the end of September.</li> <li>□ 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="#">Supplemental Instructions for Paper Testing Manual</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 paper test materials and distribute them to schools on <b>October 24</b> for grade 3 ELA and <b>November 28</b> for High School tests. Order additional test materials as needed.</li> <li>□ For students who did not receive an on-time Pre-ID label, generate a print-on-demand Pre-ID label. <u>All tests must have a Pre-ID label. No generic labels will be supplied.</u> See the <a href="#">Supplemental Instructions for Paper Testing Manual</a> for additional information.</li> <li>□ Confirm the availability of handheld calculators for students taking the math and physical science tests; guidance is available in the <a href="#">science calculator policy</a> and the <a href="#">mathematics calculator policies</a>.</li> </ul>

	Districts Testing Students Online	Districts Testing Students on Paper
<p><b>Fall 2016 Test Administration</b> <b>November 2016 – January 2017</b></p>	<p><b>Grade 3 English Language Arts and High School English Language Arts, Math, Science and Social Studies Tests</b></p> <ul style="list-style-type: none"> <li>□ Administer the Fall 2016 grade 3 English language arts test during your 5-day district set window. The online testing site opens <b>Nov.7</b> and closes <b>Nov. 18</b>.</li> <li>□ Administer the Fall 2016 High School English language arts, math, science and social studies tests during your 10-day district set window. The online testing site opens <b>Dec.5</b> and closes on <b>Jan. 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 <a href="#">Fall 2016 Test Administration Manual</a>.</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</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>Nov. 16</b>.</li> <li>□ Administer the grade 3 ELA test during your 5-day district set window. The paper test window opens <b>Nov. 7</b>. The last day to administer the test is <b>Nov.18</b>.</li> <li>□ Make sure all scorable documents have a Pre-ID label applied after testing is complete. Apply a print-on-demand Pre-ID label for any students who did not receive on-time Pre-ID labels.</li> <li>□ Return scorable materials no later than <b>one business day after the district's testing window ends</b>. Return non-scorables within one week of returning scorable documents.</li> <li>□ Report test incidents to the department per the guidelines in the <a href="#">Fall 2016 Test Administration Manual</a>.</li> <li>□ Track the return of scorable documents using the Answer Docs task in <a href="#">TIDE</a>.</li> </ul> <p><b>High School Tests</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>January 11</b>.</li> <li>□ Administer the high school end-of-course tests during your 10-day district set window. The paper test window opens <b>December 5</b>. The last day to administer the test is <b>January 13</b>.</li> <li>□ Make sure all scorable documents have a Pre-ID label applied after testing is complete. Apply a print-on-demand Pre-ID label for any students who did not receive on-time Pre-ID labels.</li> <li>□ Return scorable materials no later than <b>one business day after the district's testing window ends</b>. Return non-scorables within one week of returning scorable documents.</li> <li>□ Report test incidents to the department per the guidelines in the <a href="#">Fall 2016 Test Administration Manual</a>.</li> <li>□ Track the return of scorable documents using the Answer Docs task in <a href="#">TIDE</a>.</li> </ul>