

Appendix J: District Test Coordinator Checklist

Summer 2017 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 2017 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 2017 Date(s)	Test
Pre-ID window for the grade 3 English language arts summer 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 July 14)	May 22–July 14	Grade 3 English Language Arts Test
On-time order window (paper testers only)	May 22–May 26	
Deadline for submitting Pre-ID data in order to receive pre-printed Pre-ID labels (paper testers only)	May 26	
Deadline for indicating a pickup date in the Supplemental Information task in TIDE (paper testers only)	May 26	
Paper test materials due in district	July 3	
Additional order window (paper testers only)	July 3–July 12	
Online and paper test window	July 10–July 14	
Last day to submit Test Status Requests	July 14	

High School End-of Course Testing Activities	Summer 2017 Date(s)	Test(s)
Pre-ID window for the High School EOC summer administration (all students must be pre-identified in TIDE in advance of testing and no later than July 28)	May 22–July 28	High School English Language Arts, Mathematics, Science and Social Studies Tests
Order window for braille test materials	July 5–July 27	
Online & braille test window	July 17–July 28	
Last day to submit Test Status Requests	July 28	
Last day to submit braille responses in DEI	July 28	
Deadline to ship braille test materials to DRC	July 31	

Preparing for Ohio's State Tests Summer 2017 Administration

	Online Testing	Paper Testing (Grade 3 ELA & Braille EOC)
<p>Getting Ready for the Summer 2017 Tests</p> <p>May 2017 – June 2017</p>	<ul style="list-style-type: none"> □ Review the <i>Summer 2017 Test Administration Manual (TAM)</i>; notify building test coordinators and test administrators about the availability of the manuals. □ Pre-identify all online testing students in TIDE 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. <p>Technology Preparation</p> <ul style="list-style-type: none"> □ 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. □ 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. □ 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 User Management Guidance Document. 	<ul style="list-style-type: none"> □ Review the <i>Summer 2017 Test Administration Manual (TAM)</i> and Summer 2017 Supplemental Instructions for Paper Testing Manual; notify building test coordinators and test administrators about the availability of the manuals. □ Order paper testing materials in TIDE May 22-May 26 for grade 3 English language arts. □ Pre-identify all paper testing students in TIDE by May 26 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 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.

	Online Testing	Paper Testing
<p>Preparing Test Administrators and Students</p> <p>June 2017 - July 2017</p>	<ul style="list-style-type: none"> □ Distribute copies of the <i>Summer 2017 Test Administrator Checklist</i> in Appendix K to personnel administering Ohio's State Tests. □ Notify personnel that practice items, released items and scoring guides <u>are available</u> on the portal in the Student Practice Resources folder. □ Encourage test administrators to provide students with opportunities to interact with online items in the Student Practice Site and review the Student Testing Site tutorials. □ Review Ohio's Accessibility Manual 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. □ Confirm that each test administrator has: <ul style="list-style-type: none"> • A TE or TA user account; • Reviewed the Test Administrator Certification Course <u>and the companion document</u>; • Practiced setting up test sessions with their students in the Test Administrator Practice Site; • Reviewed the Test Administration Manual (TAM) and; • Reviewed the Test Incident Guidance Document in the TAM; • 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 June. 	<ul style="list-style-type: none"> □ Distribute copies of the <i>Summer 2017 Test Administrator Checklist</i> in Appendix K to personnel administering Ohio's State Tests. □ Notify personnel that practice items, released items and scoring guides <u>are available</u> on the portal in the Student Practice Resources folder. Review Ohio's Accessibility Manual and ensure that test administrators review it as needed. □ <u>Confirm that each test administrator has:</u> <ul style="list-style-type: none"> • Reviewed the Summer 2017 Supplemental Instructions for Paper Testing, including the test specific scripts and oral directions; • Reviewed the Test Incident Guidance Document in the TAM. □ Receive grade 3 English language arts paper test materials and distribute them to schools on July 3. Order additional test materials as needed. □ 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. 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. See the Supplemental Instructions for Paper Testing Manual for additional information. □ Order high school EOC EBAE or UEB braille materials by calling the Ohio Help Desk 1-877-231-7809 option 2.

	Online Testing	Paper Testing
<p>Summer 2017 Test Administration July 2017</p>	<p>Grade 3 English Language Arts Test</p> <ul style="list-style-type: none"> □ Administer the Summer 2017 English language arts test on the online testing site July 10 – July 14. □ Submit Test Status Requests in TIDE, if needed. See the TIDE User Guide for guidance. □ Report test incidents to the Department per the guidelines in the <i>Summer 2017 Test Administration Manual</i>. □ Use TIDE to track online testing progress. See the TIDE User Guide for guidance. <p>High School English Language Arts, Mathematics, Science and Social Studies End-of-Course (EOC) Tests</p> <ul style="list-style-type: none"> □ Administer the Summer 2017 EOC test on the online testing site July 17 – July 28. □ Submit Test Status Requests in TIDE, if needed. See the TIDE User Guide for guidance. □ Report test incidents to the Department per the guidelines in the <i>Summer 2017 Test Administration Manual</i>. □ Use TIDE to track online testing progress. See the TIDE User Guide for guidance. 	<p>Grade 3 English Language Arts Test</p> <ul style="list-style-type: none"> □ Order additional materials, if needed, in TIDE. The additional order window closes July 12. □ Administer the Summer 2017 English language arts tests during the testing window July 10 – July 14. □ Ensure all scorable documents have a pre-printed or print-on-demand Pre-ID label applied after testing is complete. Failure to apply a Pre-ID label to a scorable test booklet will result in scores not being reported. □ Return scorable materials no later than one business day after the district concludes testing. Return non-scorables within one week of returning scorable documents. □ Report test incidents to the Department per the guidelines in the <i>Summer 2017 Test Administration Manual</i>. □ Track the return of scorable test booklets using the Answer Docs task in TIDE. <p>High School English Language Arts, Mathematics, Science and Social Studies Braille Tests</p> <ul style="list-style-type: none"> □ Order additional EBAE or UEB braille test versions from the Ohio Help Desk. The additional order window closes July 26. □ Administer the braille tests during mathematics, science and social studies tests during the test window July 17 – July 28. □ Enter student responses into the Data Entry Interface (DEI) by July 28. The last day to administer the test is July 28. □ Make sure all secure materials are returned no later than one business day after testing. □ Report test incidents to the Department per the guidelines in the <i>Summer 2017 Test Administration Manual</i>.