

## Appendix K: Test Administrator Checklist

### Summer 2017 Test Administrator Checklist

The purpose of this document is to provide test administrators with:

- Dates for testing windows.
- Key steps to prepare for the Summer 2017 administration of Ohio's State Tests for grade 3 English language arts and High School end-of-course English language arts, mathematics, science and social studies.
- This checklist provides important dates and activities, as well as a suggested timeline for preparations.

#### Summer 2017 Test Windows

Test Windows	Summer 2017 Date(s)
Grade 3 English language arts online and paper test window	July 10-July 14
High school end-of-course English language arts, mathematics, science and social studies online test window	July 17-July 28

#### Preparing for Ohio's State Tests Summer 2017 Administration

	Online Testing	Paper Testing
<b>Test Administration Resources</b>  <b>May 2017 - June 2017</b>	<ul style="list-style-type: none"> <li>□ Review the <i>Summer 2017 Test Administration Manual (TAM)</i> 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 testing time for each test, located in the TAM.</li> <li>□ Review <a href="#">Ohio's Accessibility Manual</a> to plan for student tools, supports and accommodations.</li> <li>□ Review the <i>Test Incident Guidance</i> document in <a href="#">Appendix H</a>.</li> </ul>	<ul style="list-style-type: none"> <li>□ Review the <i>Summer 2017 Test Administration Manual (TAM)</i> and the <a href="#">Summer 2017 Supplemental Instructions for Paper Testing</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> <li>□ Review the <i>Test Incident Guidance</i> document in <a href="#">Appendix H</a>.</li> </ul>

	Online Testing	Paper Testing
<p><b>User Accounts and the Test Administrator Interface</b></p> <p><b>May 2017 – July 2017</b></p>	<ul style="list-style-type: none"> <li>□ Verify your Teacher (TE) or Test Administrator (TA) user account by signing in to the <a href="#">Test Administrator Practice Site</a> and setting up mock test sessions. 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 <a href="#">Test Administrator Interface</a>.</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>June 2017 - July 2017</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>□ Review the <a href="#">student tutorials</a> covering student sign-in, navigation and online testing tools.</li> <li>□ Student tutorials covering different item 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>□ Provide students with opportunities to interact with online items in the <a href="#">Student Practice Site</a>. A <a href="#">Practice Test Guidance Document</a>, practice items, released items and scoring guides are available in the Student Practice Resources folder on the <a href="#">portal</a>.</li> <li>□ For end-of-course mathematics tests and the physical science test, students will have access to an online calculator. Interactive calculators are available under the <a href="#">Student Practice Resources</a> for mathematics and science. Review the calculator policies in <a href="#">Appendix C</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. Scoring guides, rubrics 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> </ul>

	Online Testing	Paper Testing
<p><b>Test Day Information</b> <b>July 2017</b></p>	<ul style="list-style-type: none"> <li>□ Have available a copy of the <a href="#">Summer 2017 Online Testing Highlights and Script</a> from <a href="#">Appendix L</a> of the TAM during testing. 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 exactly as it appears in TIDE and the SSID, or Student ID for students who do not 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>• Accessibility features for all students, including accommodations for students with disabilities and English learners. 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 <i>Summer 2017 Test Administration Manual</i>.</li> <li>• Review the criteria outlined in the Department's calculator policies in <a href="#">Appendix C</a>.</li> <li>• If students taking a mathematics test wish to use paper copies of the reference sheet, download the sheet from the <a href="#">portal</a> and print copies for student use during the test session. Students may not bring their own copies to the test session.</li> <li>• If districts/schools wish to use paper copies of the <a href="#">reference sheet</a> or <a href="#">periodic table for the physical science test</a>, test administrators should 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> <li>• Blank paper for students (2 sheets per student for English language arts, upon request for mathematics, science and social studies).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>□ Have available the oral scripts in section 5 of the <a href="#">Summer 2017 Supplemental Instructions for Paper Testing</a>. Test administrators must follow the oral scripts when administering the test.</li> <li>□ Discuss the following with the building test coordinator (see section 3 of the <a href="#">Summer 2017 Supplemental Instructions for Paper Testing</a> 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 and/or print-on-demand Pre-ID labels;</li> <li>• Do Not Score labels;</li> <li>• Completing the demographic pages of students' scorable test booklets; and</li> <li>• Accessibility features for all students including accommodations for students with disabilities and English language learners.</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="#">Summer 2017 Supplemental Instructions for Paper Testing</a>.</li> <li>• Blank paper for students (2 sheets per student for English language arts).</li> </ul> </li> <li>□ Review Appendix A of <a href="#">the Summer 2017 Supplemental Instructions for Paper Testing</a> for supplemental instructions for braille, large print, oral translations and human read-aloud administrations.</li> </ul>

<b>Online Testing</b>	<b>Paper Testing</b>
	<ul style="list-style-type: none"><li>□ Review <a href="#">Appendix B</a> of the <i>Summer 2017 Test Administration Manual</i> for supplemental instructions for oral translations and human read-aloud administrations.</li></ul>