

Spring 2016 Test Administrator Checklist

Jan. 20, 2016

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

- Dates for testing windows.
- Key steps to prepare for the spring 2016 administration of Ohio's State Tests for English language arts, mathematics, science and social studies.

Spring 2016 Testing Windows

English Language Arts Testing Windows	Spring 2016 Date(s)	Test
Online test window*	April 4 – 29	Grades 3-8 and High School English Language Arts
Paper test window*	April 4 – 22	

Math, Science and Social Studies Testing Windows	Spring 2016 Date(s)	Test(s)
Online test window*	April 4 – May 13	Grades 3-8 & High School Math, Grades 5, 8, & High School Science, and Grades 4, 6, and High School Social Studies
Paper test window*	April 4 – May 6	

*Districts have the flexibility to choose one or two sets of test dates. They can either select:

- The same set of consecutive days (10 days for paper or 15 days for online) for tests in all content areas (English language arts, mathematics, science and social studies) ; or
- One consecutive set of 10 or 15 days (for paper or online respectively) for the English language arts and a later consecutive set of 10 or 15 days (for paper or online respectively) for the tests in the other content areas (mathematics, science and social studies). Those districts selecting option B may overlap the two sets of dates.

Preparing for the Ohio State Tests Spring 2016 Administration

	Online Testing	Paper Testing
Test Administration Resources February 2016	<ul style="list-style-type: none"> □ Review the <i>Spring 2016 Directions for Administration Manual</i> for detailed information on policies and procedures. □ Discuss the school's testing schedule with the building test coordinator and familiarize yourself with the allowable testing time for each test. □ Review Ohio's Accessibility Manual to plan for student tools, supports and accommodations. □ Review the Test Incidence Guidance document on the department's website. 	<ul style="list-style-type: none"> □ Review the <i>Spring 2016 Directions for Administration Manual</i> for detailed information on policies and procedures. □ Discuss the school's testing schedule with the building test coordinator and familiarize yourself with the allowable testing time for each test. □ Review Ohio's Accessibility Manual to plan for student tools, supports and accommodations. □ Review the Test Incidence Guidance document on the department's website.

	Online Testing	Paper Testing
<p>User Accounts and the Test Administrator Interface</p> <p>February – March 2016</p>	<ul style="list-style-type: none"> □ Verify your Teacher (TE) or Test Administrator (TA) user account by signing in to the Test Administrator Practice Site and setting up mock test sessions. If you do not have a user account, speak to your building test coordinator. □ Complete the Test Administrator Certification Course and review the Test Administrator Certification Companion Document. □ Familiarize yourself with the Test Administrator User Guide for detailed information about the Test Administrator Interface. □ Confirm you have a supported internet browser available on the device you will use to access the Test Administrator Interface on test day. □ Confirm with your technology coordinator that all devices students will use for testing have the secure browser (for desktops and laptops) or AIRSecureTest App (for Chromebooks and tablets) installed. 	n/a
<p>Prepare Students</p> <p>March – April 2016</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"> □ Review the student tutorials covering student sign-in and navigation and online testing tools. □ Student tutorials covering different items types are available under the Student Practice Resources folder. An interactive tutorial for entering equations also is available. Note that these tutorials do not include sound. □ Provide students with opportunities to interact with online items in the Student Practice Site. A Practice Test Guidance Document, practice items, released items and scoring guides are available in the Student Practice Resources folder on the portal. □ For grades 6-8 and end-of-course mathematics tests and the physical science test, students will have access to a scientific or graphing calculator, respectively. Interactive scientific and graphing calculators are available online under the Student Practice Resources for mathematics and science. Students also may use handheld calculators. Review the mathematics calculator policies and the science calculator policy. Make sure students are comfortable using an allowable calculator. 	<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"> □ Students can review the online Student Practice Site 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. □ Sample paper practice test documents are available under the Student Practice Resources for science and social studies. A practice tests guidance document, scoring guides and answer keys are available in the Student Practice Resources folder on the portal. □ Review the guidance document on marking scorable documents to ensure students correctly mark the responses on the spaces provided. □ Guidance on marking responses using math grids is available in the Student Practice Resources folder on the portal and contains the same directions that students will see in the test booklets. Students can practice marking responses on the blank grids provided. Districts will need to supply problems for students to practice marking responses on the grids. □ If administering the physical science test or a mathematics test, review the science calculator policy or the mathematics calculator policies. Make sure students are comfortable using an allowable calculator.

	Online Testing	Paper Testing
<p>Test Day Information</p> <p>April – May 2016</p>	<ul style="list-style-type: none"> □ Have available a copy of the <i>Spring 2016 Online Testing Checklist</i> from the portal during testing. It provides step-by-step instructions for administering the test, including the oral script. □ Discuss the student information you will need on test day with the building test coordinator: <ul style="list-style-type: none"> • 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 TIDE User Guide. • Accessibility features for students including accommodations for students with disabilities and ELLs. 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. □ Plan for resources that might be needed on test day <ul style="list-style-type: none"> • Review the guidance on blank paper in the <i>Spring 2016 Directions for Administration Manual</i>. • Review the criteria outlined in the department's calculator policies for mathematics and science if students will be using handheld calculators on a mathematics or physical science tests. • If students taking a mathematics test wish to use paper copies of the reference sheet, 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. • If students taking the end-of-course physical science test wish to use paper copies of the reference sheet or periodic table, 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. □ Review Appendix B of the <i>Directions for Administration Manual</i> for supplemental instructions for Braille, large print, oral translations and human read-aloud administrations. 	<ul style="list-style-type: none"> □ Have available the oral scripts in section 9 of the <i>Spring 2016 Directions for Administration Manual</i>. Test administrators must follow the oral scripts when administering the test. □ 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"> • Securely storing secure test materials before and after testing; • Testing group numbers; • Pre-ID labels; • Generic labels; • Do Not Score labels; • Completing the demographic pages of students' scorable documents; • Accessibility features for students including accommodations for students with disabilities and ELLs. □ Plan for resources that might be needed on test day <ul style="list-style-type: none"> • 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. • Review the guidance on blank paper in the <i>Spring 2016 Directions for Administration Manual</i>. • Review the criteria outlined in the department's calculator policies for mathematics and science. Students who are taking an end-of-course mathematics or physical science test must have access to an approved handheld calculator. □ Review Appendix B of the <i>Directions for Administration Manual</i> for supplemental instructions for Braille, large print, oral translations and human read-aloud administrations.