



Test Administrator Interface Certification Course Companion Document

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The **Test Administrator Certification Course** is available on the Ohio's State Tests Portal (www.ohiostatetests.org). This interactive tutorial will help test administrators become familiar with the American Institutes for Research (AIR) systems used to administer Ohio's State Tests and the Ohio English Language Proficiency Assessment online.

All test administrators are encouraged to complete the course in advance of the test window. When taking the course for the first time, users will not be able to skip over sections. Allow approximately 30 minutes to complete the course. Upon completing the course, test administrators will receive a certificate of completion. Certificates are for district-use only; test administrators do not need to provide a copy of the certificate to the Ohio Department of Education. In addition to completing this course, test administrators are encouraged to practice setting up an online test session using the [TA Practice Site](#).

Test administrators who used the Test Administrator Interface to administer tests in spring 2015-2016 are encouraged to review this year's course. Test administrators will notice several enhancements for the 2016-2017 school year.

Although the target audience is test administrators, the course is appropriate for any personnel who have a user role that can access the Test Administrator Interface. In Ohio, these roles are district test coordinator, district administrator, building test coordinator, teacher and test administrator. For more information on Ohio user roles, refer to the User Role Matrix on the [TIDE Support Docs](#) resource page of the portal.

The certification course is generic in nature. This companion document offers Ohio-specific information and clarification. Please review this information in conjunction with the certification course. If you have additional question regarding the Test Administrator Interface or the Student Testing Site, please consult the *Test Administrator User Guide*. For administration-specific details, refer to the documents available on the [Administration Manuals & Guidance Documents](#) resource page on the portal.

Slide Information

Throughout the tutorial, there are references to "Assessment Coordinator." For Ohio, this is the district or building test coordinator. Additional clarifying information for select slides is provided below.

Slide 3—TA Responsibilities: The department does not require the use of a statewide non-disclosure agreement. However, your district may have a local policy regarding non-disclosure. Discuss local security policies with your test coordinator, as needed.

Slide 4—Preparing for Online Administrations:

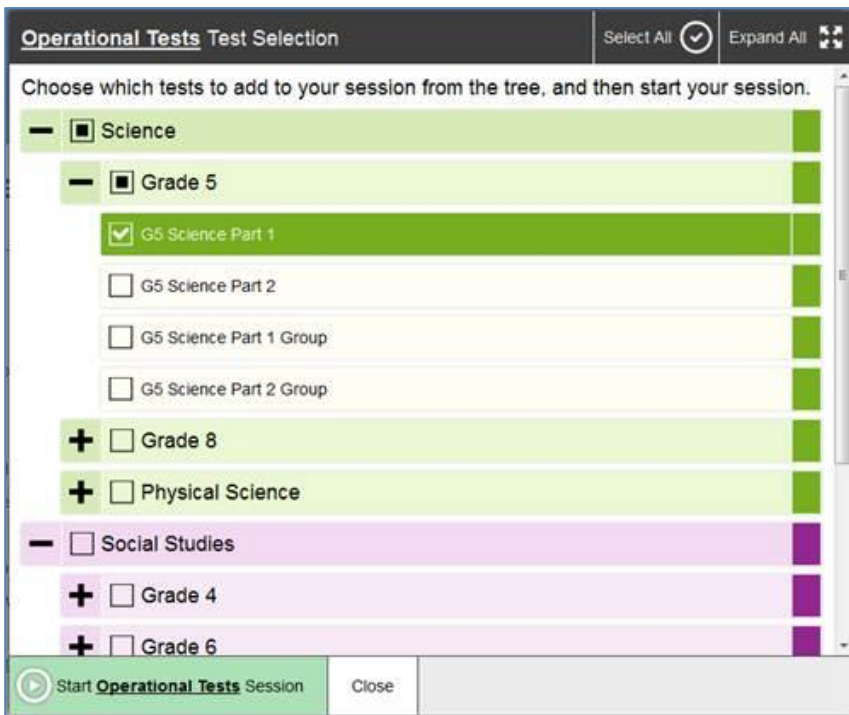
- If you need a user account, contact your district test coordinator, district administrator or building test coordinator.
- All users should review the *Test Administration Manual*.

- Online requirements and information about the secure browser are available on the [Technology Resources Page](#) of the Portal.
- Consult the *TIDE User Guide* on the [TIDE Support Docs](#) resource page of the portal for information on obtaining student listings and printing test tickets.

Slide 6—Accessing the Online Testing System: The “live” Ohio Portal Test Administrator Interface and Test Administrator Practice Site icons are below:



Slide 7—Starting an Online Test Session: Ohio uses the term Operational Tests, as seen below:



Slide 8—Starting an Online Test Session: For Ohio, the test selection tree will be broken down by subject, grade and part. The colors associated with each subject:

- English language arts: Orange
- Math: Blue
- Science: Green
- Social Studies: Purple
- Ohio English Language Proficiency Assessment: Yellow

Slide 11—Student Look Up to Find Student Information: For Ohio, students use their first names, SSIDs and the Session ID to sign in. The student and test administrator must be associated with the same school in order for the student to join a test administrator’s test session. If a student is not associated with the correct school, contact your test coordinator.


Slide 13—Student Look Up to Find Student Information: For Ohio, the SSID has two letters followed by seven numbers for public district students and scholarship students attending chartered non-public schools. Student IDs have four letters followed by five numbers for non-scholarship students attending chartered non-public schools.

Slide 23—Reviewing Student Test Settings: Please consult *Ohio’s Accessibility Manual* for information on available accessibility features and accommodations.

Slide 25—Reviewing Student Test Settings: Ohio uses the subject specific Approve All Students buttons.

Slide 35—Starting a Test: The Sound Check screen will appear only for the Ohio English Language Proficiency Assessment. A text-to-speech check page will appear for Ohio’s State Tests only if the text-to-speech feature is enabled for the student. Additional controls may be available to help the student optimize the sound quality.

Slide 37—Starting a Test: View the Student Testing Site tutorial and the [online practice tests](#) for more information on the student experience.

Slide 38—Ending a Test: When Ohio students reach the end of the test, questions that students have marked for review will be flagged. Additionally, items without a response will be indicated with a  symbol.

Slide 40—Pausing the Test Session: Ohio’s pause rule is set so that a student who pauses his or her test and signs back into the test on the same school day will be able to revisit all the items on the test. See the *Test Administration Manual* for more information.

Slide 41—Stopping the Test Session: All Ohio tests must be submitted on the same day they are started. Tests that are paused by the student will be submitted automatically by the system each night. Test administrators are responsible for stopping test sessions according to the published testing times. Refer to the *Test Administration Manual* for guidance on test interruptions.