

## Appendix I: District Test Coordinator Checklist

### 2018-2019 Ohio Graduation Tests 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 2018-2019 administration of Ohio Graduation Tests. This checklist provides important activities.

#### Important Dates Leading Up To Testing

The following tables list key administration dates. Important dates also are available on [Ohio's State Tests Portal](#).

**Table 1. Ohio Graduation Tests – Online Testers**

| <i>Online Ohio Graduation Tests Activities</i>   | <i>2018-2019 Date(s)</i>                     |
|--|--|
| Pre-ID Window for the 2018-2019 OGT administration ( <b>all</b> testers must be pre-identified in advance of testing with a "Y" for the subject(s) to be tested. | August 21, 2018 –<br>July 31, 2019           |
| <b>Online testing window Online Testing</b>  | <b>September 4, 2018 –<br/>July 31, 2019</b> |

**Table 2. Ohio Graduation Tests – For Testers Using Paper Test Booklets**

**Reminder:** Districts must check that the tester has not taken a form# prior and must enter tester SSID in comments when ordering. **All responses must be entered into the Data Entry Interface (DEI) by the test administrator immediately after testing.**

| <i>OGT Paper Test Booklet Ohio Graduation Tests Activities</i>   | <i>2018-2019 Date(s)</i>  |
|--|---|
| Pre-ID Window for the 2018-2019 OGT administration ( <b>all</b> testers must be pre-identified in advance of testing with a "Y" for the subject(s) to be tested. There are no printed Pre-ID labels or answer documents, the test administrator will enter student responses into the DEI. | August 21, 2018 –<br>July 31, 2019  |
| <b>OGT Form 01 Paper Test Booklet Testing &amp; Data Entry Interface Window</b>  | <b>September 4, 2018 –<br/><del>July 31, 2019</del><br/>December 31, 2018</b> |
| OGT Form 01 General and large print test booklet order window in TIDE  | September 4, 2018 –<br><del>July 26, 2019</del><br>December 27, 2018          |
| OGT Form 01 Braille test booklet order window by calling Ohio Help Desk<br>(Note: Braille test booklets will be delivered two-weeks after ordering)  | September 4, 2018 –<br><del>July 8, 2019</del><br>December 3, 2018            |
| Last day for TA to enter responses into DEI or submit Test Status Requests for tests taken using OGT Form 01 in TIDE   | <del>July 31, 2019</del><br>December 31, 2018                                 |
| <b>OGT Form 02 Paper Test Booklet Testing &amp; Data Entry Interface Window</b>  | <b>January 2, 2019 –<br/><del>July 31, 2019</del><br/>April 30, 2019</b>      |
| OGT Form 02 General and large print test booklet order window in TIDE  | January 2, 2019 –<br><del>July 26, 2019</del><br>April 26, 2019               |

|   |  |
|---|--|
| OGT Form 02 Braille test booklet order window by calling Ohio Help Desk<br>(Note: Braille test booklets will be delivered two-weeks after ordering) | December 4, 2018 –<br><del>April 11, 2019</del><br><u>July 8, 2019</u> |
| Last day for TA to enter responses into DEI or submit Test Status Requests for tests taken using OGT Form 02 in TIDE                                | <del>April 30, 2019</del><br><u>July 31, 2019</u>                      |
| <b>OGT Form 03 Paper Test Booklet Testing &amp; Data Entry Interface Window</b>   | <b>May 1, 2019 –<br/>July 31, 2019</b>                                 |
| OGT Form 03 General and large print test booklet order window in TIDE   | May 1, 2019 –<br>July 26, 2019   |
| OGT Form 03 Braille test booklet order window by calling Ohio Help Desk<br>(Note: Braille test booklets will be delivered two-weeks after ordering) | April 12, 2019 –<br>July 8, 2019                                       |
| Last day for TA to enter responses into DEI or submit Test Status Requests for tests taken using OGT Form 03 in TIDE                                | July 31, 2019  |

## Preparing for 2018-2019 Ohio Graduation Tests (OGT) Administration

| Testing  |  |
|--|--|
| Getting Ready for the 2018-2019 OGT Administration | <ul style="list-style-type: none"><li>□ District establishes a testing schedule.</li><li>□ Review the <i>2018-2019 OGT Test Administration Manual (OGT-TAM)</i>; notify building test coordinators and test administrators about the availability of the manual.</li><li>□ Pre-identify all testers in <a href="#">TIDE</a> in advance of testing. Districts must mark student records with an “Y” for eligible OGT subjects. Review the <a href="#">Guidance Document for 2018-2019 Ohio Pre-ID Files</a> for more information. <b>Please note that pre-ID information from the previous school year does not carry-over.</b></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 testers 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 testing per the guidelines in the <a href="#">Secure Browser Installation Manual</a>.</li><li>□ Ensure all devices are ready for testing by taking a practice test on the device.</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><li>□ Order paper testing materials in <a href="#">TIDE</a>, refer to the Key Dates for the paper test administration and ordering window. Refer to <a href="#">Appendix L</a> for instructions.</li></ul> |

| Testing   |  |
|---|--|
| <p><b>Preparing Test Administrators and Testers</b></p> | <ul style="list-style-type: none"> <li>□ Distribute copies of the <i>2018-2019 Test Administrator Checklist</i> in <a href="#">Appendix J</a> to personnel administering OGT online. Also distribute <a href="#">Appendix L</a> to personnel administering OGT using a paper test booklet.</li> <li>□ Encourage test administrators to provide testers with opportunities to interact with online multiple choice and constructed response items in the <a href="#">Student Practice Site</a> and review the Student Testing Site <a href="#">tutorials</a> for these item types.</li> <li>□ Encourage test administrators to provide testers with opportunities to take an OGT practice test and review released OGT items in the <a href="#">OGT Success Site</a>.</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 <a href="#">Test Administrator Certification Course</a> and the companion document;</li> <li>○ Practiced setting up test sessions with testers in the <a href="#">Test Administrator Practice Site</a>;</li> <li>○ Reviewed the <a href="#">Data Entry Interface User Guide</a> and downloaded <a href="#">Appendix L</a> if have students testing using paper test booklets;</li> <li>○ Reviewed the <i>2018-2019 OGT Test Administration Manual (OGT-TAM)</i> and;</li> <li>○ Reviewed the <a href="#">Test Incident Guidance Document</a> in the <i>OGT-TAM</i>.</li> </ul> </li> <li>□ Confirm the availability of red TI-30X IIS handheld calculators for testers taking the mathematics and science tests. <b>The red TI-30X IIS is the only handheld calculator that can be used during the mathematics and science tests. Clear the calculator's memory.</b></li> <li>□ For online testers, downloaded a copy of the <a href="#">OGT Online Testing Highlights and Script</a> from the <i>OGT-TAM</i>.</li> <li>□ For testers using a paper test booklet, downloaded <a href="#">OGT Directions and Scripts for Paper Administrations</a> from the <i>OGT-TAM</i> and ensure the test administrator is prepared to enter responses into the DEI immediately after testing has concluded.</li> <li>□ Receive paper test materials and distribute them to schools as needed.</li> </ul> |

| Testing  |  |
|--|--|
| <p><b>2018-2019<br/>OGT<br/>Administration</b></p> | <ul style="list-style-type: none"> <li>□ Administer the OGT during your district’s established test schedule). Each tester has three opportunities to test during the 2018-2019 OGT Administration. <ul style="list-style-type: none"> <li>○ Online testing window opens <b>September 4, 2018</b> and closes <b>July 31, 2019</b>.</li> <li>○ Testing windows for test administrations using paper OGT test booklets are: <ul style="list-style-type: none"> <li>▪ Form 01: September 4, 2018-<del>July 31, 2019</del>December 31, 2019</li> <li>▪ Form 02: January 2, 2019-<del>July 31, 2019</del>April 30, 2019</li> <li>▪ Form 03: May 1, 2019-July 31, 2019</li> </ul> </li> <li>○ All responses for testers using a paper test booklet must be entered into the DEI by the test administrator immediately after testing. The DEI opens <b>September 4, 2018</b> and closes <b>July 31, 2019</b>.</li> </ul> </li> <li>□ Submit test status requests in <a href="#">TIDE</a>, if needed. See the <a href="#">TIDE User Guide</a> for instructions.</li> <li>□ Report test incidents to the Department per the guidelines in the <i>2018-2019 OGT Test Administration Manual</i>.</li> <li>□ Use <a href="#">TIDE</a> to track online testing progress and Data Entry Interface progress. See the <a href="#">TIDE User Guide</a> for instructions.</li> <li>□ Enter tester responses in the DEI the same day the tester tests using a paper test booklet. Securely destroy all blank paper that the tester responded on after entry into the DEI.</li> <li>□ Return the paper test booklet no later than <b>one week after the test was taken</b>.</li> </ul> |