

Appendix J: District Test Coordinator Checklist

Fall 2018 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 fall 2018 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	Fall 2018 Date(s)	Test(s)
Pre-ID Window for the ELA fall administrations (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 Nov. 2)	Aug. 21-Nov. 2	Grades 3 English Language Arts Test
On-time order window (paper testers only)	Aug. 21-Aug. 27	
Deadline for submitting Pre-ID data in order to receive pre-printed Pre-ID labels (paper testers only)	Aug. 27	
Deadline for indicating a pickup date in the Supplemental Information task in TIDE (paper testers only)	Aug. 27	
Paper test materials due in district	Oct. 15	
Additional order window (paper testers only)	Oct. 15-Oct. 31	
Grade 3 English Language Arts Online and Paper test window*	Oct. 22-Nov. 2	
Last day to submit test status requests	Nov. 2	
Last day to request score report labels in TIDE	Nov. 2	

**Paper and online test windows should be the same within the district. Districts will select five consecutive school days for their grade 3 English language arts administration.*

High School End-of-Course Testing Activities	Fall 2018 Date(s)	Test
Pre-ID Window for the High School EOC fall administration (all students must be pre-identified in TIDE in advance of testing and no later than Jan. 11)	Aug. 21-Jan.11	High School End of Course English Language Arts, Mathematics, Science and Social Studies Tests
On-time order window (paper testers only)	Sept. 11-Sept.17	
Deadline for submitting Pre-ID data in order to receive pre-printed Pre-ID labels (paper testers only)	Sept.17	
Deadline for indicating a pickup date in the Supplemental Information task in TIDE (paper testers only)	Sept.17	
Paper test materials due in district	Nov. 26	
Additional order window (paper testers only)	Nov. 26-Jan. 9	
High School End-of-Course Online and Paper test window**	Dec. 3-Jan. 11	
Last day to submit test status requests	Jan. 11	
Last day to request score report labels in TIDE	Jan. 11	

***Paper and online test windows should be the same within the district. Districts will select 15 consecutive school days for their English language arts, mathematics, science and social studies administrations.*

Preparing for Ohio's State Tests Fall 2018 Administration

	Online Testing	Paper Testing
<p>Getting Ready for the Fall 2018 Tests</p> <p>August – September 2018</p>	<ul style="list-style-type: none"> □ Identify the district's 5-day grade 3 ELA and 15-day high school EOC ELA/M/Sci/SS test windows. A district's online and paper test windows should be the same. □ Review the <i>Fall 2018 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 2018-2019 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"> □ Identify the district's 5-day grade 3 ELA and 15-day high school ELA/M/Sci/SS test windows. A district's online and paper test windows should be the same. □ Review the <i>Fall 2018 Test Administration Manual (TAM)</i> and <i>Fall 2018 Supplemental Instructions for Paper Testing Manual</i>; notify building test coordinators and test administrators about the availability of the manuals. □ Order paper testing materials in TIDE Aug. 21-Aug. 27 for grade 3 ELA and Sept. 11-Sept. 17 for high school EOC ELA/M/Sci/SS. □ Pre-identify all paper testing students in TIDE by Aug. 27 for grade 3 ELA and by Sept. 17 for high school EOC ELA/M/Sci/SS 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 2018-2019 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>September - November 2018</p>	<ul style="list-style-type: none"> □ Distribute copies of the <i>Fall 2018 Test Administrator Checklist</i> in Appendix K to personnel administering Ohio's State Tests. □ Notify personnel that practice items, released items and scoring guides are available 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 resources. □ 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 and the companion document; ○ Practiced setting up test sessions with their students in the Test Administrator Practice Site; ○ Reviewed the Test Administration Manual (TAM); ○ Reviewed the Test Incident Guidance Document in the <i>TAM</i>; <i>and</i> ○ Downloaded a copy of the Online Testing Highlights and Script from the <i>TAM</i> and has it available for online test administrations. The document will be available in late-August. 	<ul style="list-style-type: none"> □ Distribute copies of the <i>Fall 2018 Test Administrator Checklist</i> in Appendix K to personnel administering Ohio's State Tests. □ Notify personnel that practice items, released items and scoring guides are available on the portal in the Student Practice Resources folder. Review Ohio's Accessibility Manual and ensure that test administrators review it as needed. □ Confirm that each test administrator has: <ul style="list-style-type: none"> ○ Reviewed the Fall 2018 Supplemental Instructions for Paper Testing, including the test specific scripts and oral directions; and ○ Reviewed the Test Incident Guidance Document in the <i>TAM</i>. □ Receive paper test materials and distribute them to schools on Oct. 15 for grade 3 ELA and Nov. 26 for high school EOC ELA/M/Sci/SS tests. Order additional test materials as needed. □ For students who did not receive an on-time Pre-ID label, generate a print-on-demand Pre-ID label. All tests must have a Pre-ID label applied to the scorable document. Districts must apply a pre-printed or print-on-demand Pre-ID label. Failure to apply a Pre-ID label will result in scores not being reported. Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time. See the Supplemental Instructions for Paper Testing Manual for additional information. □ Confirm the availability of handheld calculators for students taking the math and physical science tests; guidance is available in the science calculator policy and the mathematics calculator policies.

	Online Testing	Paper Testing
<p>Fall 2018 Test Administration October 2018 - January 2019</p>	<p>Grade 3 English Language Arts (ELA) Test</p> <ul style="list-style-type: none"> □ Administer the grade 3 fall 2018 ELA tests during your 5-day district test window. The online testing site opens Oct. 22 and closes Nov. 2. □ Submit test status requests in TIDE, if needed. See the TIDE User Guide for instructions. □ Report test incidents to the Department per the guidelines in the <i>Fall 2018 Test Administration Manual</i>. □ Use TIDE to track online testing progress. See the TIDE User Guide for instructions. <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 Fall 2018 EOC tests during your 15-day district test window. The online testing site opens Dec. 3 and closes on Jan. 11. □ Submit test status requests in TIDE, if needed. See the TIDE User Guide for instructions. □ Report test incidents to the Department per the guidelines in the <i>Fall 2018 Test Administration Manual</i>. □ Use TIDE to track online testing progress. See the TIDE User Guide for instructions. 	<p>Grade 3 English Language Arts (ELA) Test</p> <ul style="list-style-type: none"> □ Order additional materials, if needed, in TIDE. The additional order window closes Oct. 31 □ Administer the grade 3 fall 2018 ELA tests during your district's 5-day test window. The testing window opens Oct. 22 and closes Nov. 2. □ Make sure 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 will result in scores not being reported. □ Return scorable materials no later than one business day after the district's testing window ends. Return non-scorables within one week of returning scorable documents. □ Report test incidents to the Department per the guidelines in the <i>Fall 2018 Test Administration Manual</i>. □ Track the return of scorable documents using the Answer Document Tracking Report in TIDE. <p>High School English Language Arts, Mathematics, Science and Social Studies End-of-Course (EOC) Tests</p> <ul style="list-style-type: none"> □ Order additional materials, if needed, in TIDE. The additional order window closes Jan. 9. □ Administer the Fall 2018 EOC tests during your district's 15-day test window. The test window opens Dec. 3 and the last day to administer the test is Jan. 11. □ Make sure 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 will result in scores not being reported. □ Return scorable materials no later than one business day after the district's testing window ends. Return non-scorables within one week of returning scorable documents. □ Report test incidents to the Department per the guidelines in the <i>Fall 2018 Test Administration Manual</i>. □ Track the return of scorable documents using the Answer Document Tracking Report in TIDE.