

Appendix J: Test Administrator Checklist

2018-2019 Ohio Graduation Tests (OGT) Test Administrator (TA) Checklist

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

- Dates for each of the paper form's testing windows.
- Key steps to prepare for the 2018-2019 OGT administration.
- Important activities.

2018-2019 OGT Administration Test Window

OGT Test Window - each tester has three opportunities	2018-2019 Dates
OGT Online Test Window	September 4, 2018 – July 31, 2019

2018-2019 OGT Administration Test Windows for Paper Accommodation

Test Windows by Form# for the Ohio Graduation Tests	2018-2019 Dates
Paper Form 01 Testing Window	September 4, 2018 – July 31, 2019 December 31, 2018
Paper Form 02 Testing Window	January 2 – July 31 April 30, 2019
Paper Form 03 Testing Window	May 1- July 31, 2019

Preparing for 2018-2019 Ohio Graduation Tests Administration

	Testing
Test Administration Resources	<ul style="list-style-type: none"> □ Review the <i>2018-2019 OGT Test Administration Manual (OGT-TAM)</i> for detailed information on policies and procedures. □ Discuss the school's testing schedule with the building test coordinator. Note each OGT tester has 2-1/2 hours to test. □ Review Ohio's Accessibility Manual to plan for student tools, supports and accommodations. □ Review the <i>Test Incident Guidance</i> document in Appendix G.

Testing	
User Accounts and the Test Administrator Interface	<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 practice 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.
Prepare Testers	<p>Make sure testers 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, navigation and online testing tools. □ Testers can use the Success Site to take an OGT practice test, review OGT sample content, and review OGT released items from previous administrations. □ Student tutorials covering different item types are available under the Student Practice Resources folder for testers to review multiple choice and constructed response item types. □ Provide testers with opportunities to interact with multiple choice and constructed response online items in the Student Practice Site. □ For mathematics and science tests, testers will have access to an online calculator. Interactive calculators are available under the Student Practice Resources for mathematics and science. Review the calculator policies in Appendix C. The only handheld calculator that can be used in place of the online calculator is the red TI-30X IIS calculator. Ensure testers have an opportunity to become comfortable with the calculator they are using prior to testing. Make sure the calculator's memory is cleared.

	Testing
Test Day Information	<ul style="list-style-type: none"> □ For online testers, have available a copy of the <i>OGT Online Testing Highlights and Script</i> from Appendix O of the <i>OGT-TAM</i> during testing. It provides step-by-step instructions for administering the test, including the oral script. □ For testers using paper test booklets, have available a copy of the <i>Directions and Scripts for OGT Paper Test Administrations</i> from Appendix P of the <i>OGT-TAM</i> during testing. Test administrators must follow the oral scripts when administering the test. Ensure you are prepared to enter responses into the DEI immediately after testing. □ Discuss the tester 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 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; instructions can be found in the TIDE User Guide. • Accessibility features for all students, including accommodations for students with disabilities and ELs. □ 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>2018-2019 OGT Test Administration Manual</i>. • The red TI-30X IIS is the only handheld calculator that can be used in place of the online calculator for testing. Review the criteria outlined in the Department’s calculator policies in Appendix C. • If testers taking a mathematics test wish to use paper copies of the reference sheet, download the sheet from the Department website and print copies for tester use during the test session. Testers may not bring their own copies to the test session. • Blank paper for students (2 sheets per tester for the writing tests; upon request for mathematics, reading, science and social studies). □ Review Appendix B of the <i>2018-2019 OGT Test Administration Manual (OGT-TAM)</i> for supplemental instructions for oral translations and human reader administrations. □ In addition to the above, discuss the following with the building test coordinator for students that will be testing using a paper test booklet: <ul style="list-style-type: none"> • Securely storing secure test materials before and after testing. • Ensure you are prepared to enter responses into the DEI immediately after testing. • Accessibility features for all students including accommodations for students with disabilities and ELs. • Review the guidance on blank paper in the <i>OGT-TAM</i>. • Review the <i>OGT-TAM</i> for supplemental instructions for braille and large-print test booklets.