

## Appendix J: District Test Coordinator 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 2019 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 2019 Dates                | Test                               |
|--|--------------------------------|------------------------------------|
| Pre-ID Window (students who are taking tests <b>online</b> must be preidentified in advance of testing; all students, regardless of test mode, <b>must be</b> preidentified in <a href="#">TIDE</a> by November 1) | August 5 (noon) - November 1   | Grade 3 English Language Arts Test |
| On-time order and confirm participation window (paper testers only)  | August 20-26                   |                                    |
| Supplemental Information task in TIDE to indicate paper test pick up date  | August 20-26                   |                                    |
| Deadline to submit Pre-ID data in order to receive preprinted Pre-ID labels  | August 26                      |                                    |
| Paper test materials due in district   | October 7                      |                                    |
| Additional order window (paper testers only)   | October 8-30                   |                                    |
| <b>Grade 3 English Language Arts Online and Paper test window*</b>   | <b>October 21 - November 1</b> |                                    |
| Last day to submit Test Status Requests  | November 1                     |                                    |
| Last day to request score report labels in TIDE  | November 1                     |                                    |

\*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 2019 Dates                | Tests  |
|--|--------------------------------|--|
| Pre-ID Window (all students <b>must be</b> preidentified in <a href="#">TIDE</a> in advance of testing and no later than January 10) | August 5 (noon) - January 10   | High School End of Course English Language Arts, Mathematics, Science and Social Studies Tests |
| On-time order window (paper testers only)  | September 10-16                |  |
| TIDE Supplemental Information task to indicate paper test pick up date   | September 10-16                |  |
| Deadline to submit Pre-ID data in order to receive preprinted Pre-ID labels  | September 16                   |  |
| Paper test materials due in district   | November 25                    |  |
| Additional order window (paper testers only)   | November 25 - January 8        |  |
| <b>High School End-of-Course Online and Paper test window**</b>  | <b>December 2 - January 10</b> |  |
| Last day to submit Test Status Requests  | January 10                     |  |
| Last day to request score report labels in TIDE  | January 10                     |  |

\*\*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 2019 Administration

|   | Online Testing   | Paper Testing   |
|---|--|---|
| <p><b>Getting Ready for the Fall 2019 Tests</b></p> <p><b>August – September 2019</b></p> | <ul style="list-style-type: none"> <li>□ 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.</li> <li>□ Review the <i>Fall 2019 Test Administration Manual (TAM)</i>; notify building test coordinators and test administrators about the availability of the manuals.</li> <li>□ Preidentify all online testing students in <a href="#">TIDE</a> in advance of the test window. Districts must mark student records with an "O" for eligible tests. Review the <a href="#">Guidance Document for 2019-2020 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 is <a href="#">supported</a> for online administrations and that sufficient technology is available for all students and test administrators.</li> <li>□ Conduct <a href="#">network diagnostics</a> from the practice test sign-in page.</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 student testing per the guidelines in the <a href="#">Quick Start Guide</a>.</li> <li>□ 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.</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> </ul> | <ul style="list-style-type: none"> <li>□ 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.</li> <li>□ Review the <i>Fall 2019 Test Administration Manual (TAM)</i> and <i>Fall 2019 Supplemental Instructions for Paper Testing Manual</i>; notify building test coordinators and test administrators about the availability of the manuals.</li> <li>□ Confirm contact information and indicate a pickup date for paper test materials under the Supplemental Information task in <a href="#">TIDE Aug. 20-Aug. 26</a> for grade 3 ELA before ordering test materials.</li> <li>□ Order grade 3 ELA paper accommodation testing materials in <a href="#">TIDE Aug. 20-Aug. 26</a>.</li> <li>□ <a href="#">Districts that filed a Board Resolution selecting paper testing</a> will receive a grade 3 ELA test booklet for each of their students that are preidentified in TIDE as of the <b>Aug. 26 Pre-ID deadline</b> after confirming contact and material pickup date. The quantity showing on the TIDE order screen will update nightly.</li> <li>□ Order paper testing materials and indicate pickup date for paper test material in <a href="#">TIDE Sept. 10-Sept. 16</a> for high school EOC ELA/M/Sci/SS.</li> <li>□ Preidentify all paper testing students in <a href="#">TIDE</a> by <b>Aug. 26</b> for grade 3 ELA and by <b>Sept. 16</b> for high school EOC ELA/M/Sci/SS tests in order to receive preprinted Pre-ID labels. Districts must mark student records with a "P" for eligible tests. Review the <a href="#">Guidance Document for 2019-2020 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> |

|  | Online Testing   | Paper Testing  |
|--|--|--|
| <p><b>Preparing Test Administrators and Students</b></p> <p><b>September - November 2019</b></p> | <ul style="list-style-type: none"> <li>□ Distribute copies of the <i>Fall 2019 Test Administrator Checklist</i> in <a href="#">Appendix K</a> to personnel administering Ohio's State Tests.</li> <li>□ Notify personnel that practice items, released items and scoring guides are available on the <a href="#">portal</a> in the Student Practice Resources folder.</li> <li>□ Encourage test administrators to provide students with opportunities to interact with online items in the <a href="#">Student Practice Site</a> and review the Student Testing Site <a href="#">tutorials</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 their students in the <a href="#">TA Practice Site</a>;</li> <li>○ Reviewed the Test Administration Manual (TAM);</li> <li>○ Reviewed the <a href="#">Test Incident Guidance Document</a> in the TAM; <i>and</i></li> <li>○ Downloaded a copy of the Online Testing Highlights and Script from the TAM and has it available for online test administrations.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>□ Distribute copies of the <i>Fall 2019 Test Administrator Checklist</i> in <a href="#">Appendix K</a> to personnel administering Ohio's State Tests.</li> <li>□ Notify personnel that practice items, released items and scoring guides are available on the <a href="#">portal</a> in the Student Practice Resources folder. Review <a href="#">Ohio's Accessibility Manual</a> and ensure that test administrators review it as needed.</li> <li>□ Confirm that each test administrator has: <ul style="list-style-type: none"> <li>○ Reviewed the <a href="#">Fall 2019 Supplemental Instructions for Paper Testing</a>, including the test specific scripts and oral directions; and</li> <li>○ Reviewed the Test Incident Guidance Document in the TAM.</li> </ul> </li> <li>□ Receive paper test materials on <b>Oct. 7</b> for grade 3 ELA and <b>Nov. 25</b> for high school EOC ELA/M/Sci/SS tests and distribute to schools. Order additional test materials as needed.</li> <li>□ For students who did not receive a preprinted Pre-ID label, generate a print-on-demand Pre-ID label. <b>All tests must have a Pre-ID label applied to the scorable document. 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.</b> See the <a href="#">Supplemental Instructions for Paper Testing Manual</a> for additional information.</li> <li>□ Confirm the availability of handheld calculators for students taking the mathematics tests; guidance is available in the science calculator policy and the mathematics calculator policies.</li> </ul> |

|   | Online Testing   | Paper Testing  |
|---|--|--|
| <p><b>Fall 2019 Test Administration</b></p> <p><b>October 2019 - January 2020</b></p> | <p><b>Grade 3 English Language Arts (ELA) Test</b></p> <ul style="list-style-type: none"> <li>□ Administer the grade 3 fall 2019 ELA tests during your 5-day district test window. The online testing site opens <b>Oct. 21</b> and closes <b>Nov. 1</b>.</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>Fall 2019 Test Administration Manual</i>.</li> <li>□ Use <a href="#">TIDE</a> to track online testing progress. See the <a href="#">TIDE User Guide</a> for instructions.</li> </ul> <p><b>High School English Language Arts, Mathematics, Science and Social Studies End-of-Course (EOC) Tests</b></p> <ul style="list-style-type: none"> <li>□ Administer the Fall 2019 EOC tests during your 15-day district test window. The online testing site opens <b>Dec. 2</b> and closes on <b>Jan. 10</b>.</li> <li>□ Submit test status requests in <a href="#">TIDE</a>, if needed. See the <i>TIDE User Guide</i> for instructions.</li> <li>□ Report test incidents to the Department per the guidelines in the <i>Fall 2019 Test Administration Manual</i>.</li> <li>□ Use <a href="#">TIDE</a> to track online testing progress. See the <a href="#">TIDE User Guide</a> for instructions.</li> </ul> | <p><b>Grade 3 English Language Arts (ELA) Test</b></p> <ul style="list-style-type: none"> <li>□ Order additional materials, if needed, in <a href="#">TIDE</a>. The additional order window opens <b>Oct. 8</b> and closes <b>Oct. 30</b>.</li> <li>□ Administer the grade 3 fall 2019 ELA tests during your district's 5-day test window. The testing window opens <b>Oct. 21</b> and closes <b>Nov. 1</b>.</li> <li>□ Make sure all scorable grade 3 ELA test booklets have a <b>Pre-ID label</b> applied after testing is complete. <b>Failure to apply a Pre-ID label will result in scores not being reported.</b></li> <li>□ Return scorable materials no later than <b>one business day after the district's testing window ends</b>. Return non-scorables within one week of returning scorable documents.</li> <li>□ Report test incidents to the Department per the guidelines in the <i>Fall 2019 Test Administration Manual</i>.</li> <li>□ Track the return of scorable grade 3 test booklets using the Answer Document Tracking Report in <a href="#">TIDE</a>.</li> </ul> <p><b>High School English Language Arts, Mathematics, Science and Social Studies End-of-Course (EOC) Tests</b></p> <ul style="list-style-type: none"> <li>□ Order additional materials, if needed, in <a href="#">TIDE</a>. The additional order window opens <b>Nov. 25</b> and closes <b>Jan. 8</b>.</li> <li>□ Administer the Fall 2019 EOC tests during your district's 15-day test window. The test window opens <b>Dec. 2</b> and the last day to administer the test is <b>Jan. 10</b>.</li> <li>□ Make sure all scorable answer documents have a <b>Pre-ID label</b> applied after testing is complete. <b>Failure to apply a Pre-ID label will result in scores not being reported.</b></li> <li>□ Return scorable answer documents no later than <b>one business day after the district's testing window ends</b>. Return non-scorables within one week of returning scorable documents.</li> <li>□ Report test incidents to the Department per the guidelines in the <i>Fall 2019 Test Administration Manual</i>.</li> <li>□ Track the return of scorable answer documents using the Answer Document Tracking Report in <a href="#">TIDE</a>.</li> </ul> |