

Appendix J: 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 spring 2020 administration of Ohio's State Tests.
- A checklist that 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](#).

English Language Arts (ELA) Testing Activities	Spring 2020 Date(s)
Grades 3-8 and High School English Language Arts Tests	
Pre-ID Window (students who are taking tests online must be preidentified in advance of testing; all students, regardless of test mode, must be preidentified in TIDE by April 24)	Now-April 24
On-time order window (paper testers only)	January 28-February 3
Supplemental Information task in TIDE to indicate pick up date (paper tests only)	January 28-February 3
Window for Board Resolution districts that selected paper to preidentify students, confirm contact information and indicate a pickup date in TIDE in order to receive on-time scorable grade 3 ELA test booklets. The test booklet quantity showing in TIDE will update nightly based on number of grade 3 students preidentified.	January 28-February 3
Score Report Label Request Window in TIDE for the spring administration	January 28-May 8
Deadline for submitting Pre-ID data to receive printed Pre-ID labels for paper testers entered with a test mode of "P"	February 3
Paper test materials due in district	March 16
Additional order window (paper testers only)	March 16-April 22
English Language Arts Online and Paper test window*	March 23-April 24
Last day to submit test status requests	April 24

*Paper and online test windows should be the same within the district. Districts will select 15 consecutive school days for their English language arts test administration.

Mathematics, Science and Social Studies Testing Activities Grades 3-8 Mathematics, Grades 5, 8 and High School Science and High School Social Studies Tests	Spring 2020 Date(s)
Pre-ID Window (students who are taking tests online must be preidentified in advance of testing; all students, regardless of test mode, must be preidentified in TIDE by May 8)	Now-May 8
On-time order window (paper testers only)	January 28-February 3
Supplemental Information task in TIDE to indicate pick up date (paper tests only)	January 28-February 3
Window for <u>Board Resolution</u> districts that selected paper to preidentify students, confirm contact information and indicate a pickup date in TIDE in order to receive on-time scorable grade 3 mathematics test booklets. The test booklet quantity showing in TIDE will update nightly based on number of grade 3 students preidentified.	January 28-February 3
Score Report Label Request Window in TIDE for the spring test administration	January 28-May 8
Deadline for submitting Pre-ID data to receive pre-printed Pre-ID labels for paper testers entered with a test mode of "P"	February 3
Paper test materials due in district	March 16
Additional order window (paper testers only)	March 16-May 6
Mathematics, Science and Social Studies Online and Paper test window**	March 30-May 8
Last day to submit test status requests	May 8

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

Preparing for Ohio’s State Tests Spring 2020 Administration

	Online Testing	Paper Testing
<p>Getting Ready for the Spring 2020 Tests</p> <p>January-February 2020</p>	<ul style="list-style-type: none"> □ Identify the district's 15-day English language arts and 15-day mathematics, science and social studies test windows. A district's online and paper test windows should be the same. □ Review the <i>Spring 2020 Test Administration Manual (TAM)</i>; notify building test coordinators and test administrators about the availability of the manuals. □ Preidentify 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 2019-2020 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 is supported for online test administrations and that sufficient technology is available for all students and test administrators. □ Conduct network diagnostics from the practice test sign-in page. □ 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 Quick Start Guide.. □ 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 15-day English language arts test window and 15-day mathematics, science and social studies test windows. A district's online and paper test windows should be the same. □ Review the <i>Spring 2020 Test Administration Manual (TAM)</i> and <i>Spring 2020 Supplemental Instructions for Paper Testing Manual</i>; notify building test coordinators and test administrators about the availability of the manuals. □ Order paper testing materials and indicate pick up date for paper test materials in TIDE Jan. 28 – Feb. 3 for grade 3-8 and high school EOC English language arts, mathematics, science and social studies tests. □ Districts that filed a Board Resolution selecting paper testing will receive a grade 3 test booklet for the subject(s) in the resolution for each of their students that are pre-identified in TIDE as of the Feb. 3 Pre-ID deadline after confirming contact and material pick up dates. The quantity showing on the TIDE order screen will update nightly. □ Preidentify all paper testing students in TIDE by Feb. 3 in order to receive pre-printed Pre-ID labels. Districts must mark student records with a “P” for eligible tests in order to receive printed Pre-ID labels. Review the Guidance Document for 2019-2020 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>January-March 2020</p>	<ul style="list-style-type: none"> □ Distribute copies of the <i>Spring 2020 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 TA Practice Site; ○ Reviewed the Test Administration Manual (TAM); ○ Reviewed the Test Incident Guidance Document in the TAM; <i>and</i> ○ Downloaded a copy of the <i>Online Testing Highlights and Script</i> from the TAM and has it available for online test administrations. 	<ul style="list-style-type: none"> □ Distribute copies of the <i>Spring 2020 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 Spring 2020 Supplemental Instructions for Paper Testing, including the test specific scripts and oral directions; <i>and</i> ○ Reviewed the Test Incident Guidance Document in the TAM. □ Receive paper test materials Mar. 16 and distribute them to schools for English language arts, mathematics, science and social studies 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. 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 mathematics tests; guidance is available in the mathematics calculator policies.

	Online Testing	Paper Testing
<p>Spring 2020 Test Administration March- May 2020</p>	<p>Grades 3-8 and High School English Language Arts Tests</p> <ul style="list-style-type: none"> □ Administer the Spring 2020 English language arts tests during your 15-day district test window. The online testing site opens Mar. 23 and closes Apr. 24. □ 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>Spring 2020 Test Administration Manual</i>. □ Use TIDE to track online testing progress. See the TIDE User Guide for instructions. <p>Grades 3-8 and High School Mathematics, Science and Social Studies Tests</p> <ul style="list-style-type: none"> □ Administer the Spring 2020 mathematics, science and social studies tests during your 15-day district test window. The online testing site opens Mar. 30 and closes on May 8. □ Submit test status requests in TIDE, if needed. See the <i>TIDE User Guide</i> for instructions. □ Report test incidents to the Department per the guidelines in the <i>Spring 2020 Test Administration Manual</i>. <p>Use TIDE to track online testing progress. See the TIDE User Guide for instructions.</p>	<p>Grades 3-8 and High School English Language Arts Tests</p> <ul style="list-style-type: none"> □ Order additional materials, if needed, in TIDE. The additional order window closes Apr. 22. □ Administer the Spring 2020 English language arts tests during your districts's 15-day test window. The testing window opens Mar. 23 and closes Apr. 24. □ 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>Spring 2020 Test Administration Manual</i>. □ Track the return of scorable documents using the Answer Document Tracking Report in TIDE. <p>Grades 3-8 and High School Mathematics, Science and Social Studies Tests</p> <ul style="list-style-type: none"> □ Order additional materials, if needed, in TIDE. The additional order window closes May 6. □ Administer the math, science and social studies tests during your district's 15-day test window. The test window opens Mar. 30. The last day to administer the test is May 8. □ 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>Spring 2020 Test Administration Manual</i>. □ Track the return of scorable documents using the Answer Document Tracking Report in TIDE.