

Appendix J: District Test Coordinator Checklist

Summer 2019 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 Summer 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 | Summer 2019 Date(s) | Test |
|---|---------------------|------------------------------------|
| On-time order window (paper testers only) | May 20-May 24 | Grade 3 English Language Arts Test |
| Score Report Label Request window open in TIDE to request printed score report labels for the summer administrations | May 20-July 26 | |
| Deadline for submitting Pre-ID data to receive preprinted Pre-ID labels for paper testers (all students regardless of test mode, must be preidentified in TIDE by July 12) | May 24 | |
| Deadline for indicating a pickup date in the Supplemental Information task in TIDE (paper testers only) | May 24 | |
| Paper test materials due in district | July 1 | |
| Additional order window (paper testers only) | July 1-July 10 | |
| Online and paper test window | July 8-July 12 | |
| Last day to submit Test Status Requests | July 12 | |

| High School End-of-Course Testing Activities | Summer 2019 Date(s) | Test(s) |
|---|---------------------|--|
| Pre-ID window for the high school EOC summer administration (all students must be preidentified in TIDE in advance of testing and no later than July 27) | August 22-July 26 | High School English Language Arts, Mathematics, Science and Social Studies Tests |
| Score Report Label Request window open in TIDE to request printed score report labels for the summer administrations. | May 20-July 26 | |
| Order window for braille test materials by calling Ohio Help Desk | July 1-July 24 | |
| Online & braille test window | July 15-July 26 | |
| Last day to submit Test Status Requests | July 26 | |
| Last day to submit braille responses in DEI | July 26 | |
| Deadline to ship braille test materials to DRC | July 29 | |

Preparing for Ohio's State Tests Summer 2019 Administration

| | Online Testing | Paper Testing (Grade 3 ELA & Braille EOC) |
|---|---|---|
| <p>Getting Ready for the Summer 2019 Tests</p> <p>May 2019- June 2019</p> | <ul style="list-style-type: none"> □ Review the <i>Summer 2019 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 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"> □ Review the <i>Summer 2019 Test Administration Manual (TAM)</i> and Summer 2019 Supplemental Instructions for Paper Testing Manual; notify building test coordinators and test administrators about the availability of the manuals. □ Order paper testing materials in TIDE May 20-May 24 for grade 3 English language arts. □ Preidentify all paper testing students in TIDE by May 24 for grade 3 English language arts tests by marking the student record with a "P" in order to receive preprinted Pre-ID labels. 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. □ Preidentify high school braille testing students with "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>June 2019- July 2019</p> | <ul style="list-style-type: none"> □ Distribute copies of the <i>Summer 2019 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 tutorials. □ 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 TAM; and • Downloaded a copy of the Online Testing Highlights and Script from the TAM and have it available for online test administrations. | <ul style="list-style-type: none"> □ Distribute copies of the <i>Summer 2019 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 Summer 2019 Supplemental Instructions for Paper Testing, including the test specific scripts and oral directions; and • Reviewed the <i>Test Incident Guidance Document</i> in the TAM. □ Receive grade 3 English language arts paper test materials July 1 and distribute them to schools. Order additional test materials as needed. □ For grade 3 English language arts students who did not receive an on-time preprinted Pre-ID label, generate a print-on-demand Pre-ID label. All grade 3 scorable test booklets must have a Pre-ID label applied to the document. Failure to apply a Pre-ID label will result in scores not being reported. See the Supplemental Instructions for Paper Testing Manual for additional information. □ Order high school EOC braille materials by calling the Ohio Help Desk 1-877-231-7809 option 2. |

| | Online Testing | Paper Testing |
|---|---|--|
| <p>Summer 2019 Test Administration</p> <p>July 2019</p> | <p>Grade 3 English Language Arts Test</p> <ul style="list-style-type: none"> □ Administer the Summer 2019 English language arts test on the online testing site July 8-July 12. □ Submit Test Status Requests in TIDE, if needed. See the TIDE User Guide for guidance. □ Report test incidents to the Department per the guidelines in the <i>Summer 2019 Test Administration Manual</i>. □ Use TIDE to track online testing progress. See the TIDE User Guide for guidance. <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 Summer 2019 EOC tests on the online testing site July 15-July 26. □ Submit Test Status Requests in TIDE, if needed. See the TIDE User Guide for guidance. □ Report test incidents to the Department per the guidelines in the <i>Summer 2019 Test Administration Manual</i>. □ Use TIDE to track online testing progress. See the TIDE User Guide for guidance. | <p>Grade 3 English Language Arts Test</p> <ul style="list-style-type: none"> □ Order additional materials, if needed, in TIDE. The additional order window closes July 10. □ Administer the Summer 2019 English language arts tests during the testing window July 8-July 12. □ Ensure all scorable documents have a preprinted or print-on-demand Pre-ID label applied after testing is complete. Failure to apply a Pre-ID label to a scorable test booklet will result in scores not being reported. □ Return scorable materials no later than one business day after the district concludes testing. Return non-scorables within one week of returning scorable documents. □ Report test incidents to the Department per the guidelines in the <i>Summer 2019 Test Administration Manual</i>. □ Track the return of scorable test booklets using the Answer Documents task in TIDE. <p>High School English Language Arts, Mathematics, Science and Social Studies Braille Tests</p> <ul style="list-style-type: none"> □ Order braille test versions, if needed, from the Ohio Help Desk by July 24. □ Administer the braille English language arts, mathematics, science and social studies tests during the test window July 15-July 26. □ Enter student responses into the Data Entry Interface (DEI) by July 26. The last day to administer the test is July 26. □ Make sure all secure materials are returned no later than one business day after testing. □ Report test incidents to the Department per the guidelines in the <i>Summer 2019 Test Administration Manual</i>. |