Spring 2016 District Test Coordinator (DTC) Checklist

Jan. 12, 2016

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 2016 administration of Ohio's State Tests for English language arts, mathematics, science and social studies. This checklist provides important dates and activities, as well as a suggested timeline for preparations.
- Testing support contact information.

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 Testing Activities	2016 Date(s)	Test(s)
Pre-ID Window for the spring administration (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 May 13)	Jan. 4 – May 13	Grades 3-8 and High School English Language Arts
On-time order window for paper testers	Jan. 4 – 11	
Window for districts testing on paper to indicate pickup dates as they complete the Supplemental Services task in TIDE	Jan. 4 – Feb. 19	
Deadline for submitting Pre-ID data in order to receive Pre-ID labels for paper testers	Feb. 1	
Paper test materials due in district	March 21	
Additional order window for paper testers	March 21 – April 20	
Paper test window*	April 4 – 22	
Online test window*	April 4 – 29	

Districts have the flexibility to choose one or two sets of test dates. They can either select:

A. *The same set of consecutive days (10 days for paper or 15 days for online) for tests in all content areas (English language arts, mathematics, science and social studies) ; or*

B. *One consecutive set of 10 or 15 days (for paper or online respectively) for the English language arts and a later consecutive set of 10 or 15 days (for paper or online respectively) for the tests in the other content areas (mathematics, science and social studies). Those districts selecting option B may overlap the two sets of dates.*

Math, Science and Social Studies Testing Activities	2016 Date(s)	Test
Pre-ID Window for the spring administration (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 May 13)	Jan. 4 – May 13	Grades 3-8 & High School Math, Grades 5, 8 & High School Science, and Grades 4, 6 & High School Social Studies
On-time order window for paper testers	Jan. 4 – 11	
Window for districts testing on paper to indicate pickup dates as they complete the Supplemental Services task in TIDE	Jan. 4 – Feb. 19	
Deadline for submitting Pre-ID data in order to receive Pre-ID labels for paper testers	Feb. 1	
Paper test materials due in district	March 21	
Additional order window for paper testers	March 21 – May 4	
Paper test window*	April 4 – May 6	
Online test window*	April 4 – May 13	

Districts have the flexibility to choose one or two sets of test dates. They can either select:

A. *The same set of consecutive days (10 days for paper or 15 days for online) for tests in all content areas (English language arts, mathematics, science and social studies); or*

B. *One consecutive set of 10 or 15 days (for paper or online respectively) for the English language arts and a later consecutive set of 10 or 15 days (for paper or online respectively) for the tests in the other content areas (mathematics, science and social studies). Those districts selecting option B may overlap the two sets of dates.*

Preparing for the Ohio State Tests Spring 2016 Administration

Please be sure to review the *Test Coordinator's Manual* in February for more detailed information on policies and procedures for the administration.

	Districts Testing Students Online	Districts Testing Students on Paper
Getting Ready for the Spring 2016 Tests **January and February 2016**	☐ Identify the district's test window. ☐ Notify personnel that the *Practice Test Guidance Document,* practice items, released items and scoring guides are available on the portal in the Student Practice Resources folder. ☐ Review copies of the *Test Coordinator's Manual* and *Directions for Administration Manual*, which will be posted in February to the portal; notify building test coordinators and test administrators about the availability of the manuals. The department will announce PowerPoint presentations in February that you can use to familiarize test administrators with key elements of the administration manual. **Technology Preparation** ☐ 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. ☐ Distribute copies of the *Spring 2016 Test Administrator Checklist* to personnel administering Ohio's State Tests. The checklist will be available in late January on the portal.	☐ Identify the district's test window. ☐ Order paper materials by school in TIDE **Jan. 4-11.** ☐ Indicate pickup dates for scorable paper test materials in the Supplemental Services task in TIDE **Jan. 4-Feb. 19**. ☐ Pre-identify all paper testing students in TIDE by **Feb. 1** in order to receive Pre-ID labels. Districts must mark student records with a "P" for eligible tests. Review the Guidance Document for 2015-2016 Ohio Pre-ID Files for more information. ☐ Notify personnel that the *Practice Test Guidance Document,* practice items, released items and scoring guides are available on the portal in the Student Practice Resources folder. ☐ Review copies of the *Test Coordinator's Manual* and *Directions for Administration Manual*, which will be posted in February to the Portal; notify building test coordinators and test administrators about the availability of the manuals. The department will announce PowerPoint presentations in February that you can use to familiarize test administrators with key elements of the administration manual. ☐ 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. ☐ Distribute copies of the *Spring 2016 Test Administrator Checklist* to personnel administering Ohio's State Tests. The checklist will be available in late January on the portal.

	Districts Testing Students Online	Districts Testing Students on Paper
Preparing Test Administrators and Students **March 2016**	□ Encourage test administrators to complete the Test Administrator Certification Course and review the companion document. Test administrators should practice setting up test sessions with their students in the Test Administrator Practice Site. □ 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. □ 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 2015-2016 Ohio Pre-ID Files for more information. □ Review *Ohio's Accessibility Manual* and ensure that tests administrators review it as needed. Set student accessibility features in TIDE by uploading a test settings file or individually marking student records. Set the "Group Oral Admin" flag in TIDE for students who will receive a group read-aloud or group translation accommodation. □ Review the Test Incident Guidance Document in the *Test Coordinator's Manual.* □ Confirm that each test administrator has: 　o A user account; 　o Reviewed the Test Administrator Certification Course; 　o Reviewed the Test Administrator Checklist; 　o Reviewed the *Directions for Administration Manual* and; 　o Downloaded a copy of the Online Testing Checklist from the Portal and has it available for online test administrations.	□ Review *Ohio's Accessibility Manual*. □ Review the Test Incident Guidance Document in the *Test Coordinator's Manual*. □ Receive paper test materials and distribute them to schools on **March 21**. □ Order additional materials, if needed, in TIDE. □ 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. □ Confirm that each test administrator has: 　o Reviewed the Test Administrator Checklist; and 　o Reviewed the *Directions for Administration Manual* including the test specific scripts and oral directions.

	Districts Testing Students Online	Districts Testing Students on Paper
Spring 2016 Test Administration **April – May 2016**	**Spring 2016 English language arts, Math, Science and Social Studies Tests** □ Administer the Spring 2016 English language arts test during your district set window. The online testing site opens April 4. The last day to administer the test is **April 29**. □ Administer the spring 2016 math, science and social studies tests during your district set window. The online testing site opens April 4. The online testing site closes on **May 13**. □ Submit test status requests in [TIDE](#), if needed. See the *[TIDE User Guide](#)* for guidance. □ Report test incidents to the department, if needed, per the guidelines in the *Test Coordinator's Manual.* □ Use the [Online Reporting System](#) to track online test submissions. See the *[Online Reporting System User Guide](#)* for guidance.	**Spring 2016 English Language Arts** □ Order additional materials, if needed, in [TIDE](#). The additional order window for English language arts tests closes **April 20**. □ Administer the English language arts tests during your district set window. The paper test window opens April 4. The last day to administer the test is **April 22**. □ Make sure all scorable documents have a Pre-ID label applied after testing is complete. Apply a generic label and accurately bubble the student's information for any students who did not receive Pre-ID labels. □ Return scorable English language arts materials immediately after testing and no later than **one business day after the district's testing window ends.** Return non-scorables within one week of returning scorable documents. □ Make sure that all students taking the English language arts tests are pre-identified in [TIDE](#) by **May 13**. Districts must mark student records with a "P" for eligible tests. □ Report test incidents to the department, if needed, per the guidelines in the *Test Coordinator's Manual*. □ Track the return of scorable documents using the Answer Docs task in [TIDE](#). **Spring 2016 Math, Science and Social Studies Tests** □ Order additional materials, if needed, in TIDE. The additional order window for math, science and social studies tests closes May 4. □ Make sure that all students taking the math, science and social studies tests are pre-identified in TIDE by May 13. Districts must mark student records with a "P" for eligible tests. □ Administer the math, science and social studies tests during your district set window. The paper test window opens April 4. The last day to administer math, science and social studies paper tests is **May 6**. □ Make sure all scorable documents have a Pre-ID label applied after testing is complete. Apply a generic label and accurately bubble the student's information for any students who did not receive Pre-ID labels. □ Return scorable math, science and social studies materials immediately after testing and 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, if needed, per the guidelines in the Test Coordinator's Manual. □ Track the return of scorable documents using the Answer Docs task in TIDE.

Ohio Department of Education Contact Information (These contacts can be reached by calling the Office of Curriculum and Assessment at (614) 644-1317)

For assistance with	Name	Contact Information
Accommodations and Accessibility	Andrew Hinkle	Email: Andrew.Hinkle@education.ohio.gov
English Language Arts Content	Elizabeth Bridges *Grades 3-8*	Email: Elizabeth.Bridges@education.ohio.gov
	Shantelle Hill *High School*	Email: Shantelle.Hill@education.ohio.gov
Mathematics Content	Brian Bickley	Email: Brian.Bickley@education.ohio.gov
Science Content	Cathy Holmes	Email: Cathy.Holmes@education.ohio.gov
Social Studies Content	Linda McKean	Email: Linda.McKean@education.ohio.gov
Technology	Kirk Ross	Email: Kirk.Ross@education.ohio.gov
Testing Operations	Yolande Berger *OGT*	Email: Yolande.Berger@education.ohio.gov
	Sara Allen *3-8 Tests*	Email: Sara.Allen@education.ohio.gov
	Amy Parker *High School & Test Security*	Email: Amy.Parker@education.ohio.gov
3rd Grade Reading Guarantee	Beth Hess	Email: Elizabeth.Hess@education.ohio.gov

Testing Support Contact Information

For assistance with	Contact Information
Testing resources, manuals, user guides, guidance documents, technical specifications and practice materials	Ohio's State Tests Portal www.ohiostatetests.org
Submitting Pre-ID data	American Institutes for Research (AIR) (877) 231-7809 OHHelpDesk@air.org
Marking accessibility features under the test settings in a student record	
Ordering paper test materials in TIDE for online administrations	
User accounts	
Secure browsers and apps	
Error messages received during the online test administrations	
Questions about district shipments of paper materials, packing documents and missing materials	Data Recognition Corporation (DRC) (877) 231-7809 OHProjectTeam@datarecognitioncorp.com
Returning paper test materials	