

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 2021 administration of Ohio's State Tests.
- A checklist that provides important dates and activities, as well as a suggested timeline for preparations.

Important Dates

The following tables list key administration dates. Important dates also are available on [Ohio's State Tests Portal](#).

<u>Important Activities and Dates Leading Up to Testing</u> English Language Arts, Mathematics, Science and Social Studies Tests	Spring 2021 Date(s)
Pre-ID Window: All students who are taking tests online must be preidentified in advance of testing. All students testing must be preidentified in TIDE by: <ul style="list-style-type: none"> • May 7 for English language arts tests • May 21 for mathematics, science and social studies tests 	Open Now
Score Report Label Request Window in TIDE for the spring test administration	January 26 – May 21
On-time Order Window for paper accommodation testers. Districts must: <ul style="list-style-type: none"> • Confirm contact information • Indicate a pickup date, in the <i>Supplemental Information</i> task • If you do not know when your materials will be ready for UPS pickup, leave the date blank and click [Save] • Enter material quantity needs • Enter reason for the order in the comments field 	January 26 – February 1
<i>Window for <u>Board Resolution districts that selected paper</u> must complete the following tasks in TIDE in order to receive on-time paper grade 3 general test booklets: 1) preidentify students, 2) confirm contact information, 3) indicate a pickup date in the Supplemental Information task (if it is unknown when your materials will be ready for UPS pickup, leave the date blank) and click [Save], and 4)click [Search] in the Search for Orders section in TIDE. The test booklet quantity showing in TIDE will update nightly based on number of grade 3 students preidentified.</i>	January 26 – February 1
Deadline for submitting Pre-ID data to receive printed Pre-ID labels for testers entered with a test mode of "P" for paper	February 1
Paper test materials due in district	March 15
Additional order window opens (paper testers only) <ul style="list-style-type: none"> • Additional order window closes April 21 for grade 3 English language arts • Additional order window closes April 28 for grades 4 through high school English language arts • Additional order window closes May 12 for mathematics, science, social studies 	March 15

Testing Important Dates and Activities	Spring 2021 Date(s)
Grade 3 English language arts paper test administration window*	March 22 – April 23
Grades 4 through high school English language arts paper test administration window* <i>Grades 4-8 English Language Arts, high school English Language Arts I and English Language Arts II Tests</i>	March 22 – April 30
English language arts test online test administration window* <i>Grades 3-8 English Language Arts, high school English Language Arts I and English Language Arts II Tests</i>	March 22 – May 7
*Districts will select 15 consecutive school days for their English language arts test administration. For schools and districts with remote and hybrid models of instruction, “consecutive” days of testing can apply to days students are physically present in the building.	
Last day to submit Test Status Requests in TIDE for ELA online tests	May 7
Mathematics, science and social studies paper test administration window** <i>Grades 3-8 Mathematics, Grades 5 & 8 Science, high school Algebra I, Geometry, Integrated Mathematics I, Integrated Mathematics II, Biology, American Government and American History Tests</i>	March 29 – May 14
Mathematics, science and social studies online test administration window** <i>Grades 3-8 Mathematics, Grades 5 & 8 Science, high school Algebra I, Geometry, Integrated Mathematics I, Integrated Mathematics II, Biology, American Government and American History Tests</i>	March 29 – May 21
**Districts will select 15 consecutive school days for their mathematics, science and social studies test administration. For schools and districts with remote and hybrid models of instruction, “consecutive” days of testing can apply to days students are physically present in the building.	
Last day to submit Test Status Requests in TIDE for mathematics, science or social studies online tests	May 21

Preparing for Ohio's State Tests Spring 2021 Administration

	Online Testing	Paper Testing
<p>Getting Ready for the Spring 2021 Tests</p> <p>January-February 2021</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 2021 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 prior to the test window. Districts must mark student records with an "O" for eligible tests. Review the Guidance Document for 2020-2021 Ohio Pre-ID Files for more information. Note: 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 SecureTestBrowser 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 or SecureTestBrowser app 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 2021 Test Administration Manual (TAM)</i> and <i>Spring 2021 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. 26 – Feb. 1 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 preidentified in TIDE as of the Feb. 1 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. 1 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 2020-2021 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 2021</p>	<ul style="list-style-type: none"> □ Distribute copies of the <i>Spring 2021 Test Administrator Checklist</i> in Appendix K to personnel administering Ohio's State Tests. □ Notify personnel that practice test items, released test items and scoring guides are available on the test portal in the Student Practice Resources folder. □ Encourage test administrators to provide students with opportunities to interact with online test items in the Student Practice Site. Students should also 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; and ○ 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 2021 Test Administrator Checklist</i> in Appendix K to personnel administering Ohio's State Tests. □ Notify personnel that practice test items, released test items and scoring guides are available on the test 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 2021 Supplemental Instructions for Paper Testing, including the test specific scripts and oral directions; and ○ Reviewed the Test Incident Guidance Document in the TAM. □ Receive paper test materials Mar. 15 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 2021 Test Administration</p> <p>ENGLISH LANGUAGE ARTS TESTS</p> <p>March-May 2021</p>	<p>Grades 3-8 and High School English Language Arts Tests</p> <ul style="list-style-type: none"> □ Administer the Spring 2021 English language arts tests during your 15-day district test window. The online testing site opens Mar. 22 and closes May 7. □ 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 2021 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 English Language Arts Tests</p> <ul style="list-style-type: none"> □ Order additional materials, if needed, in TIDE. The additional order window closes Apr. 21 for grade 3 and Apr. 28 for grades 4 through high school paper testers. □ Administer the Spring 2021 English language arts tests during your district's 15-day test window. The testing window opens Mar. 22. The last day to administer a grade 3 test on paper is Apr. 23. The last day to administer a grades 4 through high school test on paper is Apr. 30. □ 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 English language arts paper 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 2021 Test Administration Manual</i>. □ Track the return of scorable documents using the Answer Document Tracking Report in TIDE.

	Online Testing	Paper Testing
<p>Spring 2021 Test Administration</p> <p>MATHEMATICS, SCIENCE AND SOCIAL STUDIES TESTS</p> <p>March- May 2021</p>	<p>Grades 3-8 and High School Mathematics, Science and Social Studies Tests</p> <ul style="list-style-type: none"> □ Administer the Spring 2021 mathematics, science and social studies tests during your 15-day district test window. The online testing site opens Mar. 29 and closes on May 21. □ 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 2021 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"> □ Order additional materials, if needed, in TIDE. The additional order window closes May 12. □ Administer the math, science and social studies tests during your district's 15-day test window. The test window opens Mar. 29. The last day to administer the tests is May 14. □ 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 mathematics, science and social studies paper 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 2021 Test Administration Manual</i>. □ Track the return of scorable documents using the Answer Document Tracking Report in TIDE.