

Appendix K: Test Administrator Checklist

The purpose of this document is to provide test administrators with:

- Dates for testing windows.
- Key steps to prepare for the Spring 2021 administration of Ohio's State Tests for Grades 3-8 and High School English language arts and mathematics, Grades 5 & 8 and High School science and High School social studies tests.
- A checklist that provides important dates and activities, as well as a suggested timeline for preparations.

Spring 2021 Testing Windows

Test administrators can fill out the table below to assist in planning their test sessions.

Test Administration	State Test Window	My District's 15-Day Test Window
<p>English Language Arts Paper:</p> <ul style="list-style-type: none"> • Grade 3 • Grades 4-8 and high school <p>English Language Arts Online:</p> <ul style="list-style-type: none"> • English language arts grades 3 -8 • High school end-of-course English language arts tests 	<p>March 22 – April 23 March 22 – April 30 March 22 – May 7</p>	
<p>Mathematics, Science and Social Studies Paper:</p> <p>Mathematics, Science and Social Studies Online:</p> <ul style="list-style-type: none"> • Grades 3-8 mathematics tests • Grades 5 and 8 science tests • High school end-of-course mathematics tests • High school end-of-course science test • High school end-of-course social studies tests 	<p>March 29 – May 14 March 29 – May 21</p>	<p><i>District will select fifteen consecutive school days for its English language arts test administration.</i></p> <p>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 buildings.</p> <p><i>District will select fifteen consecutive school days for its mathematics, science and social studies test administration.</i></p> <p>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 buildings.</p>

Preparing for Ohio's State Tests Spring 2021 Administration

	Online Testing	Paper Testing
Test Administration Resources January-February 2021	<ul style="list-style-type: none"> □ Review the <i>Spring 2021 Test Administration Manual (TAM)</i> for detailed information on policies and procedures. □ Discuss the school's testing schedule with the building test coordinator and familiarize yourself with the allowable testing time for each test, located in the TAM. □ Review Ohio's Accessibility Manual to plan for student tools, supports and accommodations. □ Review the <i>Test Incident Guidance</i> document in Appendix H. 	<ul style="list-style-type: none"> □ Review the <i>Spring 2021 Test Administration Manual (TAM)</i> and the Spring 2021 Supplemental Instructions for Paper Testing for detailed information on policies and procedures. □ Discuss the school's testing schedule with the building test coordinator and familiarize yourself with the allowable testing time for each test, located in the TAM. □ Review Ohio's Accessibility Manual to plan for student tools, supports and accommodations. □ Review the <i>Test Incident Guidance</i> document in Appendix H.
User Accounts and the TA Interface January-February 2021	<ul style="list-style-type: none"> □ Verify your Teacher (TE) or Test Administrator (TA) user account by signing in to the TA Practice Site and setting up practice test sessions. If you do not have a user account, speak to your building test coordinator. □ Complete the Test Administrator Certification Course and review the Test Administrator Certification Companion document. □ Familiarize yourself with the Test Administrator User Guide for detailed information about the TA Interface. □ Confirm you have a supported internet browser available on the device you will use to access the TA Interface on test day. □ Confirm with your technology coordinator that all devices students will use for testing have the Secure Browser (for desktops and laptops) or SecureTestBrowser app (for Chromebooks and tablets) installed. 	N/A

	Online Testing	Paper Testing
<p>Prepare Students</p> <p>January-March 2021</p>	<ul style="list-style-type: none"> □ Review the student tutorials covering student sign-in, navigation and online testing tools. □ Student tutorials covering different item types are available under the Student Practice Resources folder. An interactive tutorial for entering equations also is available. Note that these tutorials do not include sound. □ Provide students with opportunities to interact with online test items in the Student Practice Site. A Practice Test Guidance Document, practice test items, released items and scoring guides are available in the Student Practice Resources folder on the test portal. □ For the grades 6-8 and high school end-of-course mathematics tests, students will have access to an online calculator. Interactive calculators are available under the Student Practice Resources for mathematics and science. Review the calculator policies in Appendix C. Make sure students are comfortable using the online calculator or an allowable handheld calculator. 	<p>Make sure students are familiar with the documents, item types and tools they will use during testing.</p> <ul style="list-style-type: none"> □ Students can review the online Student Practice Site to preview the type of content they will see on their tests. Note that item types will differ, as not all online items can be rendered on paper. Paper versions of the practice test as well as scoring guides, rubrics and answer keys are available in the Student Practice Resources folder on the test portal. □ Review the guidance document on marking scorable documents to ensure students correctly mark the responses on the spaces provided. □ Guidance on marking responses using math grids is available in the Student Practice Resources folder on the test portal and contains the same directions that students will see in the test booklets. Students can practice marking responses on the blank grids provided. Districts will need to supply problems for students to practice marking responses on the grids. □ If administering a grades 6-8 or high school end-of-course mathematics test, review the calculator policies in Appendix C. Make sure students are comfortable using an allowable handheld calculator.

	Online Testing	Paper Testing
<p>Test Day Information</p> <p>March-May 2021</p>	<ul style="list-style-type: none"> □ Have available a copy of the Spring 2021 Online Testing Highlights and Script from Appendix L of the TAM during testing. It provides step-by-step instructions for administering tests, including the oral scripts. □ Discuss the student information you will need on test day with the building test coordinator: <ul style="list-style-type: none"> • Student first name as it appears in TIDE and the SSID, or Student ID for students who do not have an SSID. This information is needed for student sign-in. Test administrators may print test tickets to distribute to students on test day; instructions can be found in the TIDE User Guide. • Accessibility features for all students, including accommodations for students with disabilities and English learners. If a student will use the text-to-speech tool, the student must use headphones. If the student is tested in a one-on-one situation, speakers are allowable. □ Plan for resources that might be needed on test day: <ul style="list-style-type: none"> • Review the guidance on blank paper in the Spring 2021 Test Administration Manual. • Review the criteria outlined in the Department's calculator policies in Appendix C. • If students taking a mathematics test wish to use paper copies of the reference sheet, download the sheet from the test portal and print copies for student use during the test session. Students may not bring their own copies to the test session. 	<ul style="list-style-type: none"> □ Have available the oral scripts in section 5 of the Spring 2021 Supplemental Instructions for Paper Testing. Test administrators must follow the oral scripts when administering tests. □ Discuss the following with the building test coordinator (see section 3 of the Spring 2021 Supplemental Instructions for Paper Testing for additional information on each): <ul style="list-style-type: none"> • Securely storing secure test materials before and after testing; • Testing group numbers; • Pre-ID labels; • Do Not Score labels; • Completing the demographic pages of students' scorable documents; and • Accessibility features for all students including accommodations for students with disabilities and English learners. □ Plan for resources that might be needed on test day: <ul style="list-style-type: none"> • Students will need No. 2 pencils with erasers for marking their responses. Be sure to have extras on hand. Students must not use mechanical pencils. • Review the guidance on blank paper in the Spring 2021 Supplemental Instructions for Paper Testing. • If administering a mathematics test, review the calculator policies in Appendix C. Make sure students are comfortable using an allowable calculator.

	Online Testing	Paper Testing
<p>Test Day Information</p> <p>March-May 2021</p>	<ul style="list-style-type: none"> • Blank paper for students (2 sheets per student for English language arts tests, upon student request or at district direction for mathematics, science and social studies tests). <ul style="list-style-type: none"> □ Review Appendix B of the Spring 2021 Test Administration Manual for supplemental instructions for oral translations and human read-aloud administrations. 	<ul style="list-style-type: none"> • Blank paper for students (2 sheets per student for English language arts tests, upon student request or at district direction for mathematics, science and social studies tests). <ul style="list-style-type: none"> □ Review Appendix A of the Spring 2021 Supplemental Instructions for Paper Testing for supplemental instructions for braille, large print, oral translations and human reader administrations.