

Appendix I: OGT District Test Coordinator Checklist

The purpose of this document is to provide district test coordinators with:

- Important dates leading up to OGT testing
- Key steps to prepare for the 2020-2021 administration of Ohio Graduation Tests
- A checklist that provides important dates and activities for the OGT

Important Dates Leading Up to Testing

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

Table 1. Ohio Graduation Tests – Online Testers

Online Ohio Graduation Tests Activities	2020-2021 Date(s)
Pre-ID Window for the 2020-2021 OGT administration (all testers must be preidentified prior to testing with a "Y" for the subject(s) in which they will tested)	August 6, 2020 – July 30, 2021
Online Testing Window (all 3 opportunities)	September 1, 2020 – July 30, 2021

Table 2. Ohio Graduation Tests – For Testers Using Paper Test Booklets

Paper Test Booklet Ohio Graduation Tests Activities	2020-2021 Date(s)
Pre-ID Window for the 2020-2021 OGT administration (all testers must be preidentified prior to testing with a "Y" for the subject(s) in which they will test) There are no Pre-ID labels or OGT answer documents. The test administrator must enter the tester's responses into the DEI immediately after testing.	August 6, 2020 – July 30, 2021
Paper Testing Window (all three opportunities) Opportunity 1 (earliest start date: September 1, 2020) Opportunity 2 (earliest start date: October 19, 2020) Opportunity 3 (earliest start date: November 23, 2020)	September 1, 2020 – July 30, 2021
OGT general, large print or braille test booklets order window Available for testers with a documented paper accommodation. Materials may be ordered by calling the Ohio Help Desk at (877) 231-7809. When calling, provide the tester's SSID, subject and expected test date. There are no answer documents for the OGT. Note: Test booklets will be delivered two weeks after order approval.	September 1, 2020 – July 9, 2021
OGT Paper Test Booklet Testing & Data Entry Interface (DEI) Window Test administrators are to enter the tester's responses into the DEI immediately after testing.	September 1, 2020 – July 30, 2021

Preparing for 2020-2021 Ohio Graduation Tests (OGT) Administration

Getting Ready for the 2020-2021 OGT Administration

- District establishes a testing schedule.
- Review the *2020-2021 OGT Test Administration Manual (OGT-TAM)*; notify building test coordinators and test administrators about the availability of the manual.
- Preidentify all eligible testers in [TIDE](#) prior to testing. Districts must mark student records with a “Y” for eligible OGT subjects and the tester must have an enrolled grade of 12, 13 or 14. 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.**

Technology Preparation

- Verify that district and school equipment is [supported](#) for online administration and that sufficient technology is available for all testers and test administrators.
- Conduct [network diagnostics](#) from the practice test sign-in page.
- Download and install the applicable [Secure Browser and/or SecureTest app](#) onto each device that will be used for testing per the guidelines in the [Quick Start Guide](#).
- Ensure all devices are ready for testing by taking a practice test on the device.
- 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](#).
- To request paper testing materials for a tester with a documented paper accommodation, call the Ohio Help Desk at (877) 231-7809 and provide the tester's SSID, subject and expected test date. Refer to the Key Dates for the paper test administration opportunity start dates.

Preparing Test Administrators and Testers for the OGT Administration

- Distribute copies of the *2020-2021 Test Administrator Checklist* in [Appendix J](#) to all personnel administering an OGT.
- Encourage test administrators to provide testers with opportunities to interact with online multiple-choice and constructed-response items in the [Student Practice Site](#). Testers should also review the Student Testing Site [tutorials](#) for these item types.
- Encourage test administrators to provide testers with opportunities to take an OGT practice test and review released OGT items on the [OGT Success Site](#).
- 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:
 - A TE or TA user account;
 - Reviewed the [Test Administrator Certification Course](#) and the companion document;
 - Practiced setting up test sessions with testers in the [TA Practice Site](#);
 - Reviewed the *2020-2021 OGT Test Administration Manual (OGT-TAM)*; and
 - Reviewed the [Test Incident Guidance Document](#) in the OGT-TAM.
- Confirm the availability of red TI-30X IIS handheld calculators for testers taking the mathematics and science tests. **The red TI-30X IIS is the only handheld calculator that can be used during the mathematics and science tests. Clear the calculator's memory.**
- For online testers, download a copy of the [OGT Online Testing Highlights and Script](#) from the OGT-TAM.
- For test administrators that have a tester with a documented paper accommodation that is using a paper test booklet: download and distribute a copy of the OGT Directions and Scripts for Paper Administrations, Appendix L, Appendix M and Appendix N. Receive paper test materials and distribute them to schools as needed.

Overview for Administering the 2020-2021 OGT

- Administer the OGT during your district's established test schedule. Each tester has three opportunities to test during the 2020-2021 OGT Administration.
 - Online and paper testing window opens **September 1, 2020** and closes **July 31, 2021**.
 - Testers may take more than one subject test on the same day.
 - The next opportunity/form for a subject will not be available to an online tester until the next day, after the system refresh has taken place. The Department recommends that testers review their test results and testing materials before taking the next test opportunity/form for that subject. However, the Department will not prohibit the tester from taking the next opportunity/form before that time.
- For a tester with a documented paper accommodation that is using a test booklet, the three test opportunity start dates are noted below (all testing and data entry must be completed by July 31, 2020):
 - Opportunity 1 earliest start date: September 1, 2020
 - Opportunity 2 earliest start date: October 19, 2020
 - Opportunity 3 earliest start date: November 23, 2020
- 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 *2020-2021 OGT Test Administration Manual*.
- Use [TIDE](#) to track online testing and Data Entry Interface progress. See the [TIDE User Guide](#) for instructions.