

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 fall 2020 administration of Ohio's State Tests
- A checklist that provides important dates and activities, as well as a suggested timeline for preparations

Important Dates Leading Up to Testing

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

Grade 3 English Language Arts Testing Activities	Fall 2020 Dates	Test
Pre-ID Window (students who are taking tests online must be preidentified prior to testing All students, regardless of test mode, must be preidentified in TIDE by October 30)	August 6 - October 30	Grade 3 English Language Arts Test
On-time order and confirm participation window (paper testers only)	August 18 – 28	
<i>Supplemental Information</i> task in TIDE to indicate paper test pick up date	August 18 – 28	
Deadline for submitting Pre-ID data to receive printed Pre-ID labels for paper testers entered with a test mode of "P"	August 28	
Paper test materials due in district	October 5	
Additional order window (paper testers only)	October 6 - 28	
Grade 3 English Language Arts Online and Paper test window* <i>*Paper and online test windows should be the same within the district. Districts will select five consecutive school days for their grade 3 English language arts test administration.</i>	October 19 - 30	
Last day to submit Test Status Requests	October 30	
Last day to request score report labels in TIDE	October 30	

High School End-of-Course Testing Activities	Fall 2020 Dates	Tests
<p>Pre-ID Window (all students who are taking tests online must be preidentified prior to testing)</p> <p>All students, regardless of test mode, must be preidentified in TIDE by January 8</p>	August 6 - January 8	<p>High School End of Course</p> <p>English Language Arts, Mathematics, Science and Social Studies Tests</p>
On-time order window (paper testers only)	September 8 - 14	
TIDE <i>Supplemental Information</i> task to indicate paper test pick up date	September 8 - 14	
Deadline for submitting Pre-ID data to receive printed Pre-ID labels for paper testers entered with a test mode of "P"	September 14	
Paper test materials due in district	November 23	
Additional order window (paper testers only)	November 23 - January 6	
<p>High School End-of-Course Online and Paper test window**</p> <p><i>**Paper and online test windows should be the same within the district. Districts will select 15 consecutive school days for their English language arts, mathematics, science and social studies test administrations.</i></p>	November 30 - January 8	
Last day to submit Test Status Requests	January 8	
Last day to request score report labels in TIDE	January 8	

Preparing for Ohio's State Tests Fall 2020 Administration

	Online Testing	Paper Testing
<p>Getting Ready for the Fall 2020 Tests</p> <p>August - September 2020</p>	<ul style="list-style-type: none"> □ Identify the district's 5-day grade 3 ELA and 15-day high school EOC ELA/M/Sci/SS test windows. A district's online and paper test windows should be the same. □ Review the <i>Fall 2020 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 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 5-day grade 3 ELA and 15-day high school ELA/M/Sci/SS test windows. A district's online and paper test windows should be the same. □ Review the <i>Fall 2020 Test Administration Manual</i> and <i>Fall 2020 Supplemental Instructions for Paper Testing Manual</i>; notify building test coordinators and test administrators about the availability of the manuals. □ Confirm contact information and indicate a pickup date for paper test materials under the <i>Supplemental Information</i> task in TIDE Aug. 18-Aug. 28 for grade 3 ELA materials. □ Order grade 3 ELA paper accommodation testing materials in TIDE Aug. 18-Aug. 28. □ Districts that filed a Board Resolution selecting ELA paper testing will receive a grade 3 ELA test booklet for each of their students that are preidentified in TIDE by the Aug. 28 Pre-ID deadline after confirming contact, material pickup date and clicking [SAVE] on the Order Screen. The quantity showing on the TIDE order screen will update nightly. □ Order paper testing materials and indicate pickup date for paper test material in TIDE Sept. 8-14 for high school EOC ELA/M/Sci/SS. □ Preidentify all paper testing students in TIDE by Aug. 28 for grade 3 ELA and by Sept. 14 for high school EOC ELA/M/Sci/SS tests in order to receive printed Pre-ID labels. Students' records must be marked 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>September - November 2020</p>	<ul style="list-style-type: none"> □ Distribute copies of the <i>Fall 2020 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>Fall 2020 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 Fall 2020 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 paper test materials on Oct. 5 for grade 3 ELA and Nov. 23 for high school EOC ELA/M/Sci/SS tests and distribute to schools. Order additional test materials as needed. □ For students who did not receive a printed 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 science calculator policy and the mathematics calculator policies.

	Online Testing	Paper Testing
<p>Fall 2020 Test Administration</p> <p>Grade 3 English Language Arts Test</p> <p>October 2020</p>	<p>Grade 3 English Language Arts (ELA) Test</p> <ul style="list-style-type: none"> □ Administer the grade 3 fall 2020 ELA tests during your 5-day district test window. The online testing site opens Oct. 19 and closes Oct. 30. □ 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>Fall 2020 Test Administration Manual</i>. □ Use TIDE to track online testing progress. See the TIDE User Guide for instructions. 	<p>Grade 3 English Language Arts (ELA) Test</p> <ul style="list-style-type: none"> □ Order additional materials, if needed, in TIDE. The additional order window opens Oct. 6 and closes Oct. 28. □ Administer the grade 3 fall 2020 ELA tests during your district's 5-day test window. The testing window opens Oct. 19 and closes Oct. 30. □ Make sure all scorable grade 3 ELA test booklets have a 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 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>Fall 2020 Test Administration Manual</i>. □ Track the return of scorable grade 3 test booklets using the Answer Document Tracking Report in TIDE.

	Online Testing	Paper Testing
<p>Fall 2020 Test Administration</p> <p>High School English Language Arts, Mathematics, Science and Social Studies End-of-Course Tests</p> <p>November 2020 - January 2021</p>	<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 Fall 2020 EOC tests during your 15-day district test window. The online testing site opens Nov. 30 and closes on Jan. 8. □ 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>Fall 2020 Test Administration Manual</i>. □ Use TIDE to track online testing progress. See the TIDE User Guide for instructions. 	<p>High School English Language Arts, Mathematics, Science and Social Studies End-of-Course (EOC) Tests</p> <ul style="list-style-type: none"> □ Order additional materials, if needed, in TIDE. The additional order window opens Nov. 23 and closes Jan. 6. □ Administer the Fall 2020 EOC tests during your district's 15-day test window. The test window opens Nov. 30 and the last day to administer the test is Jan. 8. □ Make sure all scorable answer documents have a Pre-ID label applied after testing is complete. Failure to apply a Pre-ID label will result in scores not being reported. □ Return scorable answer documents 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 per the guidelines in the <i>Fall 2020 Test Administration Manual</i>. □ Track the return of scorable answer documents using the Answer Document Tracking Report in TIDE.