

Principal Checklist

February 12 to 23

Finalize Student Information in SDC System, and Plan and Prepare for Test

These steps are important, because they lay the foundation for the test. The student information you enter will determine the printing and delivery of test materials, and the delivery of accurate results after.



Finalize your student information in the Student Data Collection (SDC) system, or update the information the board has entered on your behalf. Be sure to order any necessary special versions. Use the following guidelines:

- All students eligible for the test must be accounted for, including English language learners, students with special education needs and students whose results were withheld in previous years. Also account for students whose participation is to be deferred, who are to be exempted or who have fulfilled or plan to fulfill the literacy requirement through the OSSLC during the current school year.
- **First-time eligible students** are those who
 - entered Grade 9 in the 2016–2017 school year or
 - entered Grade 10 in the 2017–2018 school year from out of province.
- **Previously eligible students** are those who
 - were absent or deferred for, or were unsuccessful on, one or more previous administrations;
 - were previously exempted but are now working toward an Ontario Secondary School Diploma (OSSD);
 - entered Grade 11 or 12 in the 2017–2018 school year from out of province or
 - enrolled in an adult education program and began Grade 9 in or after the 2001–2002 school year.



Note: A deferral does not constitute an opportunity to write and therefore does not qualify the student to take the OSSLC.

- **A mature student** is one who
 - was at least 18 years of age on December 31;
 - was not enrolled as a regular day-school student for at least one school year immediately before registering in a secondary school program and
 - is enrolled to obtain an OSSD.



Note: Mature students may enrol directly in the OSSLC.



See the *SDC Guide for Principals, 2017–2018*, “Accounting and Reporting EQAO results for Students with Unique or Special Circumstances” and the “SDC At a Glance” video for more information.

February 12 to 23 (Cont'd)



☐ Set the administration schedule.

- ☐ Determine the morning start time, and schedule one break (maximum 15 minutes).
- ☐ Set the schedule for students being provided with additional time.

☐ Identify any students who will be away from school on test day due to extenuating circumstances and who will need to write in a non-local alternative location.

- ☐ **At least six weeks before the test** (if possible), ask EQAO for permission. Use the “Request for Approval to Administer the OSSLT at a Non-Local Alternative Location” form on the secure portion of the EQAO Web site. Forms need to be submitted **ONLY** when the school is requesting that EQAO deliver the student test package by courier to a non-local address.

☐ Have a meeting with your staff.

- ☐ Make sure everyone (teachers and scribes) understands their roles and responsibilities.
- ☐ Make sure everyone has read this guide, including the section on accommodations, special provisions, deferrals and exemptions.
- ☐ Review the “Professional Responsibilities for the Administration of the OSSLT” in this guide.
- ☐ Discuss accommodations and special provisions and the arrangements necessary to carry them out. Send letters to the parents or guardians of the students, or the adult students, receiving accommodations, special provisions and exemptions. Sample administration and information letters are available on the secure section of the EQAO Web site.
- ☐ Establish a policy for students who arrive late. (Your policy must include the rule that no students may start *Booklet 1* after the other students have completed it.)



See this guide's sections on accommodations, special provisions, deferrals and exemptions and “EQAO's Video Guide to Key Test Administration Procedures” (www.eqao.com) for more information.

☐ Identify a secure location to store the test materials when they arrive.

☐ Hold an information session for your students.

- ☐ Inform them about the test (e.g., the length and layout).
- ☐ Share the instructions using the sample test materials on the EQAO Web site.
- ☐ Share the “Getting Ready Guide” (available on the EQAO Web site).

Principal Checklist

March 6 to April 9

Verify Student Information and Receive Materials

It is important to ensure that you have received all of your test materials, and to order any extras necessary for the test.

- ☐ Receive your school's materials. Check them against the packing list. Do not open individual student packages. If a student has moved and is no longer on your school's enrolment register, **delete the student from the SDC system**. If a package has been delivered to your school for the student, **do not send the package to the student's new school**. The package must be returned unused in your school's return shipment following the administration of the test.
- ☐ Store the materials in a secure location until they are distributed to teachers on the morning of the test.
- ☐ Using the SDC system, update your students' information and order any additional materials necessary.
- ☐ Distribute this guide to all teachers administering the test.
- ☐ For students using MP3 audio or assistive technology, download the file in the correct format from the SDC system and load it onto the student's computer on Friday, April 6. **Only students for whom electronic versions have been ordered may use them.**

April 10: Test Day

On test day, there are important steps to carry out before, during and after the administration. As principal, your primary responsibilities will be before and after. Appropriate preparation will encourage a successful administration. After the administration, your focus will be collecting, accounting for and packing the test materials for return to EQAO.

Before the test:

- ☐ Print an up-to-date Student Tracking Sheet for each test room.
- ☐ Distribute the test materials on the morning of administration.
- ☐ Resolve any package ID problems.
- ☐ If the start time of the test will be delayed more than one hour (e.g., if a bus is late), you must get EQAO approval. Call the EQAO Information Centre: 1-888-327-7377.
- ☐ If a teacher administering the test is absent, choose another teacher familiar with the administration procedures to administer it. Supervise this teacher.

April 10 (Cont'd)



Note: Student responses in languages other than English will not be scored.



Also note that responses with offensive language may not be scored and that you may be notified of such responses.

After the test:

- ☐ Use the Student Tracking Sheets to confirm that you have received all materials from teachers.
- ☐ Check your student information in the SDC system. Update it if necessary.
 - If two students have mixed up their packages and written in the wrong booklets, use the “Switch Packages” function to correct the problem. (Do not include the booklets involved in the Issues Envelope.)
 - If many students have mixed up their packages,
 - print the Student Tracking Sheet;
 - write in by hand the last 12 digits of the IDs of the packages the students actually used;
 - call EQAO to communicate the changes that need to be made;
 - fax the Student Tracking Sheet to 416-325-6622 and
 - place all affected material and a copy of the Student Tracking Sheet in the Issues Envelope.
 - Do not change booklet barcodes or ID numbers. The barcode will override any handwritten changes to the booklet.
- ☐ Delete all electronic versions of the test, including MP3 audio files, but keep all other electronic files of student work related to the test until you receive the Individual Student Reports.
- ☐ Keep the following on file for one year:
 - ☐ Student Tracking Sheets;
 - ☐ documentation for students with accommodations, special provisions or deferrals;
 - ☐ signed consent forms for exempted students;
 - ☐ test room seating plans and
 - ☐ “Administering the OSSLT at a Local Alternative Location” forms.
- ☐ Prepare the **Special Versions Envelope** for return.
 - ☐ Include **only** booklets containing responses typed on a computer.
 - ☐ Ensure all student work is stapled to the inside front cover of the appropriate **Answer Booklet**, and ensure the last 12 digits of the package ID are on each page. If the work is not treated in this manner, it may be scored incomplete or may not be scored at all.

Principal Checklist

April 10 (Cont'd)

- ☐ Prepare the **Issues Envelope** for return.
 - ☐ Include all materials that require EQAO's attention (e.g., materials with package ID problems, booklets with missing pages, notes to EQAO).
 - ☐ Provide a detailed explanation of each issue on the outside of the envelope.
- ☐ Prepare the **test materials** for return.
 - ☐ Use the packing list to ensure that all materials are returned in the correct quantities. Include all Special Versions Envelopes, all Issues Envelopes and all *Booklet 1s* and *Booklet 2s* (i.e., both *Question* and *Answer*, used or unused). Ensure *Answer Booklets* are not inside *Question Booklets*.
 - ☐ **Do not** use the plastic sleeves to return the used test booklets.
 - ☐ Seal the tote boxes.
 - ☐ Affix the return labels to the tote boxes, ensuring that the ID number on each label matches the one on the box.

April 11

On April 11, your test materials will be picked up for delivery to EQAO. There's nothing you need to do to schedule the pickup.

- ☐ UPS will pick up the tote boxes. Record the date and tracking number.