

# Professional Responsibilities for the Administration of the OSSLT

**Principals and teachers** are responsible to ensure the fair and consistent administration of the test as outlined in *How to Administer the OSSLT*. The procedures below must also be followed.

**Principals** are responsible for ensuring that

- they and the teachers administering the test have read *How to Administer the OSSLT* and board direction/policy.
- all students eligible for the test are accounted for, including those writing with accommodations and special provisions, and those deferred or exempted.
- **any student receiving an accommodation has an Individual Education Plan (IEP) that outlines the accommodations that are necessary for and consistent with regular classroom assessment practices used for the student. The accommodation must be consistent with the permitted accommodations in this guide. The student must normally receive the accommodation for all forms of assessment, including summative assessments.**
- complete and accurate information is provided to EQAO for each student eligible to write the test, including those writing with accommodations or special provisions, and those deferred or exempted.
- complete and appropriate test materials are ordered for each student, using the EQAO Student Data Collection (SDC) system, including, if necessary, additional materials requested after receipt of the initial shipment.
- all materials necessary for the preparation for and administration of the test are provided to all participating teachers and support staff.
- all teachers and other personnel (e.g., scribes, principals themselves) participating in, preparing for and administering the test have received training this year and follow this year's edition of *How to Administer the OSSLT*.
- all test materials are kept secure prior to, during and after the administration.

- the locations and conditions for writing the test allow each student to work independently of every other student and conform to EQAO requirements as defined in *How to Administer the OSSLT*.
- there is no deviation from EQAO guidelines and instructions without explicit written direction from the relevant supervisory officer and EQAO's Chief Assessment Officer.
- any breach or suspected breach of security is reported to EQAO immediately.

## Before the Administration

- The receipt of all materials and types of materials ordered must be confirmed.
- Student test packages **must not** be opened prior to the administration of the first test session.
- Only staff members administering the test may have access to test materials.
- Teachers administering the test may receive the student test materials no earlier than the morning of the administration.
- Scribes may have access to the test materials only during the administration sessions.
- Staff preparing test materials for assistive technologies may have access to the electronic materials no earlier than 48 hours prior to the start of the administration.
- Test materials must not be copied in any way for any reason.

## During and After the Administration

- Only staff members administering the test may have access to test materials.
- Student test materials are not to be removed from the testing room during the administration.
- All classroom materials containing reading or writing content of an instructional nature must be removed from view or covered.
- Only those individuals directly involved in the administration and testing activities (e.g., scribes) may enter the testing room.
- Students must be supervised at all times during the administration. This includes students with accommodations or special provisions and students who are permitted additional time to complete the test.
- Once the test materials have been opened, no one may use information from the test to provide instruction on any concept or item being tested prior to, during or after the administration of the test.
- During the test, no one may explain, define, translate or provide examples of reading vocabulary or writing terminology to students, including those with accommodations.
- During the test, nothing may be said or done to influence student responses, including, but not limited to, actions such as drawing a student's attention to an unanswered question.
- No cellphones, audio- or video-recording devices, digital music players or e-mail or text-messaging devices are allowed into the testing room.
- At no point during or after the test may anything be said or done to encourage or influence students to alter or revise their responses.
- No one may read, review or correct student work during or after the administration. This includes copying, darkening, rewriting, editing, erasing or altering student work in any way. Each test booklet must be completed in one continuous session. A session may not be interrupted by lunch or by any other school programming. A session may include water-fountain, stretch and washroom breaks.
- At the end of each session, the test booklets must be collected and stored in a secure place without review.
- After a test session has ended, booklets must **not** be returned to students for further review, correction or completion.
- Once both booklets are completed, they must be collected and stored securely, without review, prior to the return of materials to EQAO.
- All EQAO test materials, used or unused, must be returned to EQAO.
- Any circumstances that may affect the scoring of student work (e.g., package ID number issues) or may have affected the validity of any student performance (e.g., a discussion between two students during the test) must be documented and reported to EQAO on the **Issues Envelope**.