

# Teacher Checklist



## February 12 to April 9

### Prepare to Administer the Test

As teacher, you play the key role of administering the test. Your primary responsibility before students write will be preparing to administer the test fairly and according to provincial guidelines.

- ☐ Read this guide and the sections on accommodations, special provisions, deferrals and exemptions.
- ☐ Attend the meeting at which your principal will discuss roles and responsibilities.
- ☐ Prepare a seating plan for the test room you will administer.
- ☐ Prepare the test room. Cover or remove all displayed instructional materials about reading or writing.

## April 10: Test Day

### Before the test:

- ☐ Ensure a supply of blue or black pens for your students. (Pencils are also permitted.)
- ☐ Receive the test materials from your principal. **Do not open the individual student packages.** Check that the number of packages matches the number of students listed on the Student Tracking Sheet.

### Test Administration:



#### Notes:

- If there is a fire alarm or another school emergency, tell your students to leave their test materials on their desks and to exit immediately according to the school's emergency plan. When the students return, instruct them to return to their desks and resume the test.
- If you encounter any other issues, notify your principal.

It is essential that the following procedures be followed. If they are not, students may not receive scores.

- ☐ Using the Student Tracking Sheet, hand out the packages to the students. Make sure the last 12 digits of the package ID match the last 12 digits of the number next to the student's name on the tracking sheet.
  - If a student accidentally starts work in the incorrect package, the student should continue to use this package for the entire test. Notify the principal to update the SDC system after the test.
  - If a package is missing, or if you have a student new to the school, use the package of an absent student. The principal should update the SDC system using the "Switch Packages" function to reflect this change.

# Teacher Checklist

## April 10 (Cont'd)

- ☐ Ask the students to check their packages. There should be a *Question Booklet 1*, a *Question Booklet 2*, an *Answer Booklet 1* and an *Answer Booklet 2* in each one.

- If a package is incomplete, use an unassigned package or the package of an absent student only. The principal will need to update the SDC system. If an extra package is not available, call EQAO to request materials (1-888-327-7377).



**Note that different booklets contain different field-test questions. These differences will not affect the students' results in any way.**

- ☐ Ensure there are no cellphones, audio- or video-recording devices, digital music players or e-mail or text-messaging devices in the test room. Also be sure the students do not use dictionaries, and that they do not copy from one another.
  - If you suspect that students have violated these rules, please submit all their material in the **Issues Envelope** and note the circumstances on the outside of the envelope.
- ☐ Read the following script to the students (if students are receiving additional time, modify all times accordingly):

**You have two 75-minute periods to complete the OSSLT. At the end of the first 75 minutes, there will be a 15-minute break. If you finish early, review your work and check that you have not missed any questions.**

**Put your *Question Booklet 2* and *Answer Booklet 2* face down on the corner of your desk. Do not start *Booklet 2* until after the break.**

**Follow along as I read the instructions for both *Booklet 1s*.**

**Use blue or black ink or a pencil to complete the test.**

**Once the test begins, I will not be able to answer your questions.**

**Are there any questions?**

**Start *Booklet 1*.**



**Please see sample of the booklet covers at the end of this guide.**

- ☐ Remind students using computers as an accommodation to save their work frequently.
- ☐ Remind the students when there is 15 minutes left.
- ☐ After 75 minutes, collect all *Booklet 1s* (both *Question* and *Answer*). Use the Student Tracking Sheet to confirm that you have them all.

## April 10 (Cont'd)

- ☐ Read the following script to the students:

**You are now ready to start *Booklet 2*. Are there any questions?**

**After 75 minutes, you will be given time to complete the questionnaire at the end of the booklet.**

**Start *Booklet 2*.**

- ☐ Remind the students when there is 15 minutes left.
- ☐ After 75 minutes, announce the end of test time. Instruct the students to complete the questionnaire at the end of *Answer Booklet 2*.
- ☐ When the students are finished the questionnaire, collect all *Booklet 2s* (both *Question* and *Answer*).
- ☐ Submit the final seating plan for your room to the principal.



**Note: Ensure *Answer Booklets* are not inside *Question Booklets*.**

- ☐ Use the Student Tracking Sheet to ensure that you have collected all copies of all four booklets (used or unused).
- ☐ Provide your principal with a written explanation of any issues (e.g., missing pages, student package ID problems, improper administration) and the booklets involved.
- ☐ Return all your room's test materials to the principal (Student Tracking Sheets, all *Question* and *Answer* booklets and all unused test materials).
- ☐ Staple all typed student responses to the inside front cover of the appropriate *Answer Booklet*. Provide your principal with all booklets containing responses typed on a computer for return in the Special Versions Envelope. Ensure the last 12 digits of the package ID is on each page of the student's work.