Appendix I: AASCD District Test Coordinator Checklist

Spring 2024 AASCD District Test Coordinator (DTC) Checklist

The purpose of this document is to provide district test coordinators with the following:
- Important dates leading up to testing
- Key steps to prepare for the spring 2024 administration of the AASCD
- Important dates and activities, as well as a suggested timeline for preparations

Important Dates Leading Up to AASCD Testing

The following tables list key test administration dates. Important dates also are available on the Ohio Alternate Assessment Portal and in Section 2 of this manual.

Testing Activities	Date(s)
Pre-ID window for the AASCD administration opened (all students, regardless of test mode, must be preidentified in TIDE by April 21)	Now–April 19
AASCD Training (contact your local State Support Team and review all training requirements)	November 2023–January 2024
TIDE On-Time Order Window for paper accommodation testers, access limited-blind students taking mathematics and for Board Resolution districts that selected paper for their grade 3 students	November 21–December 6
Order window for professionally created Embossed Tactile Graphics (ordered via the Ohio Help Desk)	November 21–April 3
Paper test materials due in district	February 12
Additional Order Window for paper accommodation materials	February 12–April 17
Paper test materials distributed to test administrators	February 19
Last day to return secure paper materials to Pel Hughes	April 26

Spring 2024 AASCD Testing Window

District test administrators should use the table below as a reference to the systems used and windows for entering and submitting student responses.

AASCD Administrations	Systems Used to Submit Responses	Test Administration Window
Online	Student Interface	February 26–April 19, 2024
Supplemental Paper Tests*	Student Interface	February 26–April 19, 2024
Full Paper Tests*	Data Entry Interface (for student responses entry by TA)	February 26–April 19, 2024

Though these tests have components that require online systems, information pertaining to these tests is listed under the Paper Testing column in the next section.

Preparing for the AASCD Spring 2024 Administration

	Online Testing AASCD	**Supplemental and Paper Testing AASCD**
Getting Ready for the Spring 2024 Test Administration **October–December 2023**	☐ Review the *Spring 2024 AASCD Test Administration Manual (TAM)*; notify building test coordinators and test administrators about the availability of the manuals.	☐ Review the *Spring 2024 AASCD Test Administration Manual (TAM)* and *Spring 2024 AASCD Supplemental Instructions for Paper Testing* manual; notify building test coordinators and test administrators about the availability of the manuals.
	☐ Preidentify all online testing students in TIDE. Districts must mark student records with an "O" for eligible tests. Review the *Guidance Document for Ohio Pre-ID Files* for more information. **Please note that Pre-ID information from the previous school year does not carry over.**	☐ Order supplemental and/or full paper materials in TIDE **Nov. 21–Dec. 6**.
		☐ Preidentify all supplemental and paper testing students in TIDE. Districts must mark student records with a "S" for supplemental testers or a "P" for full paper testers under the tests the students are eligible for. Review the *Guidance Document for Ohio Pre-ID Files* for more information. **Please note that Pre-ID information from the previous school year does not carry over.**
	☐ Verify that district and school equipment is supported for online test administrations and that sufficient technology is available for all students and test administrators.	☐ Verify that district and school equipment is supported for supplemental and paper test administrations and that sufficient technology is available for all students and test administrators.
	☐ Conduct network diagnostics from the practice test sign-in page.	☐ For supplemental testers, conduct network diagnostics from the practice test sign-in page.
	☐ Download and install the applicable Secure Browser or SecureTestBrowser app onto each device being used for student testing per the guidelines in the *Technology Guide*.	☐ Download and install the applicable Secure Browser or SecureTestBrowser app onto each device being used for supplemental student testing per the guidelines in the *Technology Guide*.
	☐ Ensure all devices are ready for testing. This includes verifying the compatibility of voice packs with the Secure Browser or SecureTestBrowser app.	☐ Ensure all devices are ready for testing. This includes verifying the compatibility of voice packs with the Secure Browser or SecureTestBrowser app for supplemental paper testers.
	☐ Ensure that each building test coordinator and test administrator has a user account. Remove user accounts for personnel no	

	Online Testing AASCD	Supplemental and Paper Testing AASCD
October–December 2023	longer associated with the district. Review the *Online User Management Guidance Document*.	☐ 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 *Online User Management Guidance Document*.

Preparing Test Administrators and Students
 	
January 2024
	☐ Distribute copies of the *Spring 2024 AASCD Test Administrator Checklist* in Appendix J to personnel administering the AASCD.
	
	☐ Notify personnel that practice tests are available on the test portal.
	
	☐ Encourage test administrators to provide online testing students with opportunities to interact with AASCD practice tests in the Student Practice Site.
	
	☐ Review *Ohio's Accessibility Manual* and ensure that test administrators review it as needed.
	
	☐ Set student accessibility features in TIDE for online testers by uploading a test settings file or individually marking student records.
	
	☐ Work with the BTC and TE or TA to reserve a room or plan for a testing space out of the hearing and viewing of other students and teachers. Consider what space is most conducive for a student to be engaged and comfortable.
	
	☐ Confirm that each test administrator has:
	  o A TE or TA user account;
	  o Reviewed the *Spring 2024 AASCD Test Administration Manual* (TAM), including the
		☐ Distribute copies of the *Spring 2024 AASCD Test Administrator Checklist* in Appendix J to personnel administering the AASCD.
		
		☐ Notify personnel that practice tests are available on the test portal.
		
		☐ Receive paper test materials **Feb. 12** and distribute them to schools and order additional test materials as needed between Feb. 12 and Apr. 17.
		
		☐ Encourage test administrators to provide supplemental testing students with opportunities to interact with AASCD practice tests in the Student Practice Site.
		
		☐ Review *Ohio's Accessibility Manual* and ensure that test administrators review it as needed.
		
		☐ Work with the BTC and TE or TA to reserve a room or plan for a testing space out of the hearing and viewing of other students and teachers. Consider what space is most conducive for a student to be engaged and comfortable.
		
		☐ Set student accessibility features in TIDE for supplemental testers by uploading a test settings file or individually marking student records.
		
		☐ Confirm that each test administrator has:
		  o A TE or TA user account;
		  o Reviewed the *Spring 2024 AASCD Test Administration Manual* (TAM),

	Online Testing AASCD	**Supplemental and Paper Testing AASCD**
Preparing Test Administrators and Students **January 2024**	Test Incident Guidance Document in the *TAM*; o Downloaded a copy of the *Online Testing Highlights and Script* from the *TAM* and has it available for online test administrations; o Taken the *AASCD Test Administration Certification Course*; and o Practiced setting up test sessions for students in the Test Administrator Practice Site. □ Confirm the availability of approved handheld calculators for students taking the math tests; guidance is available in the mathematics calculator policies.	including the Test Incident Guidance Document in the *TAM*; o Reviewed the *Spring 2024 AASCD Supplemental Instructions for Paper Testing* manual, *including the test specific scripts and oral directions*; o Take the *AASCD Test Administration Certification Course*; and o Practiced setting up test sessions for supplemental testing students in the Test Administrator Practice Site. □ Confirm the availability of approved handheld calculators for students taking the mathematics tests; guidance is available in the mathematics calculator policies.
During and After the Spring 2024 Test Administration **February – April 2024**	□ Ensure test administrators are administering the spring 2024 AASCD to all online testers. The online testing site opens **Feb. 26** and closes **Apr. 19**. □ Run participation reports in TIDE to confirm that all tests for AASCD students have been submitted before the end of the testing window. Refer to the *TIDE User Guide* for instructions on running participation reports. □ Submit test status requests in TIDE, if needed. Refer to the *TIDE User Guide* for instructions. □ Report test incidents to the Department per the guidelines in the *Spring 2024 AASCD Test Administration Manual* (TAM).	□ Ensure test administrators are administering the spring 2024 AASCD to all supplemental and paper testers. The supplemental and paper testing window opens **Feb. 26** and closes **Apr. 19**. □ Run participation reports in TIDE to confirm that all tests for AASCD students have been submitted. Refer to the *TIDE User Guide* for instructions on running participation reports. □ Return secure materials no later than **Apr. 26**. Refer to the *Spring 2024 AASCD Supplemental Instructions for Paper Testing* manual *for instructions on returning secure materials.* □ Submit test status requests in TIDE, if needed. Refer to the *TIDE User Guide* for instructions. □ Report test incidents to the Department per the guidelines in the *Spring 2024 AASCD Test Administration Manual* (TAM). □ Track the return of secure materials using the Answer Document Tracking Report in TIDE.