

Appendix I: AASCD District Test Coordinator Checklist

Spring 2021 AASCD 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 spring 2021 administration of 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 who are testing online must be preidentified in advance of testing, regardless of test mode, in TIDE by March 19)	August 6
AASCD Training (contact your local SST and review all training requirements)	November 2020 – January 2021
TIDE On-Time Order Window for paper accommodation testers and for Board Resolution districts that selected paper for their grade 3 students	October 27 – November 9
Pre-ID deadline to receive LCI Assignments	December 31
LCI assignments posted in TIDE and available for data entry in the DEI	January 19
Paper test materials due in district	January 19
Additional Order Window for paper accommodation materials	January 19 – March 17
Paper test materials distributed to test administrators	January 26

Spring 2021 AASCD Test Window

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

AASCD Administrations	Systems Used to Submit Responses	Test Administration Window
Learning Characteristics Inventory (LCI) Survey*	Data Entry Interface	January 19 – March 19, 2021
Online	Student Testing Site	February 2 – March 19, 2021
Supplemental Paper Tests**	Student Testing Site	February 2 – March 19, 2021
Full Paper Tests**	Data Entry Interface (for student responses entry by TA)	February 2 – March 19, 2021

*Applies to both online and paper testers.

**Though these tests have components that require online systems, information pertaining to these tests is listed under the Paper Testing column on the following pages.

Preparing for the AASCD Spring 2021 Administration

	Online Testing AASCD	Supplemental and Paper Testing AASCD
<p>Getting Ready for the Spring 2021 Test Administration November – December 2020</p>	<ul style="list-style-type: none"> □ Review the <i>Spring 2021 AASCD 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 by Dec. 31 in order to receive LCI assignments. 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. 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 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 and/or SecureTestBrowser App. □ Ensure that each building test coordinator and test administrator has a user account. Remove user accounts for personnel no longer associated with the district. 	<ul style="list-style-type: none"> □ Review the <i>Spring 2021 AASCD Test Administration Manual (TAM) and Spring 2021 AASCD Supplemental Instructions for Paper Testing Manual</i>; notify building test coordinators and test administrators about the availability of the manuals. □ Order supplemental and/or full paper materials in TIDE Oct. 27 – Nov. 9. □ Preidentify all supplemental and paper testing students in TIDE by Dec. 31 in order to receive LCI assignments. 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 2020-2021 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 supplemental and paper administrations and that sufficient technology is available for all students and test administrators. □ For supplemental testers, 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 supplemental 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 and/or SecureTestBrowser App for supplemental paper testers. □ Ensure that each building test coordinator and test administrator has a

	Review the User Management Guidance Document .	user account. Remove user accounts for personnel no longer associated with the district. Review the User Management Guidance Document .
--	--	---

	Online Testing AASCD	Supplemental and Paper Testing AASCD
<p>Preparing Test Administrators and Students</p> <p>January 2021</p>	<ul style="list-style-type: none"> □ Distribute copies of the <i>Spring 2021 AASCD Test Administrator Checklist</i> 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. □ Ensure test administrators are aware of which of their students have been assigned the LCI flag. LCI assignments will be posted in TIDE under the Student Information task on Jan. 19. □ Work with the BTC and TA or TE to reserve a room or plan for a testing space that will be out of the hearing and viewing of other students and teachers. Consider what space will be most conducive for a student to be engaged and comfortable. □ Confirm that each test administrator has: <ul style="list-style-type: none"> ○ A TE or TA user account; ○ Reviewed the <i>Spring 2021 AASCD Test Administration Manual (TAM)</i>, including the Test Incident Guidance Document in the TAM; 	<ul style="list-style-type: none"> □ Distribute copies of the <i>Spring 2021 AASCD Test Administrator Checklist</i> in Appendix J to personnel administering the AASCD. □ Notify personnel that practice tests are available on the test portal. □ Receive paper test materials Jan. 19 and distribute them to schools and order additional test materials as needed between Jan. 19 and Mar. 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. □ Ensure test administrators are aware of which of their students have been assigned the LCI flag. LCI assignments will be posted in TIDE under the Student Information task on Jan. 19. □ Work with the BTC and TA or TE to reserve a room or plan for a testing space that will be out of the hearing and viewing of other students and teachers. Consider what space will be 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: <ul style="list-style-type: none"> ○ A TE or TA user account;

	<ul style="list-style-type: none"> ○ Downloaded a copy of the <i>Online Testing Highlights and Script</i> from the TAM and has it available for online test administrations; ○ Reviewed the 2020-2021 AASCD Administration PowerPoint; ○ Practiced setting up test sessions for their students in the Test Administrator Practice Site; and ○ Has a listing of all students with LCI assignments in TIDE. <p>□ Confirm the availability of handheld calculators for students taking the math tests; guidance is available in the mathematics calculator policies.</p>	<ul style="list-style-type: none"> ○ Reviewed the <i>Spring 2021 AASCD Test Administration Manual</i>, including the Test Incident Guidance Document in the TAM. ○ Reviewed the Spring 2021 AASCD Supplemental Instructions for Paper Testing Manual, including the test specific scripts and oral directions; ○ Reviewed the 2020-2021 AASCD Administration PowerPoint; and ○ Practiced setting up test sessions for their supplemental testing students in the Test Administrator Practice Site; and ○ Has a listing of all students with LCI assignments in TIDE. <p>□ Confirm the availability of handheld calculators for students taking the math tests; guidance is available in the mathematics calculator policies.</p>
--	---	---

	Online Testing AASCD	Supplemental and Paper Testing AASCD
<p>During and After the Spring 2021 Test Administration February – March 2021</p>	<ul style="list-style-type: none"> □ Ensure test administrators are entering LCI Survey information in the DEI for all applicable students. The DEI opens Jan. 19 and closes Mar. 19 for test administrators to enter LCI Survey information. □ Ensure test administrators are administering the Spring 2021 AASCD to all online testers. The online testing site opens Feb. 2 and closes Mar. 19. □ Run participation reports in TIDE to confirm that all tests for AASCD students have been submitted, including the LCI Survey information, before the end of the testing window. See the TIDE User Guide for instructions on running participation reports. □ 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 	<ul style="list-style-type: none"> □ Ensure test administrators are entering LCI Survey information in the DEI for all applicable students. The DEI opens Jan. 19 and closes Mar. 19 for test administrators to enter LCI Survey information. □ Ensure test administrators are administering the spring 2021 AASCD to all supplemental and paper testers. The supplemental and paper testing window opens Feb. 2 and closes Mar. 19. □ Run participation reports in TIDE to confirm that all tests for AASCD students have been submitted, including the LCI Survey information. See the TIDE User Guide for instructions on running participation reports. □ Return secure materials no later than Mar. 26. Refer to the Spring 2021 AASCD Supplemental Instructions for

	<p><u>Spring 2021 AASCD Test Administration Manual.</u></p>	<p><u>Paper Testing Manual</u> for instructions on returning secure materials.</p> <ul style="list-style-type: none"> □ Submit test status requests in <u>TIDE</u>, if needed. See the <u>TIDE User Guide</u> for instructions. □ Report test incidents to the Department per the guidelines in the <u>Spring 2021 AASCD Test Administration Manual.</u> □ Track the return of secure materials using the Answer Document Tracking Report in <u>TIDE</u>.
--	---	--