EQAO Assessments of Reading, Writing and Mathematics Primary and Junior Divisions

KEY DATES	Assessment Window May 10–June 14	Assessment Dates:

Checklist for Teachers

This checklist includes a summary of steps to follow in order to administer the assessment. For full details and information, please refer to **the user guide**.

Before the assessment, complete the following steps:

- ❑ Read the online User Guide for the Administration of the Assessments of Reading, Writing and Mathematics, Primary and Junior Divisions, and the Professional Responsibilities.
- ❑ Ensure you understand how to administer the Assessments of Reading, Writing and Mathematics, Primary and Junior Divisions, using the e-assessment system. EQAO provides webinars and self-guided learning modules.
- ❑ Meet with the school administrator to review roles and responsibilities, and to plan for the administration, accommodations, etc.
- ❑ Coordinate with the school administrator to ensure that the alternative version of the assessment has been requested and received in all formats that students will use.
- ❑ Create an account and log in to your e-assessment account.
- ❑ Ensure class information is accurate by viewing and managing classes.
- ❑ Add additional teachers or invigilators to classes, if required.
- ❑ View the student list and click each student's name to ensure information (including accommodations) is accurate.
- ❑ Ensure the correct open-response format (paper or online) is selected for each student
- ❑ Schedule the sample test.
- ❑ Confirm students are able to log in to the e-assessment platform.
  - ❑ Provide each student with their OEN and class access code.
  - ❑ If you are using the alternative secure access, you will need to enter either the four-digit (SEB) or six-digit (Kiosk) code on each device, before students can login.
- ❑ Have students practise using the tools and platform functionality through the introductory session; administer the scheduled sample test.
- ❑ Schedule the operational assessment (if not already completed by your school administrator). Each session or stage must be completed in one continuous sitting.
- ❑ Print PDF Assessment Response Sheets for students using the paper format.
- ❑ Confirm access to resources, as needed, including manipulatives, headphones, calculators, and paper and pen or pencil for rough work.

Checklist for Teachers (Continued)

During the assessment, complete the following steps:

- ❑ Log in to your account and access your class.
- ❑ Set up devices and provide login information (class code and OEN number) to students.
- ❑ Provide the alternative version of the assessment to students who have been approved to receive it.
- ❑ If the lockdown browser is being used for the assessment, unlock the alternative secure browser on each device by using the SEB or Kiosk password for those students who are using the lockdown access method.
- ❑ Have students log into the e-assessment platform by using their OEN and the access code for the class, and if possible, allow time for access to the calm breathing exercise.
- ❑ If applicable, distribute Assessment Response Sheets to students for the session being completed.
- ❑ Read the language and the mathematics assessment scripts as appropriate.
- ❑ Unlock Session A or Stage 1 for students. If students are absent, ensure their sessions and stages stay locked.
- ❑ Ensure students complete all questions in the session or stage before they select the **Submit** button.
- ❑ Ensure students using the Assessment Response Sheets write their answers to the open-response language questions on the sheet provided **before** submitting the session. Once the students submit the session, they will no longer be able to reference the open-response question.
- ❑ Transcribe any student responses into the e-assessment platform where necessary.
- ❑ Collect the paper Assessment Response Sheets at the end of each session. Keep these sheets in a secure location at all times until the Individual Student Reports have been issued.
- ❑ If needed, click **Report an Issue** and record any issues.
- ❑ Continue the above process for each session or stage.
- ❑ Have students complete the questionnaire after they have completed all sessions and stages of the assessment.

Checklist for Teachers (Continued)

After the administration of the assessment, complete the following steps:

- ❑ Scan or transcribe all paper response sheets and upload them into the assessment system.
- ❑ Ensure that all Assessment Response Sheets are transcribed or scanned, saved, and uploaded into the e-assessment system, and then review and confirm they were uploaded correctly.
- ❑ Review each paper response sheet for each student. Only one page can be uploaded for **each question** per student. Ensure student responses are sufficiently dark in order to be captured by the scanner. If they are not, rescan the copy. (Refer to the section on the printing and scanning process for more information).
- ❑ Once all students have completed all language sessions and mathematics stages, student response sheets have been scanned and confirmed, and the student questionnaire has been completed, the assessment can be ended. To end the assessment for all students, click **Submit student responses to EQAO** on the invigilation page.
- ❑ Store the printed response sheets in a secure location until Individual Student Reports are generated. When they have been generated, shred the paper response sheets.
- ❑ Complete the **Teacher Questionnaire** (optional).