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

KEY DATES	Assessment Window May 8–June 12	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 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 require.
- ☐ Register, activate and log in to your e-assessment account.
- ☐ Ensure you are assigned your class.
- ☐ View student list and click each student's name to ensure information is accurate (including accommodations and response format for open-response questions).
- ☐ Add additional teachers or invigilators to classes, if required.
- ☐ 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. They will also need to enter their last name correctly.
  - ☐ If you are using the alternative secure access, enter the 4-digit (SEB) or 6-digit (Kiosk) code on each device, before students can login.
  - ☐ If using Direct Access, students will log in through the EQAO website.
- ☐ Have students practise using the tools and platform functionality while completing the scheduled sample test.
- ☐ Ensure that the End Sample Test button is selected following the administration of the sample test. This will close the sample test session and allow you to open the operational assessment when required.
- ☐ Schedule the operational assessment (if not already completed by your school administrator).
- ☐ Choose the response format, paper response or online, for all students for the open-response questions. (Language only)
- ☐ 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.

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, the access code for the class, and their last name. 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 the session or stage for supervised students only. If a student is absent or in an unsupervised setting, ensure their sessions and stages stay locked.
- ❑ Instruct students to complete all questions in the session or stage before they click **Submit**. Each session or stage must be completed in one continuous sitting.
- ❑ 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.
- ❑ Collect all paper with rough work. It must be shredded and cannot be copied.
- ❑ 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 determined by the school administrator at all times until the Individual Student Reports have been issued.
- ❑ If needed, click **Report an Issue** and record any issues.
- ❑ Have students complete the questionnaire after they have completed all sessions and stages of the assessment.
- ❑ Click Submit to EQAO for scoring on the invigilation page to close the assessment for all students. Student responses will now be sent for scoring to EQAO.

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

- ❑ Ensure the scanning and uploading process is complete for students who used the paper assessment response sheets for the open-response questions in the Language component.
- ❑ Ensure that all student responses have been transcribed into the e-assessment platform for:
    - selected-response questions completed on the printable PDF and using Braille formats of the Alternative Version in the language and mathematics components and
    - open-response questions in the language component completed on paper sheets for large printing.
- ❑ Braille copies of the assessment must be mailed back to EQAO.
- ❑ Ensure all student responses are submitted to EQAO in the e-assessment system.
- ❑ Store any printed copies of the alternative version with student responses and scanned assessment response sheets in a secure location determined by the school administrator until ISRs are generated. When ISRs are generated, shred all printed copies of the alternative version and all assessment response sheets.
- ❑ Complete the Teacher Questionnaire (optional).

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