

ADMINISTRATION GUIDE March 2012

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IMPORTANT DATES

Enter or confirm information using SDC system (order special versions)	Friday, February 10 to Wednesday, February 22, 2012
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Receive test materials at school	Friday, March 23 to Wednesday, March 28
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Verify, using SDC system, that all student information is up to date and accurate	Monday, February 27 to Friday, March 30
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Verify, using SDC system, that all materials have arrived	Friday, March 23 to Wednesday, March 28
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Download assistive technology versions	Tuesday, March 27 at 9:00 a.m.
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ADMINISTER OSSLT	THURSDAY, MARCH 29
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Prepare test materials for pre-arranged pickup	Friday, March 30
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Delete electronic versions of students' work	Upon receipt of Individual Student Reports
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What's **NEW** for 2012

A “Student Materials Order Checklist” has been added to the *Guide for Accommodations, Special Provisions, Deferrals and Exceptions*. Schools are invited to make copies of this checklist in order to identify special orders prior to entering them into the Student Data Collection (SDC) system.

Remember...

- ✓ **ALL** school staff involved in the administration must read and adhere to the “Professional Responsibilities for the Administration of the OSSLT” in this guide.
- ✓ The use of cellphones, audio- or video-recording devices, pagers, digital music players or e-mail or text messaging devices during the test are prohibited.
- ✓ Test materials should not be copied in any way or for any reason, with the exception of the Student Answer Sheet.
- ✓ All resources listed in this guide are available on the public section of the EQAO Web site, www.eqao.com, unless otherwise noted.

The Test at a Glance

ACTIVITY	ALLOTTED TIME
Booklet 1 (Reading and Writing)	75 minutes
Break	15 minutes
Booklet 2 (Reading and Writing)	75 minutes
Questionnaire (<i>Booklet 2</i>)	10 minutes

The Other Guides

The *Guide for Accommodations, Special Provisions, Deferrals and Exemptions* is a companion document that provides information about and outlines the required documentation for special circumstances, deferrals, exemptions, special provisions for English language learners and accommodations for students with special education needs.

The *Guide for Principals Preparing for the Administration of EQAO Tests* is available on the secure section of EQAO's Web site (www.eqao.com) under "Student Data Collection System—Resources."

Participation

All students eligible for the test must be accounted for, including English language learners, students with special education needs and students whose results were withheld in previous years, even if the students are to be deferred or exempted or plan to fulfill the literacy requirement through the Ontario Secondary School Literacy Course (OSSLC) during the current school year.

First-time eligible students are those who

- entered Grade 9 in the 2010–2011 school year or
- entered Grade 10 in the 2011–2012 school year from out of province.

Previously eligible students are those who

- were absent or deferred for, or were unsuccessful on, one or more previous administrations;
- were previously exempted but are now working toward an Ontario Secondary School Diploma (OSSD);
- entered Grade 11 or 12 in the 2011–2012 school year from out of province or
- enrolled in an adult education program and began Grade 9 in or after the 2000–2001 school year.

Note: A student deferral does not constitute an opportunity to write and therefore does not qualify the student to take the OSSLC.

A mature student is one who

- was at least 18 years of age on December 31;
- was not enrolled as a regular day-school student for at least one school year immediately before registering in a secondary school program and
- is enrolled to obtain an OSSD.

Note: Mature students may enrol directly in the OSSLC.

Professional Responsibilities for the Administration of the OSSLT

All staff (including scribes and prompters) must read and adhere to the following.

Note: For more detail, please see the full document, also called “Professional Responsibilities for the Administration of the OSSLT,” posted on EQAO’s Web site (www.eqao.com).

Principals will ensure that

- all eligible students (including those requiring accommodations or special provisions and those deferred or exempted) are accounted for;
- complete and accurate information on all students is provided to EQAO;
- appropriate test materials have been ordered for all students;
- all staff involved in the administration have been trained and have read this guide’s “Professional Responsibilities for the Administration of the OSSLT”;
- scribes and prompters are aware of their roles and responsibilities;
- all test materials have been received and are kept secure and confidential;
- access to student test materials occurs only on the morning of the day of administration, except in the case of staff preparing materials for assistive technology, who may have access to the electronic versions only, 48 hours prior to the administration and
- any suspected security breach related to the administration of the test is reported to EQAO immediately.

Teachers and principals will ensure that

- no student test packages are opened prior to the start of the first administration session;
- each student has sufficient writing room to work independently of every other student;
- scribes and prompters have access to the test materials only during the administration;
- test materials are not copied or removed from the test room during the administration;
- all instructional materials relating to reading or writing in the test room are removed or covered;
- students are supervised at all times during the administration;
- no cellphones, audio- or video-recording devices, pagers, digital music players or e-mail or text messaging devices are allowed in the test room;
- each test booklet is completed in one continuous session;
- during the test, students do **not** receive
 - instruction on any concepts or items from the test once the test materials have been opened;
 - explanations, definitions, translation or examples of reading vocabulary or writing terminology or
 - encouragement or influence to alter or revise their responses;
- after the test, student booklets are **not** read, reviewed or corrected in any way and
- all circumstances that may affect the scoring of a student’s work are documented and reported to EQAO on the **Issues Envelope**.



Principal's Steps | Before Administration

STEP	✓ ITEM	DETAILS	RESOURCES*
1	☐ SDC	Enter or confirm information using Student Data Collection (SDC) system.	Secure Web site: SDC system, <i>A Guide for Principals Preparing for the Administration of EQAO Tests</i> and “Accounting and Reporting EQAO Results for Students with Unique or Special Circumstances”
	☐ Security	Identify secure location for test materials.	
	☐ Administration Schedule	- Determine morning start time, and schedule one break (maximum 15 minutes). - Determine schedule for students being accommodated with additional time.	<i>Guide for Accommodations, Special Provisions, Deferrals and Exemptions</i> and “Test at a Glance” section of this guide
	☐ Alternative Location	Identify and request permission from EQAO for students to write in alternative location.	Secure Web site: “Request for Approval to Administer the Test at an Alternative Location” form
	☐ Accommodations and Special Provisions	- Identify support and make arrangements for students receiving accommodations and/or special provisions. - Send letters to adult students or parents of students receiving accommodations, special provisions, deferrals or exemptions.	<i>Guide for Accommodations, Special Provisions, Deferrals and Exemptions</i> Secure Web site: sample letters
	☐ Meet with Staff	- Ensure all staff involved with the administration have read the guides. - Review “Professional Responsibilities for the Administration of the OSSLT,” and ensure that all staff, including scribes and prompters, are aware of their roles and responsibilities; - accommodations and special provisions and related arrangements; - school policy for late students and - test room requirements.	<i>Administration Guide; Guide for Accommodations, Special Provisions, Deferrals and Exemptions; “EQAO’s Video Guide to Key Test Administration Procedures”</i> and “Administration Day: What happens if...?” section of this guide
2	☐ Student Information Session (optional)	- Inform students about test (e.g., format, length). - Set schedule (e.g., time, location, breaks). - Share instructions with students.	Sample test
3	☐ Test Materials	- Ensure all required materials have been received. Do not open individual student packages.	Secure Web site: Student Tracking Sheet (STS) printed from SDC system Packing List (with delivery)
	☐ Secure Storage of Test Materials	Store test materials in secure location until distribution to teachers on morning of test.	
	☐ Additional Materials	- Update student information in SDC system. - Order additional materials using SDC system.	Secure Web site: SDC system
	☐ Guides	Distribute this guide and <i>Guide for Accommodations, Special Provisions, Deferrals and Exemptions</i> to all teachers administering test.	



Principal's Steps | Day of Test

STEP	✓ ITEM	DETAILS	RESOURCES
4	☐ STS and Test Packages to Teachers	▪ Print up-to-date STS for each test room. ▪ Distribute test materials on morning of administration. ▪ Resolve package ID problems.	Secure Web site: SDC system; "Administration Day: What happens if...?" section of this guide
	☐ Special Circumstances: Delayed Start	▪ If start time of test will be delayed more than one hour, EQAO approval must be obtained. (EQAO Information Centre: 1-888-327-7377)	"Administration Day: What happens if...?" section of this guide "Policies and Procedures"
5	☐ Receipt of Test Materials from Teachers	▪ Use STS to check that all materials have been returned.	Secure Web site: SDC system
6	☐ Student Information Review	▪ Check that student information is complete and accurate. ▪ Update information.	Secure Web site: SDC system
	☐ School Files (store for one year)	▪ Keep for one year: – copies of Student Answer Sheets; – STSs; – documentation for students with accommodations, special provisions or deferrals; – signed consent forms for exempted students and – room seating plans.	
	☐ Student Answer Sheet Envelope	▪ Include all Student Answer Sheets, except those for special versions and those with issues (see below).	
	☐ Special Versions Envelope	▪ Staple all student's work to inside front cover of appropriate booklet, and ensure last 12 digits of package ID are on each page. ▪ Include all special version booklets and Student Answer Sheets for students using computer, assistive technology and audio response formats.	<i>Guide for Accommodations, Special Provisions, Deferrals and Exemptions: "How to Return Computer Responses to EQAO"</i>
	☐ Issues Envelope	▪ Include all materials that require EQAO's attention (e.g., materials with package ID problems, booklets with missing pages, notes to EQAO). ▪ Provide detailed explanation of each issue on outside of Issues Envelope.	This guide
	☐ Check Materials	▪ Use packing list to ensure that quantities returned are same as quantities received.	Packing List (with delivery)
	☐ Pack and Seal Tote Boxes	▪ Include Student Answer Sheet Envelopes, Special Versions Envelopes, Issues Envelopes and all <i>Booklets 1 and 2</i> (used or unused).	
	☐ Return Labels	▪ Affix label, ensuring that ID number on label matches one on tote box.	UPS Return Shipping Instructions (with delivery)
	☐ UPS Pickup	▪ Prepare for pickup pre-scheduled for day following test administration. ▪ Record date and shipment tracking number.	



Teachers' Steps

STEP	✓ ITEM	DETAILS	RESOURCES*
1	☐ Guides	- Read “Professional Responsibilities for the Administration of the OSSLT” section of this guide. - Read <i>Guide for Accommodations, Special Provisions, Deferrals and Exemptions</i>.	
2	☐ Staff Meeting	Meet with principal and other staff members administering test to review roles and responsibilities, and plan for administration.	
3	☐ Seating Plans	- Prepare seating plans. - Ensure students have sufficient room to write independently.	
4	☐ Prepare Test Room	- Remove all instructional materials about reading or writing. - Set up room to ensure students will work independently.	
5	☐ Student Supplies	Ensure supply of blue or black ink pens (pencils are permitted).	
6	☐ Receive Test Materials	- Check that number of student packages matches number of students listed on Student Tracking Sheet (STS). Do not open individual student packages.	“Administration Day: What happens if...?” section of this guide
7	☐ Administer Test	- Follow “Test Day Instructions for Teachers.” - Circulate and continuously monitor students. - Ensure students do not have electronic devices (e.g., cellphones).	“Test Day Instructions for Teachers” and “What happens if...?” sections of this guide
8	☐ Issues	Provide principal with written explanation of any issues (e.g., missing pages, student package ID problems, notes to EQAO and booklets involved).	
9	☐ Special Versions	- Staple all student work to inside front cover of appropriate booklet. - Provide principal with all special version booklets and Student Answer Sheets for students using computer, assistive technology and audio response formats.	<i>Guide for Accommodations, Special Provisions, Deferrals and Exemptions</i> : “How to Return Computer Responses to EQAO”
10	☐ Return Materials to Principal	Return all materials to principal (STS, <i>Booklets 1 and 2</i>, Student Answer Sheets, all unused test materials and all special versions and issues).	

Test Day Instructions for Teachers

✓ ITEM	DETAILS	RESOURCES	TIPS
○ Use Student Tracking Sheet (STS) to distribute packages to students	For each student, ensure final 12 digits of package ID match those on STS. Do not change the barcode or digits on this document.  111 11011 00 564938 10 3942 mident grade student	Page 9 of this guide	If a student begins work in the incorrect package, the student should continue using the package for the entire test. Notify the principal to update the SDC system after the test.
○ Ask students to check materials in their package	Ensure final 12 digits of the package ID match final 12 digits of each <i>Booklet 1</i>, <i>Booklet 2</i> and the Student Answer Sheet in the student's package.	Page 9 of this guide	
○ Read script to students	Script: 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. Print and sign your name on the Student Answer Sheet. Put <i>Booklet 2</i> face down on the corner of your desk. Do not start <i>Booklet 2</i> until after the break. Read the directions on the inside front cover of <i>Booklet 1</i>. Use dark 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 <i>Booklet 1</i>.		Ensure that there are no cellphones, audio- or video-recording devices, pagers, digital music players or e-mail or text messaging devices in the test room. If students are receiving double time, double all of the times in the script. Remind the students when 15 minutes is left.
○ Collect <i>Booklet 1</i>	After 75 minutes, collect <i>Booklet 1</i>.		
○ Read script to students	Script: You are now ready to start <i>Booklet 2</i>. Are there any questions? After 75 minutes, you will be given time to complete the questionnaire at the end of the booklet. Start <i>Booklet 2</i>.		Remind the students when 15 minutes is left.

Test Day Instructions for Teachers (continued)

✓ ITEM	DETAILS	RESOURCES	TIPS
○ Announce the end of test time	▪ After 75 minutes, announce end of test time.		
○ Complete Student Questionnaire	▪ Upon completion, collect <i>Booklet 2</i> and Student Answer Sheets.		
○ Update seating plan	▪ Provide final seating plan to principal.		
○ Verify collection of <i>Booklet 2</i> and Student Answer Sheets	▪ Use STS to ensure that all booklets and Student Answer Sheets (used or unused) have been collected. ▪ Provide all test materials to principal.		

Place all materials requiring EQAO's attention in the Issues Envelope.

Place all computer responses, responses in audio format, transcriptions and Student Answer Sheets in the Special Versions Envelope.

Administration Day: What happens if...?

CATEGORY	ISSUE	SOLUTION	RESOURCES
Missing Package or New Student	no materials	Use package of an absent student and update SDC system by using “Switch Packages” task button or order using SDC system.	Secure Web site: SDC system
Absences	student is absent	EQAO will deem student absent if there is no work in one booklet or more.	“Policies and Procedures”
	teacher is absent	Another teacher, supervised by principal, may administer test. This teacher must be familiar with administration procedures and must follow them.	
Lateness	bus is late	Test may be delayed up to one hour. For delays longer than one hour, principal must contact EQAO’s Chief Assessment Officer (CAO) at 1-888-327-7377.	
	student is late	Follow school’s late policy for exams. (No student may start <i>Booklet 1</i> after the rest of students have completed it.)	
Package ID Number Issues	Do not change the barcode or digits on this document.  111 11011 00 564938 10 3942 mident grade student student		
	all materials in student’s package do not have the same final 12 digits	Continue to use package and place all of student’s work in Issues Envelope. On outside of envelope, document issue or use package of an absent student and update SDC system using “Switch Packages” task button.	
	students received wrong package	Have students continue working in package they received. If issue involves only two students, inform EQAO by using SDC system’s “Switch Packages” task button. If issue involves more than two students, on STS, print students’ names beside package they actually used and fax STS to EQAO at 416-325-6622. Place all related student materials and copy of STS in Issues Envelope and document issue on envelope.	Secure Web site: SDC system and <i>A Guide for Principals Preparing for the Administration of EQAO Tests</i>

Administration Day: What happens if...? (continued)

CATEGORY	ISSUE	SOLUTION	RESOURCES*
Booklet Issues	student package is incomplete	Use package of an absent student and update SDC system using “Switch Packages” task button or contact EQAO to describe problem and request materials.	“Policies and Procedures”
	some questions are different	Have student complete all work in his or her booklet. Note: There are different versions of test, as field-test items are embedded in booklets. The field-test questions are not included in students’ scores.	
	booklet and special versions do not match	Ensure special versions and booklets have same student package ID.	
Emergency	fire drill or other school emergency	Tell students to leave test materials on their desks and to exit immediately according to school’s emergency exit plan. When students return, instruct them to return to test.	“Policies and Procedures”
Student Responses	responds in language other than English	Student will not receive scores.	
	uses offensive language	Pages with offensive language may not be scored. Principal will be notified.	
Computer Problem	student responses not saved	Contact IT department. Ask students to save their work frequently. Place student materials in Issues Envelope.	<i>Guide for Accommodations, Special Provisions, Deferrals and Exemptions</i>
	print issues (font size, overprinting, etc.)	Print one page at a time. Cut and paste student’s responses into a word-processing format. Request IT support.	IT department

Impacts on Reporting: What happens if...?

WHAT IS THE ISSUE?	WHAT ACTION SHOULD BE TAKEN?	WHAT HAPPENS IF NO ACTION IS TAKEN?	WHAT HAPPENS IF ACTION IS TAKEN?
Booklets not distributed according to Student Tracking Sheet	Place booklets and Student Answer Sheet in Issues Envelope and note issue on outside of envelope	Scores will be reported according to distribution on STS	Scores will be assigned to appropriate student
Numbers in barcode changed		Barcode will override hand-written number change	
Computer printouts not stapled into booklet	Staple pages into appropriate booklet and place materials (including Student Answer Sheet) in Special Versions envelope	Student's work may be scored incomplete or may not receive any score	
Administration steps not followed	Place booklets and Student Answer Sheet in Issues Envelope and note issue on outside of envelope	Scores may be withheld	
Directions for prompters not followed		Scores for student may be withheld	
Scribe does not write down exact words of student			
Students copy from one another		Investigation will be conducted	No scores will be assigned
Student's work includes offensive content		Information about offensive content will be sent to attention of school principal	Score may not be assigned
Student uses dictionary		Scores for student may be withheld; investigation may be conducted	Scores will be assigned to student with possibility of exclusion of some items
Student uses a cellphone or other electronic device		Scores for student may be withheld; investigation may be conducted	Score may not be assigned
Student responds in language other than English		Questions will be scored illegible	Scores will be provided only for items answered in English

**Education Quality and
Accountability Office**



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