

ADMINISTRATION GUIDE March 2011

What's **NEW** for 2011

page 1

Professional Responsibilities

page 3



Principal's Steps

pages 4–5



Teachers' Steps

page 6

Administration Day: What happens if...?

pages 9–10

Impacts on Reporting: What happens if...?

page 11



IMPORTANT DATES

Enter or confirm information
using SDC system (order
special versions)

Wednesday, February 9 to
Tuesday, February 22, 2011

Test materials delivered
to school

Friday, March 25 to
Wednesday, March 30

Verify, using SDC system,
that all student information
is up to date and accurate

Monday, February 28 to
Friday, April 1

Verify, using SDC system,
that all materials have arrived

Monday, March 28 to
Wednesday, March 30

Download assistive
technology versions

Tuesday, March 29 at 9:00 a.m.

ADMINISTER OSSLT

THURSDAY, MARCH 31

Prepare test materials for
pre-arranged pickup

Friday, April 1

Delete electronic versions
of students' work

Friday, June 11



What's **NEW** for 2011

- There are two new sections to this guide: “Administration Day: What happens if...?” provides solutions to issues that may occur during the administration, and “Impacts on Reporting: What happens if...?” provides guidelines for administration issues that may affect a student’s score.
- **All** school staff involved in the administration must read and adhere to “Professional Responsibilities for the Administration of the OSSLT” in this guide.
- The documents “Professional Responsibilities for the Administration of the OSSLT” (full version) and “EQAO Policies and Procedures” are now located on EQAO’s Web site (www.eqao.com).
- Student responses will be analyzed for evidence of collusion prior to the release of students’ results. Ensure that all students complete the test without assistance from anyone.
- The use of cellphones, audio- or video-recording devices, pagers, digital music players or e-mail or text messaging devices during the test is prohibited. Their use during the test may result in no score being provided.
- All audio responses must be transcribed prior to submission to EQAO. The original audio version and the transcription must be placed in the Special Versions Envelope.
- Accurate copies of all seating plans for the administration of the test must be retained for one year.
- “Accounting and Reporting EQAO Results for Students with Unique or Special Circumstances” is available on the secure section of EQAO’s Web site (www.eqao.com).

Remember: EQAO test materials sent to schools for administration should not be copied in any way or for any reason. You can use the released test materials on EQAO’s Web site to help students become familiar with the format of the test and the types of questions asked.

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 provisions for English language learners, accommodations for students with special education needs, special circumstances, deferrals and exemptions.

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 and students with special education needs, 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 2009–2010 school year or
- entered Grade 10 in the 2010–2011 school year from out of province.

Previously eligible students are those who

- were absent or deferred for, or 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 2010–2011 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.

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 48 hours prior to the administration to the electronic versions only;
- each student has sufficient writing room to work independently of every other student 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;
- 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 and <i>A Guide for Principals Preparing for the Administration of EQAO Tests</i>
	☐ 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.	"The Test at a Glance" section of this guide, <i>Guide for Accommodations, Special Provisions, Deferrals and Exemptions</i>
	☐ Alternative Location	Identify and request permission from EQAO for students to write in alternative location.	Secure site: request form "Request for Approval to Administer the Test at an Alternative Location"
	☐ 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</i> and <i>Guide for Accommodations, Special Provisions, Deferrals and Exemptions</i> EQAO Web site 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 on public Web site
3	☐ Test Materials	- Ensure all required materials have been received. - Do not open individual student packages.	Student Tracking Sheet (STS) printed from SDC system Packing List
	☐ 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
	☐ 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.	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 Call Centre: 1-888-327-7377.)	<i>Administration Guide</i> : "Administration Day: What happens if..." section and EQAO Policies and Procedures (EQAO's Web site)
5	☐ Receipt of Test Materials from Teachers	▪ Use STS to check that all materials have been returned.	SDC system
6	☐ Student Information Review	▪ Check that student information is complete and accurate. ▪ Update information.	SDC system
	☐ School Files (store for 1 year)	▪ Keep – copies of Student Answer Sheets; – STS; – 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 barcode 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</i> : "How to Return Computer Responses to EQAO."
	☐ 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.	<i>Administration Guide</i>
	☐ Check Materials	▪ Use packing list to ensure that quantities returned are same as quantities received.	Packing List
	☐ Pack and Seal Tote Boxes	▪ Include Student Answer Sheet Envelopes, Special Versions Envelopes, Issues Envelopes, all <i>Booklets 1</i> and <i>2</i> (used or unused).	
	☐ Return Labels	▪ Affix label, ensuring that ID number on label matches one on tote box.	UPS Return Shipping Instructions
	☐ UPS Pickup	▪ Prepare for pickup pre-scheduled for the day following test administration. ▪ Record date and shipment tracking number.	



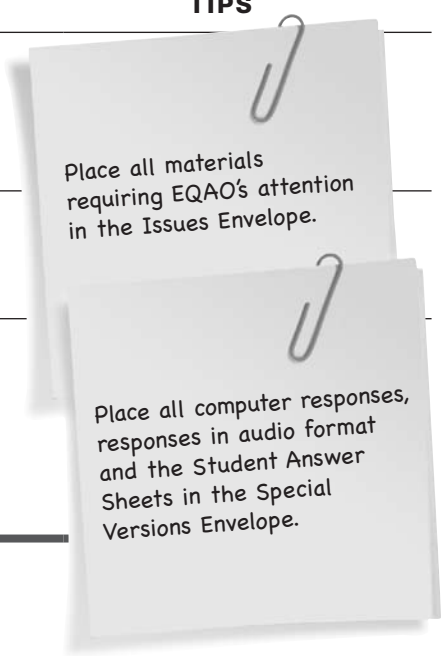
Teachers' Steps

STEP	✓ ITEM	DETAILS	RESOURCES
1	☐ Guides	Read “Professional Responsibilities for the Administration of the OSSLT” section of this guide.	
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 of others.	
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).	“Test Day Instructions for Teachers” section of this guide
7	☐ Administer Test	Follow “Test Day Instructions for Teachers.”	“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’s 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: “How to Return Computer Responses to EQAO.”</i>
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	<i>Administration Guide</i>, page 9	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 of <i>Booklet 1</i>, <i>Booklet 2</i> and the Student Answer Sheet in the student's package.	<i>Administration Guide</i>, page 9	
☐ 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. 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. 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? Start <i>Booklet 2</i>.		Remind the students when 15 minutes is left.
☐ Announce the end of test time	After 75 minutes, announce end of test time.		

Test Day Instructions for Teachers (continued)

✓ ITEM	DETAILS	RESOURCES	TIPS
○ 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.		

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.	SDC system
Absences	student is absent	EQAO will deem student absent if there is no work in one booklet or more.	See EQAO Policies and Procedures on the EQAO Web site
	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.	
Package ID Number Issues	Do not change the barcode or digits on this document.  111 11011 00 564938 10 3942 mident grade 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 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 using “Switch Packages” task button or contact EQAO to describe problem and request materials.	See EQAO Policies and Procedures on EQAO Web site
	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.	
Student Responses	responds in a language other than English	Student will not receive scores.	
	uses offensive language	Pages with offensive language may not be scored. Principal will be notified.	

Impacts on Reporting: What happens if...?

IF	WHAT YOU SHOULD DO	REPORTING OUTCOME
booklets are not distributed according to Student Tracking Sheet	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. Note: Check Preliminary Student Summary when released.	Scores will be assigned to appropriate student.
package ID numbers on barcode are changed		
student's computer responses are not stapled into booklets	staple pages into inside front cover of appropriate booklet, and place booklets and Student Answer Sheet in Special Versions Envelope .	
students copy or share responses with one another	place all booklets and Student Answer Sheets in Issues Envelope . Indicate issue (where possible indicating affected items) on front of envelope.	No scores will be assigned for students. This may have impact on school and board results.
students practise current year's test before administration		
scribe does not write down exact words of student	place all booklets and Student Answer Sheets in Issues Envelope . Indicate issue (where possible indicating affected items) on front of envelope.	Scores for students may not be assigned. This may have impact on school and board results.
prompter does not follow instructions and provides hints to student		
student receives help in understanding a reading selection, question or word		
student uses dictionary		
student is provided with templates		
student uses cellphone or other electronic device		

**Education Quality and
Accountability Office**



2 Carlton Street, Suite 1200, Toronto ON M5B 2M9

Telephone: 1-888-327-7377 Web site: www.eqao.com

© 2011 Queen's Printer for Ontario