Assessment Windows	**Nov. 1 – Nov. 30** **Mar. 20-Apr. 24**

Checklist for Teachers

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

Before the OSSLT

- ❑ Read the **OSSLT user guide** and the Professional Responsibilities.
- ❑ Ensure you understand how to administer the OSSLT 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 will be available in all formats that students will use.
- ❑ Register, activate and log in to your e-assessment account.
- ❑ Ensure you are assigned to the correct grouping as communicated by your school administrator.
- ❑ View student list and click on each student's name to ensure information is accurate (including accommodations).
- ❑ Add additional teachers or invigilators to your grouping, if applicable.
- ❑ Schedule the practice test. Session A must be scheduled before Session B.
- ❑ Confirm students are able to log in to the e-assessment system. Provide each student with their OEN and access code for the group.
- ❑ Enter the 4-digit (SEB) or 6-digit (Kiosk) code on each computer before students log in.
- ❑ Have students practise using the tools and platform functionality while completing the scheduled practice test. Ensure that the **End PracticeTest** button is selected following the administration of the practice test. This will close the practice session and allow you to open the OSSLT when ready.
- ❑ Schedule the OSSLT (if not already scheduled by your school administrator).
- ❑ Confirm access to resources as needed, including headphones, and paper and either pen or pencil for rough work.

Checklist for Teachers (Continued)

During the OSSLT

❑ <u>Log in</u> to your account and access your grouping.

❑ Set up devices and logins for students.

❑ Provide the alternative version of the test to students who have been registered to receive it.

❑ Unlock the lockdown browser on each device using the SEB or Kiosk password.

❑ Have students log in to the e-assessment platform using their OEN and the access code for the group.

❑ Read the OSSLT script.

❑ Unlock Session A for students. If any students are absent, ensure their sessions stay locked.

❑ Instruct your students to complete their work in the session before they click Submit. A session must be completed in a continuous sitting, and if a student does not submit their work when completed, it will automatically submit by the system by end of day.

❑ Repeat the steps above for Session B.

❑ Transcribe any student responses into the e-assessment platform for those with this approved accommodation.

❑ If necessary, click **Report an issue** on the invigilation page and record any issues.

❑ Have students complete the questionnaire after they have completed all sessions of the OSSLT.

❑ Click **Submit to EQAO for scoring** on the invigilation page to close the OSSLT for all students.

After the OSSLT

❑ Ensure that all printed copies of the alternative version are transcribed into the e-assessment platform.

❑ Store any printed copies of the alternative version in a secure location determined by the school administrator until Individual Student Reports are generated. When they are, shred all printed copies of the alternative version.

❑ Complete the **Teacher Questionnaire** (optional).