

**Assessment
Windows**

**Nov. 5 – Dec 3
Mar. 18 – Apr. 15**

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 Practice Test** 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

- [Log in](#) 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).