



Teacher Administration Checklist

BEFORE THE OSSLT

Professional Preparation

- ☐ Read the current **OSSLT User Guide** and **Professional Responsibilities** documents.
- ☐ Complete EQAO training resources (**webinars** and **User Guide**) as needed.
- ☐ Meet with the school administrator to review:
 - o Roles and responsibilities
 - o Administration procedures
 - o Accommodations and special provisions
 - o Alternative Versions
 - o Confidentiality and Security requirements
- ☐ Confirm approved accommodations for all students.
- ☐ Coordinate with the school administrator to ensure Alternative Versions are available in all required formats to ensure Alternative Versions are available to be used in the formats required for specific students.

Account and Grouping Management

- ☐ Activate and log in to your EQAO e-assessment account.
- ☐ Verify you are assigned to the correct class(es) or grouping(s).
- ☐ Access your class or grouping and locate:
 - o Student access code
 - o Student list
 - o Assessment scheduling options
- ☐ Add additional invigilators, if applicable.
- ☐ Confirm with school administrator that additional invigilators have active EQAO accounts.

Student Verification

- ☐ Review the student list in Manage Students.
- ☐ Verify:
 - o Student names
 - o OENs
 - o Accommodations
 - o Alternative Version assignments
- ☐ Add new students if required.
- ☐ Add guest students, if applicable.
- ☐ Print or securely save the student list with OENs, if needed.

Practice Test Preparation

- ☐ Inform students that two different OSSLT practice tests are available:
 - The practice test available on the EQAO website
 - The practice test available through the EQAO e-assessment systemBoth practice tests contain different questions and provide students with additional opportunities to become familiar with OSSLT question types and assessment features.
- ☐ Encourage students to complete the practice test available on the EQAO website before the OSSLT administration.
- ☐ Schedule and administer a practice session using the e-assessment system so students can become familiar with:
 - Logging in using their OEN and access code
 - Assessment tools and accessibility features
 - Navigation and response formats used on the OSSLT
 - Third party accessibility functioning (e.g. Read&Write)
- ☐ Ensure lockdown browsers are operating according to requirements in the User Guide.
- ☐ Schedule Practice Test Session A before Practice Test Session B.

Practice Test

- ☐ Obtain the lockdown security password from your school administrator. This should not be shared with students.
- ☐ Use the security password on each device to initiate the lockdown browser before students use their OEN and access code to login to the test.
- ☐ Provide students with:
 - OEN
 - Group access code
- ☐ Confirm students can successfully log in.
- ☐ Unlock practice sessions as needed.
- ☐ Do not unlock sessions for absent or unsupervised students.
- ☐ Select End Practice Test when practice is complete.
- ☐ Confirm assistive technology functions properly for students using accommodations. If you experience a technical issue, seek to resolve it before proceeding to the Operational test. You can consult the User Guide, reach out to your school/Board technical support, report an issue in the e-assessment system or call for technical help (1-888-327-7377) to resolve the issue before proceeding to the Operational Test.

Scheduling the OSSLT

- ☐ Consult with the school team regarding appropriate scheduling. Consider:
 - o Bell schedule
 - o Lunch periods
 - o Transportation schedules
 - o Special events
 - o Accommodation needs
- ☐ Ensure each session can be completed in one continuous, supervised sitting
- ☐ Schedule Session A before Session B.
- ☐ Ensure required materials are available:
 - o Devices
 - o Internet access
 - o Headphones (if needed)
 - o Rough-work paper
 - o Pen or pencil
- ☐ Ensure devices such as cellphones, smartwatches, bluetooth headsets, etc. are not permitted during the administration sessions.

DURING THE OSSLT

Preparing to Start

- ☐ Obtain the lockdown security password from your school administrator. This should not be shared with students.
- ☐ Log in to your EQAO teacher account.
- ☐ Open the assigned class or grouping and access the Invigilation Page.
- ☐ Review student information, including OENs and accommodations.
- ☐ Ensure student devices are functioning properly.
- ☐ Enter the SEB or Kiosk password on each device. Students should not be provided with the security code to open/close the lockdown browsers.
- ☐ Provide students with:
 - o Their OEN
 - o The group access code
- ☐ Provide Alternative Versions to approved students.
- ☐ End any open Practice Test session before starting the OSSLT.

Starting Session A

- ☐ Read the official OSSLT administration script.
- ☐ Ensure students understand:
 - o The session must be completed in one continuous sitting.
 - o They will be required to read and accept the Student Attestation within the test platform. By accepting the attestation, students confirm that they understand the expectations for completing the assessment and agree to follow the rules and requirements of the test.
 - o They must remain supervised throughout the session.
 - o They should click Submit only when finished.
- ☐ Unlock Session A only for students who are present and supervised.
- ☐ Keep sessions locked for absent students.

Active Invigilation

- ☐ Remain logged into the Invigilation Page throughout testing.
- ☐ Regularly monitor student status:
 - o Ready to Start
 - o In Progress
 - o Submitted
 - o Offline
- ☐ Monitor notifications indicating:
 - o Attempts to leave the assessment environment
 - o Messages from EQAO
- ☐ Ensure students remain supervised for the duration of the session.
- ☐ Allow only supervised breaks (washroom, water, stretch break).
- ☐ Use the Pause/Resume function when required for:
 - o Supervised breaks
 - o Fire alarms
 - o Unexpected disruptions

Managing Sessions

- ☐ Lock or unlock sessions only when necessary.
- ☐ Do not unlock sessions for absent or unsupervised students.
- ☐ If a student accidentally submits:
 - Confirm they are still in the same continuous sitting.
 - Follow the Unsubmit Session process if eligible.
- ☐ Unsubmit a session only when:
 - o The student accidentally submitted and is still in the same continuous sitting (within one hour); or
 - o Transcription is required for an approved accommodation; or
 - o EQAO approves an administration irregularity request.

Note: A request to unsubmit a session due to an irregularity should be reported as an issue so that EQAO can consider all relevant details. These unsubmission requests are not approved automatically.

- ☐ Ensure the student is logged out before attempting to unsubmit.

Reporting Issues

- ☐ Report any issue that may affect the security, validity or reliability of the assessment.
- ☐ Use Report an Issue on the Invigilation Page.

Technical Support

- ☐ Contact technical support immediately at 1-888-327-7377 for issues that prevent a student from:
 - o Logging in
 - o Continuing the assessment
 - o Accessing assistive technology
 - o Submitting responses

Student Response Issue

- ☐ Report an issue that a student reports they had difficulty with a technical aspect of selecting a response or a problem with a question. EQAO will investigate and students will not be penalized for a question that is not operating as expected.

Administration Anomaly or Academic Dishonesty

- ☐ Report with details:
 - o Test security concerns
 - o Wrong OEN usage
 - o Unsupervised testing
 - o Collusion
 - o Use of outside sources (e.g. cellphone, translation tool, internet)
 - o Other academic dishonesty concerns

Session B

- ☐ Read the Session B script.
- ☐ Unlock Session B for supervised students only.
- ☐ Repeat all invigilation and monitoring procedures used for Session A.

Completing the Assessment

- ☐ Ensure all students submit completed sessions.
- ☐ Transcribe student responses from Alternative Versions, where required.
- ☐ Ensure students complete the OSSLT Questionnaire at the end of session B.
- ☐ Click Submit to EQAO for Scoring only after:
 - o All testing is complete
 - o Required transcriptions are completed
 - o Student questionnaires are completed
 - o Outstanding issues have been reported
- ☐ Confirm submission by typing Yes.

AFTER THE OSSLT

Assessment Materials and Security

- ☐ Ensure all printed Alternative Version responses have been transcribed into the e-assessment platform.
- ☐ Consult with school administrator to shred or delete all printed and electronic copies of the Alternative Version of the test.
- ☐ Shred all printed Alternative Version materials once authorized.

Final Tasks

- ☐ Complete the Teacher Questionnaire (optional).
- ☐ If completed, ensure the questionnaire is completed by the main teacher assigned to the grouping.