



Principal Priorities and Responsibilities for EQAO Assessment Administration

PRINCIPAL PRIORITIES

You are accountable for ensuring:

- ✓ Staff are trained and compliant with EQAO rules
- ✓ All students are accurately accounted for
- ✓ Permitted accommodations are correctly implemented
- ✓ Testing conditions ensure independence and fairness
- ✓ Technical readiness is complete
- ✓ Security is maintained and breaches are reported

CORE RESPONSIBILITIES (Apply at all times)

- ☐ Read and understand all requirements and procedures in the **EQAO OSSLT User Guide and Grade 9 Assessment of Mathematics User Guide**
- ☐ Ensure **all staff (teachers, invigilators, scribes, IT)** have read and understand the importance of adhering to the **Professional Responsibilities**; understand breaches of the Professional Responsibilities will be investigated and may result in consequences such as withholding of results or a report to the Ontario College of Teachers
- ☐ Ensure **training is provided** for staff on both test administration and the e-assessment system
- ☐ Confirm **no deviations from EQAO policies** and guidelines without explicit permission
- ☐ Establish a plan for **test security** at all times, including:
 - no sharing of test/assessment content in any format or at any time;
 - seating plans have students seated independently;
 - staff do not preview or use test/assessment content before or after the administration of the assessment;
 - only students are to access test/assessment content during the administration of the assessment;
 - if applicable, printed PDF copies of the Alternative Version are kept in a secure location and shredded after administration;
 - device configuration and lockdown browsers installed;
 - ensure **no** cell phones, smart glasses, smart watches or recording devices are used; AI is not permitted.
- ☐ Technology is ready according to the steps outlined in the **EQAO User Guide**

BEFORE ADMINISTRATION

Planning & Preparation

- ☐ Confirm **administration windows and school schedules** (fall/spring OSSLT window and Winter/Spring Grade 9 Assessment of Mathematics window)
- ☐ Develop a **school OSSLT and Grade 9 Assessment of Mathematics administration plan** (rooms, supervision, timing, seating plan)
- ☐ Plan for **appropriate testing conditions** (quiet, supervised, independent workspaces, no cell phone/unapproved device use) including for students who require additional time
- ☐ Do not schedule regular administration sessions on the last day of the published window (this is reserved for make-up sessions for unforeseen circumstances only)
- ☐ Receive confirmation from the Board IT personnel that any central applications that could provide students with answers to test questions (e.g. AI, dictionary, translation tools, rewordify, vocabulary list, Simplify, Google Lens) have been deactivated

Student Data & Participation

- ☐ Consult timetables to ensure students will have ample time to complete each session of the OSSLT and/or Grade 9 Assessment of Mathematics in one continuous and supervised sitting. Students are not permitted to return after an unsupervised break to a part of the test they have already seen. For the OSSLT, consider writing session A and session B on different days, or morning/afternoon.
- ☐ Plan for students to do the **practice test/sample test**, as a **scheduled session** within the e-assessment system, in order to troubleshoot and help teachers and students become familiar with the test/assessment
- ☐ Ensure all **eligible students are accurately entered** in the e-assessment system
- ☐ Verify student status (for OSSLT only):
 - First-time eligible
 - Previously eligible
 - Deferred/exempt (if applicable)
- ☐ Develop a process for **OENs to be accurately used by students when logging in to test sessions**

Accommodations & Special Provisions

- ☐ Review **IEPs and make decisions about accommodations** in accordance with Ministry of Education **Ontario Schools K-12 Policy and Program Guidelines** and **EQAO User Guide**
 - Accommodations can only change the way a student responds or interacts with test content, it cannot alter the test content or expectations being assessed.
- ☐ In the case of **special circumstances** or required accommodations that are not in the permitted list, reach out to info@EQAO.com ahead of time to make a request for consideration and approval.
- ☐ Confirm **approved accommodations are set up in the system** (assistive tech, extra time, etc.)
- ☐ Arrange for **scribes, sign-language interpreters, or alternate settings** (if required)
- ☐ Remind staff that scribes must enter all responses into the e-assessment system (e.g. when using the PDF or Braille formats)
- ☐ Ensure that students using **third-party assistive software** have tested its functionality by scheduling a **practice test/sample test**; call for tech support **before test day** if difficulties arise

Technology & Technical Readiness

- ☐ Confirm **all devices meet EQAO technical requirements**
- ☐ Complete **technical readiness checklist** in the e-assessment system before administration
- ☐ Ensure **lockdown browsers** are operating according to requirements in the **User Guide**
- ☐ Ensure **student and staff accounts are active and tested**
- ☐ Provide IT support contact plan during testing; instruct invigilators to handle any technical issues that are preventing a student from accessing the test by calling the technical support team 1-888-327-7377.

Staff Preparation

- ☐ Assign **teachers/invigilators to classes or groupings in the e-assessment system**
- ☐ Provide **training on procedures, including the Professional Responsibilities**
- ☐ Ensure teachers read the **script** to students prior to beginning each session
- ☐ Review:
 - Permitted vs prohibited materials
 - Test/assessment security rules
 - Emergency procedures

Communication

- ☐ Using the **sample letter** in the **User Guide**, inform **students and families** of testing
- ☐ Ensure parents or guardians are consulted and have **written communication** about the accommodations (as per IEP); use the sample letter provided in the **User Guide**
- ☐ Ensure that all breaches or issues are reported to EQAO in the e-assessment system.
- ☐ Communicate **staff roles and schedules clearly**

DURING ADMINISTRATION

Test Security & Compliance

- ☐ Ensure all sessions follow **EQAO procedures exactly**
- ☐ Confirm that students read and understand the **student attestation in the online assessment**
- ☐ Monitor sessions for:
 - Proper supervision (e.g. invigilators should monitor students navigating away from the test/assessment; no use of cellphones; students work independently)
 - Appropriate conditions
 - Adherence to timing rules (e.g. unsubscriptions that allow students to access a session they have already seen will not be approved)
 - Irregularities or breaches
 - No unauthorized assistance or materials
- ☐ Ensure **accommodations are implemented as approved**
- ☐ Immediately report all issues in the e-assessment system including **breaches of professional responsibility** and students engaging in **academic dishonesty**;
- ☐ **Investigate reported academic dishonesty (e.g. phone use, plagiarism, use of AI, etc.)** and make a record of details. Because test/assessment results must be considered valid and reliable, students who breach the **student attestation** will have results withheld.
- ☐ Monitor **message centre and emails** for communication from EQAO

Technical Support

☐ Seek a response to:

- Login issues
- Device/network problems
- Issues with assistive software

For issues preventing a student from beginning or accessing the test/assessment and require immediate help, please call 1-888-327-7377. All other issues should be reported in the e-assessment system.

- ☐ Follow EQAO procedures for **interruptions or disruptions**

AFTER ADMINISTRATION

Session Completion

- ☐ Confirm all student sessions are:
 - Submitted to EQAO for scoring
 - Properly recorded in the system

Documentation & Reporting

- ☐ Verify all student information and ensure all **participation records are accurate, including:**
 - Accommodations used
 - Deferred/exempt student records
- ☐ Submit any required **investigation or irregularity reports in a timely manner, if requested by EQAO**
- ☐ Review CSV file released under embargo when notified by EQAO
- ☐ Distribute **Individual Student Reports** to families/students when available in the principal's e-assessment account
- ☐ Distribute the information note along with the ISRs to families/students
- ☐ For withheld student results, distribute withhold letter to families/students along with the ISRs

Materials & Security Closure

- ☐ Ensure **secure handling of all test-related materials/data; per policy, must shred and/or delete any paper copies or electronic files**
- ☐ Confirm **no copying or retention of test content**
- ☐ If applicable, send **Braille test booklets** (no student responses) back to EQAO

For full details and administration requirements consult the **OSSLT User Guide and the Grade 9 Assessment of Mathematics User Guide**.