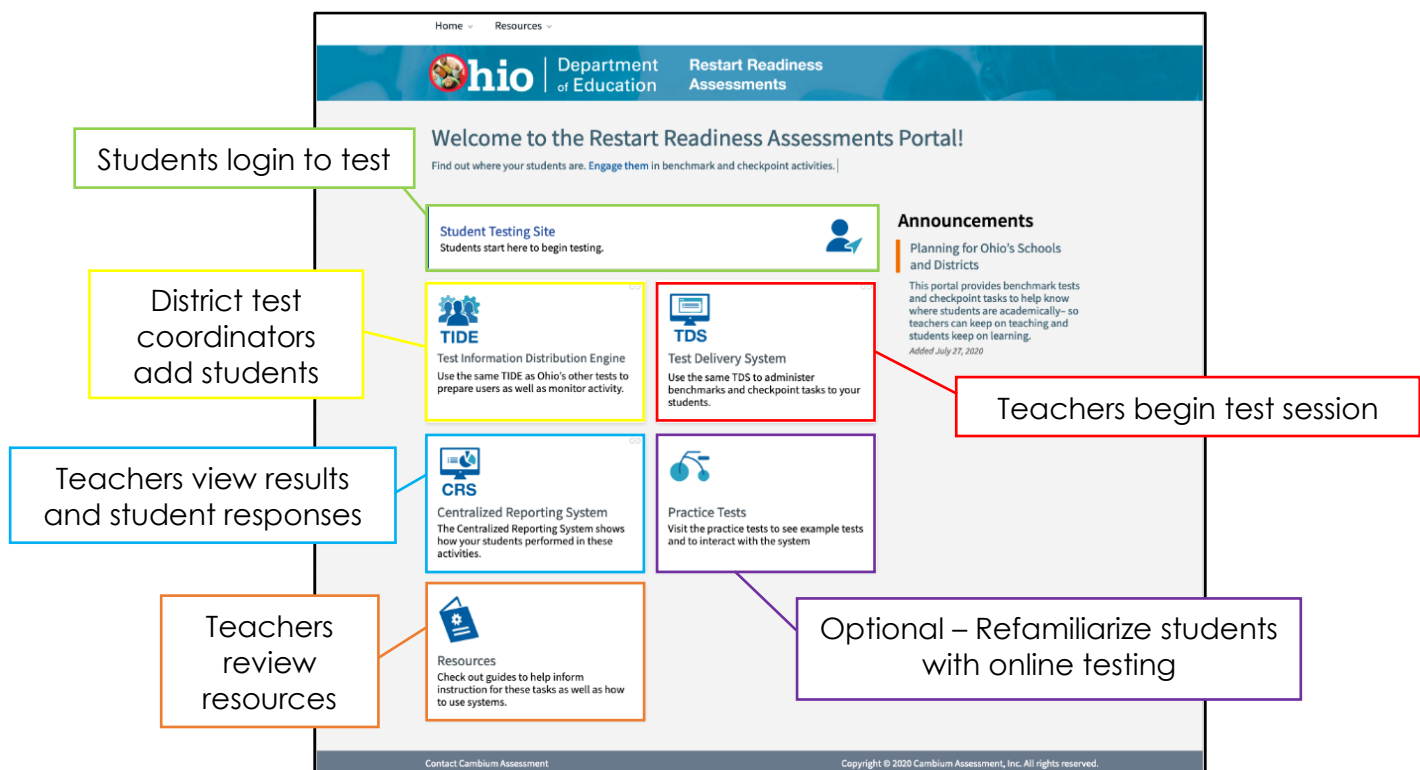


# Restart Readiness Assessments – Teacher Quick Guide

The **Restart Readiness Assessments** are designed to allow schools and districts to identify student progress early and receive actionable performance data. This document explains the how to prepare for and administer these assessments, as well as how to review results after testing.

## Overview:

- These are optional assessments that teachers can use to guide and inform instruction.
- Decisions regarding the use of these assessments are made at the local level.
- The secure browser normally needed for Ohio's State Tests is not needed for these assessments; most commercial browsers (Chrome, Safari, Firefox) will work.
- Students can take any test at any grade up to two times each. For example, one test could be administered when students first start the school year (pre-instruction), and one after instruction (post-instruction).
- There are two types of assessments: benchmarks and checkpoints.
  - **Benchmarks** are equivalent to the Ohio's State Tests and use familiar reporting measures such as scale score.
  - **Checkpoints** are short tests that cover a single reporting category. These tests are reported using raw scores.
- Teachers use the new Centralized Reporting System (CRS) to review assessment results and student responses. District- and school-level reports are available in the CRS, too.
- Teachers access the [Restart Readiness Assessments portal](#) for all the systems and resources for these assessments.
  - Resources include guides on how to use the systems and instructional resources to help use the data to inform instruction.
- Teachers use the Test Administrator (TA) Interface to administer these assessments, just like Ohio's State Tests.
- District test coordinators have two roles in these assessments:
  - Upload students to the Test Information Distribution Engine (TIDE)
  - Approve test status requests in TIDE to reset and reopen tests



## Restart Readiness Assessments Checklist:

Teacher Tasks – Before Testing	
<p><b>Teacher Preparation Prior to Starting Testing</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm that you have an active account available for use in TIDE. Contact your test coordinator if you need an account.</li> <li><input type="checkbox"/> Ensure that all students taking a Benchmark or a Checkpoint test are preidentified in <a href="#">TIDE</a> prior to beginning to test. Work with your test coordinator to make sure each student is in TIDE. No eligibility information needs to be included in student records. Any test may be administered to any student, regardless of enrolled grade or any other student attribute. <b>Note: Pre-ID information from the previous school year does not carry over.</b></li> <li><input type="checkbox"/> Determine when you would like to administer each of the Benchmark or Checkpoints tests. Each student may take each grade's subject test(s) twice. There are not separate parts to the Benchmark tests as each Benchmark test contains Parts 1 and 2. Students are notified when they reach the end of the first part. Students may either complete the second half of the test during the same test session or the TA may suggest pausing the test and resuming on a subsequent day.</li> <li><input type="checkbox"/> Review <a href="#">Ohio's Accessibility Manual</a> to plan for student tools, supports and accommodations for your students. <b>Note: Permissive mode is set to "On" for the Benchmark and Checkpoint tests.</b></li> </ul> <p><b>Technology Preparation (work with your technology coordinator as needed)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>The secure browser is not required for testing.</b> Students may use any commercial browser for testing, such as Chrome or Firefox.</li> <li><input type="checkbox"/> Verify that sufficient technology is available for all students and test administrators.</li> <li><input type="checkbox"/> Ensure all devices are ready for testing. This includes verifying the voice packs for students using text-to-speech.</li> </ul>
<p><b>Teacher Access (User Accounts) and Experience with the TA Interface</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify your Teacher (TE) or Test Administrator (TA) user account by signing in to the <a href="#">TA Practice Site</a> and setting up practice test sessions. If you do not have a user account, contact your test coordinator.</li> <li><input type="checkbox"/> For experience with the testing site, complete the optional <a href="#">Test Administrator Certification Course</a> and review the <a href="#">Test Administrator Certification Companion Document</a>.</li> <li><input type="checkbox"/> Familiarize yourself with the <a href="#">Test Administrator User Guide</a> for detailed information about the <a href="#">TA Interface</a>.</li> </ul>

## Teacher Tasks – Before Testing

### Prepare Students

Familiarize students with the online testing system and its tools:

- Review the [student tutorials](#) covering student sign-in, navigation and online testing tools.
- Provide students with opportunities to interact with online items in the [Student Practice Site](#).
- For grades 6-8 and end-of-course mathematics tests, students will have access to an online calculator. Calculators are available under the [Student Practice Resources](#) for mathematics. Make sure students are comfortable using the calculator.

## Teacher Tasks – During Testing

### Test Day Information

Decisions on which tests should be administered and when to administer them are made at the local level. Each assessment can be taken twice.

- Make sure you have the following student information on test day:
  - Student first name as it appears in TIDE and the SSID, or Student ID for students who do not have an SSID. This information is needed for student sign-in. Teachers may access this information in TIDE; details can be found in the [TIDE User Guide](#).
  - Accessibility features for all students, including accommodations for students with disabilities and English learners. If a student will use the text-to-speech tool, the student must use headphones. If the student is tested in a one-on-one situation, speakers are acceptable.
- Plan for resources that might be needed on test day:
  - The testing site has a calculator available within the system. Students may use [handheld calculators approved by the Department](#).
  - The test site includes reference sheets for mathematics tests. The sheets may be downloaded from the [test portal](#).
  - Blank paper for students.
- Review [Ohio's Accessibility Manual](#) for guidance on accessibility and accommodations.

## Teacher Tasks – During Testing

### Test Administration

- **Establish a Test Session**
  - Students must sign in to an active test session and be approved for testing by the teacher.
  - Test administrators can establish test sessions only on test day, immediately before students begin testing.
  - Navigate to the [TA Interface](#) on the test portal, then log in.
  - Add the benchmark or checkpoint tests you would like to administer. Students in the session can take any test added to the session.
  - Click the green [Start Operational Session] button to start the session. The TA Interface will generate the Session ID.
  - Locate the Session ID. It appears at the top of the TA Interface screen. Provide the Session ID to all students as they will need this to log in to the assessment.
- **Students Sign In**
  - Students navigate to the [Restart Readiness Assessments portal](#) and click “Student Testing Site.”
  - Each student enters his or her first name (as it appears in TIDE), his or her SSID (or student ID for students who do not have an SSID) and the Session ID.
  - Students sign in and confirm that the information they see on the “Is This You?” screen is correct.
  - On the “Your Tests” screen, students select the test they will take.
  - Once they have clicked on the test, they will see a message that says they are “Waiting for Approval.”
- **Approve Students for Testing**
  - Once students begin appearing in the approvals queue, click the Approvals button at the top of the TA Interface to open the Approvals and Student Test Settings pop-up window.
    - Confirm that the students listed in the Approvals and Student Test Settings window are the students who will be testing during the test session. Make sure each student is listed under the correct test.

## Teacher Tasks – During Testing

- Click the lookup icon to review a student's accessibility features. Review and edit a student's accessibility features within the Test Settings window.
- Click the green check box to approve an individual student or click "Approve All Students".

### □ Monitor Testing

- Use the TA Interface to view the testing progress of any student. The site will not show test questions or scores, but the Student Progress column shows a bar graphic of your students' testing progress.
- When the test session first begins, all students will appear under the Tests started/paused/completed heading on the TA Interface.
- If the system notices an irregularity, the student will show under the Tests requiring TA intervention heading which will appear at the top of the TA Interface. Click the more info button associated with the student on the screen to see details about this identification. You can provide this information to the Ohio Help Desk for assistance.

### □ Finish Testing

- When students reach the end of the test, they see a review screen. After reviewing any questions, they submit the test.
- Once all students have submitted their tests, end the session.
- Results will typically be available in the [Centralized Reporting System](#) (CRS) within minutes.

**Centralized Reporting System (CRS)**

**Teacher Tasks – After Testing**

- Review the [CRS Quick Guide](#) for information about the system.
- Review the training materials on the [test portal](#) which outline specific tasks and data available in CRS.
- Go to the [Restart Readiness Assessments portal](#) and click on the “Centralized Reporting System” card.
- Teachers can use the system to:
  - View aggregate results
  - View students' results
  - View students' work
  - Compare students' performance
  - Pinpoint areas for improvement
- The CRS allows teachers to score certain items on benchmark and checkpoint tests.
  - Teachers can override machine-generated scores on constructed-response writing items (Benchmarks and Checkpoints)
  - Teachers can hand-score unscored writing items (Checkpoints only)
- Teachers can set preferences in CRS to access results based on their needs.
  - Assign test reasons (such as pre-instruction or post-instruction)
  - Create and modify rosters