

EOC Checklist Cheatsheet

Link to Curriculum Website: <https://sites.google.com/view/dohnschool/home>

AIR Help Desk: 877-231-7809

What materials are students permitted to bring with them?

- Students cannot bring any materials into the testing environment (e.g. books, homework, backpacks, food or drink.)
- Collect any cell phones that may still be in a student's possession (***THIS INCLUDES ALL SITES AND PROGRAMS***)

Testing Supplies:

- Headphones are optional for ALL students taking the Algebra I, Geometry, U.S. History, Government, & Biology if students receive or choose the text-to-speech accessibility feature. All students have access to text- to speech for ONLY these subjects. (Page 28)
- It is required for students to receive two sheets of blank paper for English Language Arts only
- Test Administrators may provide blank paper for other subjects

Completing EOCs:

- Students MUST take parts 1 and 2 of each EOC they begin within 1 school day (unless they have an extended time accommodation from an IEP/504)
- **Students may take up to 2 EOCs per-day**
- EOCs need to be strictly timed, and no additional time may be permitted with the exception of students with extended time accommodation. (Page 4 of Testing Manual)
- The proctors MUST keep track of the time students are spending on parts 1 and 2 of each EOC to ensure that timing guidelines are followed. To do this, follow the step-by-step guide below.
- When finished testing (at FA & Main), students should be given a pass and a staff member will escort each student back to class.

Before Testing Begins:

- ☐ Pick up testing kit from Ms. Bostic, Ms. Owens OR from your building coordinator
- ☐ Print off Supply Sign-out Form (use fresh copies EACH testing day) from Curriculum Website
- ☐ Print off Student Attendance/Time Form
- ☐ Go to the Ohio Testing Portal (link on curriculum website)
- ☐ Click on Teachers/Test Administrators
- ☐ Click on T.A. interface
- ☐ Follow directions on page 78 (attached) to begin testing session (make sure to select ALL EOCs, parts 1 and 2 for EVERY content area)
- ☐ Write the testing session prominently on the board (or tape a sheet of paper to the wall) where students can see it
- ☐ Turn student devices on and open AIR testing browser
- ☐ Make sure chairs, tables, etc. are arranged appropriately for testing

When Students Enter the Testing Room:

- ☐ Take out the student's testing ticket AND EOC Requirement Form from binder
 - **If you have a new enrollee** they will NOT have a testing ticket. Have the counselor at your location look-up their SSID using the EOC Score spreadsheet. (NOTE: Only the counselors have access to this file & must be logged into their DohnCincy Google account to access.)

- **If you have a transfer student**, have the counselor at your location lookup the student's information on the EOC Score spreadsheet or in Abre to determine what EOCs must be administered. (NOTE: Only the counselors have access to this file & must be logged into their DohnCincy Google account to access.)
 - If you **cannot find a student's testing ticket** do the following:
 - Have the counselor at your location look for the student's Test Ticket Information on the EOC Score Spreadsheet (NOTE: Only the counselors have access to this file & must be logged into their DohnCincy Google account to access.)
 - If no testing ticket can be found, email the student's name to Ms. Bostic.
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- ☐ Write the student's name on the Student Attendance/Time Form
 - ☐ Have students sign-out testing tickets, EOC Requirement Forms and other supplies necessary for the EOCs they will be taking using the Supply Sign-out Form
 - ☐ Have students log in using testing ticket
 - ☐ Reads script directions
 - ☐ **Before** approving students into a testing session, make sure to click the appropriate button for accommodations (if necessary-check the Accommodations list, located at the back of each binder)
 - ☐ Write the START time on that each student begins on the Student Attendance/Time Form AND the time they will be finished with the part of the test they are taking (refer to time guidelines, attached)
 - ☐ REMEMBER: IT IS YOUR RESPONSIBILITY TO MONITOR TIME AND INFORM STUDENTS OF HOW MUCH TIME THEY HAVE REMAINING
 - ☐ REMEMBER: YOU HAVE TO REFRESH YOUR BROWSER EVERY 10 MINUTES OR YOU WILL BE LOCKED OUT OF YOUR TESTING SESSION
 - ☐ When students are finished with each part of an EOC, make sure they have submitted the test properly
 - ☐ When the student is ready to begin part 2, write the START time of part 2 on the Student Attendance/Time Form AND the time they will be finished with the test they are taking (refer to guidelines, attached)
 - ☐ Before a student leaves testing, they MUST return all materials (including **testing tickets & EOC Requirement Forms**) to the proctor and the proctor MUST sign-off that everything has been returned. The student will then be given a pass to return to class. **NO STUDENT IS PERMITTED TO LEAVE TESTING UNLESS ALL SUPPLIES, THE TESTING TICKET, & EOC REQUIREMENT FORM HAS BEEN RETURNED.**

When Testing has Concluded for the Day:

- ☐ Return all supplies to testing box
- ☐ Return testing box to building coordinator OR Ms. Bostic/Ms. Owens
- ☐ Make sure all devices are plugged in and all laptop carts are plugged in and locked
- ☐ Report any testing irregularities to Ms. Bostic/Ms. Owens