



John R. Kasich, Governor
Michael L. Sawyers, Acting Superintendent of Public Instruction

Ohio's AASCD Do's and Don'ts for Test Administrators

What Teachers or Test Administrators Should Do	What Teachers or Test Administrators Should Not Do
Test Preparation	
Do keep all test materials secure when not in use.	Do not leave test materials visible.
Do examine all materials carefully. If something is missing, contact your Building Test Coordinator (BTC).	Do not use materials that are not age and grade appropriate.
Do gather all teacher-provided materials prior to the opening of the administration window.	Do not wait until the day of administration to locate assessment materials.
Do become familiar with the script.	Do not practice administering the assessment with another student.
Do determine where you will administer the assessment (e.g., library, testing room, or classroom).	Do not administer the assessment within the hearing of other students.
Do keep all test materials secure.	Do not leave any test materials on your desk.
Test Design Accessibility	
Do provide the accommodations listed in the IEP.	Do not give new accommodations the day of the assessment.
Do provide the accommodations used in daily instruction.	Do not remove any accommodation that the student uses daily.
Do make sure that assistive technology or communication devices are working appropriately. Do consider administering the assessment to students who use technology at the beginning of the test window to allow time for malfunctions in their equipment.	Do not wait until the day of the assessment to check the availability of communication devices.
Do laminate the materials as needed. All materials are secure.	Do not allow volunteers or parents to handle any assessment materials. All materials are secure.
Do substitute a familiar picture symbol or photograph for a picture symbol provided.	Do not teach new photographs or picture symbols during the assessment.
Do produce braille or tactile materials prior to test administration. All materials are secure.	
Do point to the response cards if needed.	Do not lead the student to the correct answer.
Test Administration	
Do attend a training session.	Do not administer this assessment if you have not attended a training session.

What Teachers or Test Administrators Should Do	What Teachers or Test Administrators Should Not Do
Do administer all tasks.	Do not administer an item more than once.
Do allow time for the student to answer. The assessment is not timed.	Do not rush or lead a student to an answer.
Do follow the script exactly.	Do not change the script. Do not improvise. Do not change the wording of the script.
Do present the answer options in the order listed in the manual.	Do not change the order of the answer options.
Do repeat the item as stated in the script until the student answers (if needed and done during instruction).	Do not re-administer or rescore any test item.
Do take breaks as needed.	Do not teach the skill while administering the task. Do not re-administer any items when test administration resumes.
Do reread any passage or section as needed.	Do not guide the student to the correct answer in any way.
Do be careful with "Show/Tell." Say only one or the other, not both.	Do not lead the student to the correct answer by inflecting your voice, tapping the correct card, or using any other method.
Do administer the assessment in a one-to-one situation (one teacher with one student).	Do not administer the assessment in a group.
Do encourage your student to begin working and stay on task.	Do not repeat an item again after the student has given his or her answer.
Do record A (Access Limited) when applicable for your student. Not administering these items will not count against the student.	Do not administer the items that are marked access limited (blind, deaf, deaf/blind) if your student meets the criteria for these disabilities.
Data (Score) Entry	
Do enter your student's scores on the Data Entry Interface (DEI).	Do not allow your student to enter his or her own scores.
Do enter the scores as soon as possible.	Do not wait to the end of the assessment window to enter the scores.
Returning Test Materials	
Do return all printed materials, including response cards, any student-generated items, scratch paper, picture cards that were substituted for picture symbols, test administration book, all reading passages/story books, and all brailled materials (if applicable).	Do not return foam shapes or other physical manipulatives provided by the vendor.
Do return all materials to your BTC.	
Resources	
Do contact your BTC with any question regarding the administration of the assessment.	
Do contact your SST with questions regarding the extended standards and instructional planning.	