

EQAO Grade 9 Assessment of Mathematics

KEY DATES

2022-23 Assessment Windows

January 11 – February 3
June 7 – 28

**Assessment
Dates:**

Checklist for Teachers

This checklist includes a summary of steps to follow in order to administer the assessment. For full details and information, please refer to [the user guide](#).

Before the Assessment

The following steps must be completed before the administration of the assessment:

- Read the User Guide and the Professional Responsibilities.
- Ensure you understand how to administer the Grade 9 Assessment of Mathematics using the e-assessment system. EQAO provides webinars and self-guided learning modules.
- Meet with the school administrator to review roles and responsibilities, and to plan for the administration, accommodations, etc.
- Coordinate with the school administrator to ensure that the alternative version of the assessment will be available in all formats that students will use.
- Create an account and log in to your e-assessment account.
- Ensure class information is accurate by Viewing and Managing Classes.
- Add additional teachers or invigilators to your class, if required.
- View student list and click on each student's name to ensure information is accurate (including accommodations).
- Schedule the sample test.
- Confirm students are able to log in to the e-assessment platform. Provide each student with their OEN and access code for class. If you are using lockdown access, you will need to enter the four-digit (SEB) or six-digit (Kiosk) code on each device, before students can login.
- Have students practise using the tools and platform functionality while completing the scheduled sample test. Ensure that the "Submit student responses to EQAO" button is selected following the administration of the sample test. This will close the sample test and allow you to open the operational assessment when ready.
- Schedule the operational assessment (if not already completed by your school administrator). Each session must be completed in one continuous sitting.
- Confirm access to resources, as needed, including manipulatives, headphones, calculators, and paper and pen or pencil for rough work.

RESOURCES

[Administration
User Guide](#)

[Framework](#)

[Sample Test](#)

Education Quality and
Accountability Office



EQAO Grade 9 Assessment of Mathematics Checklist Continued...

During the Assessment

The following steps must be completed during the administration of the assessment:

- Log in to your account and access your class.
- Set up devices and logins for students.
- Provide the alternative version of the assessment to students who have been registered to receive it.
- Unlock the lockdown browser on each device using the SEB or Kiosk password for those students who are using the lockdown access.
- Have students log into the e-assessment platform using their OEN and the access code for the class.
- Read the Grade 9 Assessment of Mathematics script.
- Unlock Session A for students. If students are absent, ensure their sessions stay locked.
- Ensure students complete all questions in each stage before they click the Submit button.
- Repeat the steps above for Session B.
- Transcribe any student responses on the e-assessment platform where necessary.
- If necessary, click the Report an Issue button on the invigilation page and record any issues.
- Have students complete the questionnaire after they have completed both sessions of the assessment.
- Click Submit student responses to EQAO on the invigilation page to close the assessment for all students.

After the Assessment

The following steps must be completed after the administration of the assessment:

- Ensure that all printed copies of the alternative version are transcribed into the e-assessment platform.
- View and print Individual Student Reports (ISR) for your students
- Store any printed copies of the alternative version in a secure location until ISRs are generated, and then shred all printed copies.
- Complete the Teacher Questionnaire (optional).