

## KEY DATES

### 2024-25 Assessment Windows

January 8 – January 31

May 28 – June 25

### 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, including the Professional Responsibilities.
- Ensure you understand how to administer the assessment 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 are ordered based on guidelines from EQAO in all the formats that students require.
- Register, activate and log in to your e-assessment account.
- Ensure you are assigned your class(es).
- View student list and click each student's name to ensure information is accurate (including accommodations).
- Add additional teachers or invigilators to your class(es), if required.
- Schedule the Sample Test.
- Confirm students can log in to the e-assessment platform. Provide each student with their OEN and access code for the class.
- If using the lockdown methods, enter the 4-digit **or** 6-digit code on each device so students can login. Your school administrator has this code.
- If using Direct Access or Alternative Access, have students log in through the EQAO website.
- Have students practise using the tools and platform functionality while completing the scheduled sample test.
- Ensure that the **End Sample Test** button is selected following the administration of the sample test. This will close the sample test session and allow you to open the operational assessment when required.
- Schedule the operational assessment (if not already completed by your school administrator).
- Confirm access to resources as needed, including manipulatives, headphones, calculators, and paper and pencils for rough work.

## RESOURCES

[Administration  
User Guide](#)

[Framework](#)

[Sample Test](#)



# 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.
- Click **Manage Students** for student list, OENs, and accommodations information.
- Set up devices and logins (OENs and class codes) for students.
- Provide the alternative version of the assessment to students who have been registered and approved by EQAO to receive it.
- If students are using **Direct Access**, students must select Login on the EQAO website and then select Login under the Student section.
- If students are using the **Lockdown Browser**, unlock the lockdown browser on each device, if necessary. For students requiring alternative access because of non-compatible assistive software, please refer to the section Alternative access for specific students with accommodations in the user guide.
- 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 supervised students only. If you unlock the class and a student is absent or in an unsupervised setting, lock their session.
- Instruct students to fully complete each stage before they click **Submit** at the end of each one. A session must be completed in one continuous sitting, and if a student does not submit their responses when completed, it will be automatically submitted by the system by end of day.
- If a student accidentally clicks Submit, refer to instructions about unsubmitting a session. Sessions should only be unsubmitted if students are in the same continuous sitting, which can include supervised breaks.
- Lock the session. All paper rough work must be shredded and cannot be copied.
- Repeat the steps above for **Session B**.
- Transcribe any student responses into the e-assessment platform for those using the Alternative Version and whose responses were not entered into the e-assessment platform by the student or scribe.
- Click **Report an Issue** on the invigilation page and record any issues, if there were any that affect the security, validity or reliability of the assessment.
- Ask students to complete the voluntary questionnaire after they have completed both Session A and Session B of the assessment.
- Click **Submit to EQAO for scoring** on the invigilation page to close the assessment for all students. Student responses will now be sent for scoring.

### After the Assessment

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

- Ensure that all student responses to the alternative version in printable PDF and Braille formats are transcribed into the e-assessment platform.
- Ensure all student responses are submitted to EQAO.
- Generate, view and print Individual Student Reports (ISRs) for your students.
- Store any printed copies of the alternative version in a secure location until ISRs are generated. When they are generated, shred all printed copies of the alternative version and mail Braille copies to EQAO.
- Complete the Teacher Questionnaire (optional).