EQAO Grade 9 Assessment of Mathematics

KEY DATES	**2025-2026 Assessment Windows** January 7 – January 30 May 28 – June 24	**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.
- ☐ 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

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).

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