EQAO Assessments of Reading, Writing and Mathematics Primary and Junior Divisions		
Key Dates	**Administration Dates** May 5 – June 9, 2026	**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, complete the following steps:

- ❑ Read the Professional Responsibilities and all the applicable sections in the online User Guide.
- ❑ Ensure you understand how to administer the assessments using the e-assessment system.
- ❑ Meet with the school administrator to review roles and responsibilities, and to plan for the administration, accommodations and alternative versions are requested.
- ❑ Register, activate (if needed) and log in to your e-assessment account.
- ❑ Ensure you are assigned a class.
- ❑ View student list and click each student's name to ensure information is accurate (including accommodations and response format for open-response questions).
- ❑ Add additional teachers or invigilators to your class, if required.
- ❑ Schedule the Sample Test.
- ❑ Confirm students can log in to the e-assessment platform.
    - ❑ If using alternative secure access, ensure codes are entered and devices are ready for use.
    - ❑ Provide each student with their OEN and access code for the class. They will also need to enter their last name correctly.
- ❑ 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.
- ❑ Schedule the Operational Assessment (if not already completed by your school administrator).
- ❑ Choose the response format, paper or online response, for all students for the open-response questions (Language only). **Note:** The system default response format for all Grade 3 students is paper, and the system default response format for all Grade 6 students is online.
- ❑ Print Assessment Response Sheets for students using the paper format. Ensure that it is printed on white paper, the ink is not faint and that there are no additional lines or dots printed on the page.
- ❑ Confirm access to resources, as needed, including manipulatives, headphones, calculators, and paper and pencil for rough work.

During the assessment, complete the following steps:

- ❑ Log in to your account and access your class.
- ❑ Click **Manage Students** to see your students' names, OENs, and accommodations information. You can print a class list containing this information from the e-assessment system.
- ❑ Have students log in to the e-assessment platform. If students are using **direct access**, students must select Login on the EQAO website. If students are using the **alternative secure access**, unlock the lockdown browser on each device. Students who have accommodations and assistive software that is not compatible with the lockdown browser will use **direct access**.
- ❑ Provide the alternative version of the assessment to students who have been registered and approved by EQAO to receive it.

During the assessment (continued):

- ❏ Distribute Assessment Response Sheets to the students who will write their open-response answers on paper. This is only for students who have the paper response option selected for the language component. Students should be instructed to check their name and session label each time they use a paper response sheet.
- ❏ Read the appropriate script for the session or stage you are administering.
- ❏ Unlock the session or stage for **supervised students only**. Ensure the session or stage is locked for all absent students.
- ❏ Instruct students to complete the entire session or stage before they click **Submit**. Each session or stage must be completed in one continuous sitting. If a student forgets to submit, the teacher **must lock** any unlocked sessions or stage at the end of the continuous sitting. All unsubmitted stages/sessions will be automatically submitted at 5 p.m. daily.
- ❏ Ensure students using the Assessment Response Sheets write their answers to the open-response language questions on the sheet provided **before** submitting the session. Once the students submit the session, they will no longer be able to reference the open-response question.
- ❏ If a student accidentally clicks **Submit** or has to suddenly stop in the middle of a session or stage due to an unexpected event, refer to the section on *Unsubmitting a session or stage* in the online User Guide.
- ❏ Collect the paper assessment response sheets (language only) at the end of each session to prepare for the scanning and uploading process.
- ❏ 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. Responses for students using large-print Response Sheets must be transcribed in the e-assessment platform.
- ❏ Collect all paper with rough work. It must be shredded and cannot be copied.
- ❏ Ask students to complete the voluntary questionnaire after they have completed all sessions and stages of the assessment.

After the administration of the assessment, complete the following steps:

- ❏ Ensure the scanning and uploading process is complete for students who used the paper assessment response sheets for the open-response questions in the Language component.
- ❏ Ensure that all student responses have been transcribed into the e-assessment platform for:
  - selected-response questions completed on the printable PDF and using Braille formats of the Alternative Version in the language and mathematics components and
  - open-response questions in the language component completed on **large-print** response sheets.
- ❏ Braille copies of the assessment must be mailed back to EQAO.
- ❏ Click **Submit to EQAO for scoring** on the invigilation page to close the assessment for all students once all sessions and stages are complete, all scans are uploaded, all transcribed work is completed. Student responses will now be sent for scoring to EQAO.
- ❏ If paper assessment response sheet has been selected for any student, once all uploads have been successful, ensure that all digital copies of the pdf have been deleted from all computers.
- ❏ Store any printed copies of the alternative version with student responses and scanned assessment response sheets in a secure location determined by the school administrator until ISRs are generated. When ISRs are generated, shred all printed copies of the alternative version and all assessment response sheets.
- ❏ **Delete** the alternative version **PDF file** from the computer once the scans are successfully updated.
- ❏ Complete the voluntary Teacher Questionnaire.

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