

### Purpose

The purpose of the Ontario Secondary School Literacy Test (OSSLT) is to ensure that students have acquired the essential reading and writing skills that apply to all subject areas in *The Ontario Curriculum* up to the end of Grade 9.

### Quick Facts

#### Administration Date

The morning of Thursday,  
April 2, 2009.

#### Booklets

There are two test booklets (sessions 1 and 2). There is one Student Answer Sheet for all multiple-choice responses.

#### Field Test

Field-test selections and questions are embedded in the test. They do not count toward the student's score.

#### Duration

Students will complete each test booklet in 75 minutes, plus a questionnaire. A break is provided between booklets.

#### Reporting

The student's outcome will be reported as one literacy result on the Individual Student Report. Provincial, board and school reports provide combined scores.

### Test Content

The test consists of 47 operational test questions. Eight of these are open-response questions that are scored with rubrics. The rest are multiple-choice questions.

### Reading Selections and Questions

The following types of reading selections are included:

- information paragraph
- news report
- dialogue
- real-life narrative
- graphic text

The reading selections are followed by multiple-choice and/or open-response questions.

### Writing Tasks

Students will have multiple opportunities to demonstrate their writing skills in several formats:

- Short-writing tasks require a response in six lines.
- The two long-writing tasks are
  - ◆ a news report (one page) and
  - ◆ a series of paragraphs expressing an opinion (two pages).
- Multiple-choice questions that test writing skills are independent of the reading selections.

### To Learn More

The following educator and student resources are available on the EQAO Web site:

- The *OSSLT Framework* assists educators in understanding the purpose of the test and the connection between the test and the curriculum.
- The *Planning and Preparation Guide* contains information about reading selections, types of questions and writing tasks.

- The *Sample Test Booklets, 2008* (sessions 1 and 2) provide an example of the OSSLT with a Student Answer Sheet.
- The Getting Ready Guide gives students tips and strategies to help them successfully complete the test.
- The Released 2008 OSSLT Items with Answer Key and Scoring Guides show students the types of questions on last year's test. The released student responses and rubrics provide the scoring criteria and show the qualities of different student work.
- EQAO's *Provincial Report on the Results of the 2007–2008 Ontario Secondary School Literacy Test* contains suggested strategies for instruction.

### Guidelines for Administering the OSSLT—General Steps

#### For Principals

1. Complete SDC information.
2. Read the guides.
3. Plan the administration (including identification of students with special needs and English language learners).
4. On the morning of the administration of the test, distribute materials and Student Tracking Sheets.
5. Monitor the administration of the assessment.
6. Return the materials to EQAO.

#### For Teachers

1. Review the guides.
2. Organize the classroom.
3. Check to see if you have received correct Student Tracking Sheets and student packages.
4. Administer the assessment.
5. Return all assessment materials to the principal.

## Professional Responsibilities for the Administration of the OSSLT

EQAO relies on principals and teachers in the development, administration, scoring and reporting of the OSSLT.

### Principals are responsible for ensuring that

- they and the teachers administering the test have read the 2008–2009 administration guide and board direction/policy.
- all students eligible for the test are accounted for, including those writing with accommodations and special provisions, and those deferred or exempted.
- **any student receiving an accommodation has an Individual Education Plan (IEP) that outlines the accommodations that are necessary for and consistent with regular classroom assessment practices used for the student. The student must normally receive the accommodation for all forms of assessment, including summative assessment work.**
- complete and accurate information is provided to EQAO for each student eligible to write the test, including those writing with accommodations or special provisions, and those deferred or exempted.
- complete and appropriate test materials are ordered for each student, using the EQAO SDC system, including, if necessary, additional materials requested after receipt of the initial shipment.
- all material necessary for the preparation for and administration of the test is provided to all participating teachers and support staff.
- all teachers and other personnel (e.g., scribes, prompters and principals themselves) participating in, preparing for and administering the test have received training this year and follow this year's administration guide and the *Guide for Accommodations, Special Provisions, Deferrals and Exemptions*.
- all test materials are kept secure prior to, during and after the administration.
- the locations and conditions for writing the test allow each student to work independently of every other student and conform to EQAO requirements as defined in the administration guide and the *Guide for Accommodations, Special Provisions, Deferrals and Exemptions*.
- there is no deviation from EQAO guidelines and instructions without explicit written direction from the relevant supervisory officer and EQAO's Chief Assessment Officer.
- any breach or suspected breach of security is reported to EQAO immediately.

### Principals and teachers are responsible to ensure the fair and consistent administration of the test as outlined in the administration guide. These procedures must be followed:

#### *Before the Administration*

- Ensure that all materials and types of materials ordered have been received.
- Student test packages **must not** be opened prior to the administration of the first test session.
- Only staff members administering the test may have access to test materials.
- Teachers administering the test may receive the student test materials no earlier than the morning of the day the administration begins.
- Scribes and prompters may have access to the test materials only during the administration sessions.
- Staff preparing test materials for assistive technologies may have access to the materials no earlier than 48 hours prior to the start of the administration.
- Test materials must not be copied in any way for any reason. The only exception is for the preparation of test materials for students using assistive technologies (no earlier than 48 hours prior to the start of the administration).

#### *During and After the Administration*

- Only staff members administering the assessment may have access to test materials.
- Unused test packages (e.g., for absent students) must not be opened for any reason, except with EQAO's permission.
- Student test materials must not be removed from the classrooms during the administration.
- All classroom materials containing reading or writing content of an instructional nature must be removed from view or covered. No additional tips or reminders may be posted in the classroom, written on the blackboard or handed out to students.
- Only those individuals directly involved in the administration and testing activities (e.g., scribes and prompters) may enter the testing room.
- Students must be supervised at all times during the administration. This includes students with accommodations or special provisions and students who require additional time to complete the test.

- Once the test materials have been opened, no one may use information from the test to provide instruction on any concept or item being tested prior to, during or after the administration of the test.
- During the test, no one may explain, define or provide examples of reading vocabulary or writing terminology to students, including those with accommodations.
- During the test, nothing may be said or done to influence student responses, including, but not limited to, actions such as drawing a student's attention to an unanswered question.
- At no point during or after the test may anything be said or done to encourage students to alter or revise their responses.
- No one may read, review or correct student work during or after the administration. This includes darkening, rewriting, editing, erasing or altering student work in any way.
- Each test booklet must be completed in one continuous session. A session may not be interrupted by lunch or by any other school programming. A session may include water-fountain, stretch and washroom breaks.
- At the end of each session, the test booklets must be collected and stored in a secure place without review.
- After a test session has ended, booklets must **not** be returned to students for further review, correction or completion.
- Once both booklets are completed, they must be collected and stored securely, without review, prior to the return of materials to EQAO.
- All test materials, used or unused, must be returned to EQAO.
- Student responses must not be copied in any way for any reason. The only exception is for the recommended photocopying of the Student Answer Sheets prior to returning them to EQAO.
- Any circumstances that may affect the scoring of student work (e.g., package ID number issues) or may have affected the validity of any student performance (e.g., a discussion between two students during the test) must be documented and reported to EQAO on the **Issues Envelope**.