Oklahoma School Testing Program (OSTP)

2019–2020
Test Preparation Manual

Oklahoma State Department of Education

Grades 3–8 OSTP: English Language Arts and Mathematics

Grades 5 and 8 OSTP: Science

Grade 11 College- and Career-Readiness Assessment:
Science and U.S. History Content

Important Note:

Please read this manual before distributing materials and administering the tests. It contains before-testing and after-testing instructions.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
CHAMPION EXCELLENCE

Contact Information

For information regarding Oklahoma School Testing Program (OSTP) policies and procedures, contact the Office of Assessments at Oklahoma State Department of Education.

Oklahoma State Department of Education
www.sde.ok.gov

Office of Assessments
Phone: 405-521-3341
Fax: 405-522-6272

State Special Education Office
405-521-3351

Questions regarding the OSTP test materials, online or paper testing, and receipt and pickup of materials should be made by the District Test Coordinator and directed to the Cognia Oklahoma Service Desk.

Cognia Oklahoma Service Desk
oktechsupport@cognia.org
Phone: (866) 629-0220

Help & Support Site:
oklahoma.onlinehelp.cognia.org

No person is to read or view the contents of a test book or an online test at any time, except the student taking the test at the time of testing.

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2019–2020 Testing Dates

Grades 3–8 OSTP

Online Testing Window
April 20–May 15, 2020*

Paper Testing Window
April 20–May 1, 2020†

Grade 11 CCRA
Science and U.S. History Content

Online Testing Window
April 1–24, 2020

Paper Testing Window
April 1–17, 2020

* Grades 4–8 online testing for ELA must be completed and submitted by May 8, 2020, to receive preliminary reports for those grades.

† Grade 3 ELA must be completed by April 24, 2020, to receive preliminary RSA reporting.

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General Guidance

Introduction

Cognia is pleased to serve as the vendor for the Oklahoma School Testing Program (OSTP), for Grades 3–8 and the Grade 11 College- and Career-Readiness Assessment (CCRA): Science and U.S. History Content. The OSTP will assess student performance relative to the Oklahoma Academic Standards (OAS). It is important that the guidelines within the *Test Preparation Manual* are adhered to as schools administer the assessment program.

Contents of the *Test Preparation Manual*

The *Test Preparation Manual* (TPM) is designed to provide an overview of the OSTP for those involved in the administration of these assessments. This manual explains the responsibilities for the District Test Coordinator (DTC), Building Test Coordinator (BTC), Test Administrator (TA), and Test Proctor (TP) with regard to ordering, ensuring security, distributing, collecting, and returning test materials to Cognia for scoring and student accountability purposes. Instructions for administering the tests are found in the *Test Administration Manuals* (TAMs).

Rationale and Purpose for the Oklahoma School Testing Program

The United States Department of Education, per the Every Student Succeeds Act (ESSA) of 2015, requires each state, in consultation with Local Education Agencies (LEAs), to implement a set of high-quality academic assessments in mathematics, reading or language arts, and science that measure the achievement of all students and are aligned with the state academic standards. States may provide alternate assessments for students with the most significant cognitive disabilities. The purpose of the OSTP is to assess students on their level of mastery of the OAS. In addition, the test results can be used to inform curriculum and programmatic decisions at the district and school levels. Every student enrolled in an Oklahoma public school in an assessed content and grade level must participate in testing. All students will be administered either

- the OSTP general assessment with or without accommodations or
- an alternate assessment provided through the Office of Special Education
  - Oklahoma Alternate Assessment Program (OAAP)

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OSTP Spring Assessments

Grade	English Language Arts	Mathematics	Science	U.S. History
3	Section 1: 30 questions Section 2: 30 questions	Section 1: 30 questions Section 2: 30 questions		
4	Section 1: 30 questions Section 2: 30 questions	Section 1: 30 questions Section 2: 30 questions		
5	Section 1: 30 questions Section 2: 30 questions Section 3: Writing Prompt	Section 1: 30 questions Section 2: 30 questions	Section 1: 27 questions Section 2: 27 questions	
6	Section 1: 30 questions Section 2: 30 questions	Section 1: 30 questions Section 2: 30 questions		
7	Section 1: 30 questions Section 2: 30 questions	Section 1: 30 questions Section 2: 30 questions		
8	Section 1: 30 questions Section 2: 30 questions Section 3: Writing Prompt	Section 1: 30 questions Section 2: 30 questions	Section 1: 27 questions Section 2: 27 questions	
11 CCRA			Section 1: 33 questions Section 2: 33 questions	Section 1: 30 questions Section 2: 30 questions

With the exception of grade 3 English Language Arts (ELA), all assessments are administered online unless an allowable accommodation requires a paper administration. Grade 3 ELA is administered on paper only.

OSTP Portal

The OSTP Portal is the primary point of access used for managing the OSTP online assessments for grades 3–8 and the Grade 11 CCRA. Information on all students is managed through the OSTP Portal. The portal is used to manage student information for testing, organize classes, schedule test sessions, print student test login tickets, monitor student testing progress, and view dynamic reports. It is also the source for materials management, including shipment tracking, ordering additional materials, and scheduling a UPS pickup after testing is complete.

DTCs should meet with district and building personnel prior to test preparation to determine the tasks each user will be assigned. Portal access limitations are different for each user role. Detailed instructions for portal tasks can be found in the *Oklahoma School Testing Program (OSTP) Portal User Guide*. The DTC and BTC should review the guide and become familiar with the different components of the portal they will use before, during, and after testing.

Click here to open the *OSTP Portal User Guide*

oklahoma.onlinehelp.cognia.org/guides/

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WAVE Precode Data Certification

Precode is an enrollment process that either places a student into the OSTP Portal for a specified online test, or produces precode labels and testing materials for paper testers. The DTC is responsible for ensuring that all students are submitted via precode. Precode occurs when student data is certified in the WAVE by the designated deadline.

Student labels will be based on the student information provided to Cognia via the WAVE for all OSTP assessments. All districts are required to verify this information, which will determine the initial amount of test materials to be provided to each location. Testing materials for paper tests are packaged by school and shipped to the district.

Reviewing and certifying student demographic data via the WAVE by the established deadline will allow for the transfer of student records to Cognia for fulfillment and shipment activities. If you have questions regarding the WAVE, please contact the Oklahoma State Department of Education (SDE) for additional information and guidance.

Manual registration is available for those students entering a school district after the precode window has closed. Individual students may be entered into the OSTP Portal and assigned to a class. Student demographics for online testers can be viewed any time through the last day of the test administration in the OSTP Portal, but must be corrected in your district Student Information System. Approximately one week after the test window closes, a Demographic Overlay File will be pulled through the WAVE and sent to Cognia. Any additional corrections that need to be made after this pull will need to be made in the data corrections window.

Testing all Eligible Students

Oklahoma law states that tests shall be administered to every student enrolled in a tested grade or content in the public schools of Oklahoma. All students, including special education students and English Learners, will be administered all the state-designated tests, with or without accommodations. Every special education student shall have on file an appropriate statement in his/her Individualized Education Program (IEP) or Section 504 Plan requiring administration of the OSTP or an alternate assessment accepted by the State Special Education Office. **For accountability purposes, Federal and State laws require that no less than 95% of students enrolled must be tested.**

Absent Students (see Make-up Test and Special Handling of Materials Section)

Students who are absent during the district-wide test administration should be administered the tests upon their return to school within the state's testing window. Please give every absent student an opportunity to take the assessment(s) missed.

If a student is not tested due to absence, alternate testing, or any other reason, the student demographic information must still be provided to Cognia. This will allow every student who is enrolled in an assessed content and grade level to be accounted for during testing.

Suspended Students

Administrative code no longer requires or permits districts to drop students who are suspended. Instead, suspended students will remain **enrolled** in the district and will be expected to participate in state assessments.

Emergency Medical Exemptions

In the case of a significant medical emergency that would prevent a student from participating in the OSTP, an exemption request may be electronically submitted through the SDE Single Sign-on Testing Status Application. Requests must be made no later than 5:00 PM CST on the last day of the testing window. This request must be approved by the Office of Assessments.

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IEP and Section 504 Students

The right of a student with a disability to receive allowable accommodations on OSTP assessments is protected by both Federal and State laws. Accommodations received on the OSTP assessment must be regularly utilized within the classroom setting and documented in the IEP as a classroom accommodation. Those accommodations which are not normally employed in the classroom may result in invalidation of the assessment. The OSTP makes an important distinction between standard and nonstandard accommodations.

A **standard accommodation** is defined as a change in the routine conditions under which students take OSTP assessments that does not alter what the test is intended to measure. Standard accommodations are grouped into the following four categories: setting, timing or scheduling, presentation, and response.

A **nonstandard accommodation** is defined as an accommodation that is needed for the student to access the assessment but not included on the allowable list of accommodations and requires SDE approval for use on OSTP assessments. Requests for nonstandard accommodations may be electronically submitted through the SDE Single Sign-on Testing Status Application. Nonstandard accommodations include the ELA Test Read Aloud and Unique accommodations.

The accommodation must be

- specified in the IEP or Section 504 Plan and
- selected from the allowable accommodations specified in Appendix B or approved by the SDE.

Alternate Formats – Large-Print and Braille Available

For each alternate test format ordered, you must have a copy of the section of the Student's IEP or 504 Plan that indicates the need for the visual accommodation (Large-Print or Braille) and the doctor's letter stating that the student is visually impaired. This applies to both paper and online testing.

Large-Print and Braille Kits Include:

	Large-Print/Braille Test Booklet*
	Standard Test Booklet*
	Standard Answer Document
	Administrator Notes
	Large-Print/Braille Instructions

*Note: For Grades 5 and 8 English Language Arts assessments, there are two test booklets. Book 1 contains the Multiple-Choice Sections and Book 2 contains the Writing Section.

IMPORTANT TRANSCRIBING NOTE: *In order for a student to receive a score, the student's response must be transcribed into a standard scorable answer document by administrative personnel before returning them to Cognia.*

For further guidance and requirements, please see the *OSTP IEP/504 Accommodations Manual*.

English Learners (EL)

This term applies to any student who has not passed the English Language Proficiency Assessment (ELPA).

EL Exemption

Since the accountability system is a growth measure, there will no longer be 1st year EL exemptions for ELA.

- **First year**, ELs will test to establish a baseline; scores will not be reported in accountability.
- **Second year**, ELPA scores will be reported, as will Academic growth for ELA and math – but not Academic Achievement Status.
- **Third year**, ELPA scores, Academic growth (ELA and math), and Academic Achievement Status (ELA, math and science – if applicable) will be reported.

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EL Accommodations

EL students may be provided allowable accommodations selected from those specified in Appendix C.

EL 1st or 2nd Year Proficient

This term applies to a former EL student who has attained proficiency and has exited the program within the last one to two years.

For further guidance and requirements, please see the *OSTP EL Accommodations Manual*.

http://sde.ok.gov/sde/documents/2014-08-11/ostp-accommodations-placeholder

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Preparations for Test Administration

The administration of tests is an important professional responsibility. It requires the same seriousness of purpose and quality of preparation as any other important instructional activity.

Prepare Students

Provide each student and parent with access to the ***Parent, Student, and Teacher Guide***. Students should be encouraged to discuss the contents of the guide and to ask questions about the nature and purposes of the assessments.

Ensure that online testers have the opportunity to complete the online practice questions, which will simulate the testing environment and allow students to familiarize themselves with the tools and navigation of the testing platform. These questions should not be used as predictors of performance on the operational assessment.

Allow students access to the online practice questions either in the classroom through the OSTP Kiosk Client using the desktop icon, or through the browser version that can be accessed at home by students and parents. Students can also use the mobile apps for Chromebooks and iPads for practice testing. Please note the supported browser versions listed in the Technology Guide on the **Help and Support site**.

Access the practice questions by using either of the following options:

Website: Go to **https://okpracticetest.measuredprogress.org/student/login**. Select the desired practice test from the drop-down menu and click **Go**.

Kiosk: Double-click the desktop icon of the OSTP Kiosk Client on the student workstation. When using the kiosk, students will have to click on the "Access the Practice Test" link on the login screen. Select the desired practice test from the drop-down menu and click **Go**.

Prepare the Testing Schedule

UNDER NO CIRCUMSTANCES SHOULD YOU BEGIN A TEST UNLESS THERE IS ENOUGH TIME TO COMPLETE IT. The tables in this section list approximate total times required to complete each section of the assessments. These approximations are to be used solely for scheduling purposes.

Ideally, each content test should be administered on a separate day. If more than one content test is administered on the same day, students should be given a rest break between test sessions.

Tests may be administered so that sections are completed in separate sessions or days or in a single session. However, if sections are completed on separate days they MUST be administered on consecutive instructional days.

All test sections MUST be administered in sequential order with the exception of English Language Arts for grades 5 and 8, for which Section 3 writing prompt can be administered either before Section 1 or after Section 2. Students who are absent during testing must still test in sequential order during a make-up session upon their return.

Students who have not finished at the end of the scheduled testing session should be given additional time. This time must be given as an immediate extension of the current testing session; it is not available as a separate session or at another time. It is highly recommended to only extend the testing session by double the maximum times recommended in the tables.

Paper Versions, Large-Print, and Braille alternate forms of the test are available for those students with accommodations and will follow the same times estimates.

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Grade 3 Paper Administration

OSTP GRADE 3 PAPER		
English Language Arts	Directions	Approximately 20 minutes
	Section 1	Approximately 60 minutes
	Section 2	Approximately 60 minutes
	Total	**Approximately 140 minutes** ***(Suggested Maximum Time: 280 minutes)***

Grades 3–8 and 11 Online Administration

OSTP GRADE 3 ONLINE		
Mathematics	Directions	Approximately 20 minutes
	Section 1	Approximately 40 minutes
	Section 2	Approximately 40 minutes
	Total	**Approximately 100 minutes** ***(Suggested Maximum Time: 200 minutes)***

OSTP GRADE 4 ONLINE		
English Language Arts	Directions	Approximately 20 minutes
	Section 1	Approximately 60 minutes
	Section 2	Approximately 60 minutes
	Total	**Approximately 140 minutes** ***(Suggested Maximum Time: 280 minutes)***
Mathematics	Directions	Approximately 20 minutes
	Section 1	Approximately 40 minutes
	Section 2	Approximately 40 minutes
	Total	**Approximately 100 minutes** ***(Suggested Maximum Time: 200 minutes)***

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Grades 3–8 and 11 Online Administration *(continued)*

OSTP GRADE 5 ONLINE		
English Language Arts	Directions	Approximately 20 minutes
	Section 1	Approximately 40 minutes
	Section 2	Approximately 40 minutes
	Directions	Approximately 20 minutes
	Section 3—Writing Prompt	Approximately 55 minutes
	Total	**Approximately 175 minutes** ***(Suggested Maximum Time: 350 minutes)***
Mathematics	Directions	Approximately 20 minutes
	Section 1	Approximately 40 minutes
	Section 2	Approximately 40 minutes
	Total	**Approximately 100 minutes** ***(Suggested Maximum Time: 200 minutes)***
Science	Directions	Approximately 20 minutes
	Section 1	Approximately 55 minutes
	Section 2	Approximately 55 minutes
	Total	**Approximately 130 minutes** ***(Suggested Maximum Time: 260 minutes)***

OSTP GRADE 6 ONLINE		
English Language Arts	Directions	Approximately 20 minutes
	Section 1	Approximately 60 minutes
	Section 2	Approximately 60 minutes
	Total	**Approximately 140 minutes** ***(Suggested Maximum Time: 280 minutes)***
Mathematics	Directions	Approximately 20 minutes
	Section 1	Approximately 40 minutes
	Section 2	Approximately 40 minutes
	Total	**Approximately 100 minutes** ***(Suggested Maximum Time: 200 minutes)***

OSTP GRADE 7 ONLINE		
English Language Arts	Directions	Approximately 20 minutes
	Section 1	Approximately 60 minutes
	Section 2	Approximately 60 minutes
	Total	**Approximately 140 minutes** ***(Suggested Maximum Time: 280 minutes)***
Mathematics	Directions	Approximately 20 minutes
	Section 1	Approximately 40 minutes
	Section 2	Approximately 40 minutes
	Total	**Approximately 100 minutes** ***(Suggested Maximum Time: 200 minutes)***

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Grades 3–8 and 11 Online Administration *(continued)*

OSTP GRADE 8 ONLINE		
English Language Arts	Directions	Approximately 20 minutes
	Section 1	Approximately 40 minutes
	Section 2	Approximately 40 minutes
	Directions	Approximately 20 minutes
	Section 3—Writing Prompt	Approximately 55 minutes
	Total	**Approximately 175 minutes** ***(Suggested Maximum Time: 350 minutes)***
Mathematics	Directions	Approximately 20 minutes
	Section 1	Approximately 40 minutes
	Section 2	Approximately 40 minutes
	Total	**Approximately 100 minutes** ***(Suggested Maximum Time: 200 minutes)***
Science	Directions	Approximately 20 minutes
	Section 1	Approximately 60 minutes
	Section 2	Approximately 60 minutes
	Total	**Approximately 140 minutes** ***(Suggested Maximum Time: 280 minutes)***

CCRA GRADE 11 ONLINE		
Science Content Assessment	Directions	Approximately 20 minutes
	Section 1	Approximately 80 minutes
	Section 2	Approximately 80 minutes
	Total	**Approximately 180 minutes** ***(Suggested Maximum Time: 360 minutes)***
U.S. History Content Assessment	Directions	Approximately 20 minutes
	Section 1	Approximately 50 minutes
	Section 2	Approximately 50 minutes
	Total	**Approximately 120 minutes** ***(Suggested Maximum Time: 240 minutes)***

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Prepare Classrooms/Testing Sites

- ❒ Arrangements for rooms should be made in advance in order to eliminate confusion when testing begins.
- ❒ The room where students take the test should be as free from outside disturbance as possible.
- ❒ Visual aids and clues should be removed or covered and remain hidden throughout the administration.
- ❒ Testing in a setting familiar to students is recommended.
- ❒ Students should have enough room so that they will not attempt to look at another student's test. **The use of dividers or testing carrels between students is encouraged.**
- ❒ Students testing on paper should have writing surfaces large enough to accommodate an open test booklet.

Prepare Testing Staff

Test Security

All personnel involved in testing share the responsibility for ensuring that all materials and student responses are handled in a secure and confidential manner and in accordance with security mandates and other general procedures. **Test materials should never be left out in unattended areas, reproduced in any manner, or removed from the school building without written consent from the SDE.** Violation of regulations may result in revocation of a person's teaching, counseling, administrative, and/or other certificates. For a listing of the Testing and Security rules, see Appendix A.

- The tests, and all of the materials associated with these tests, are secure materials. It is important not to provide an opportunity for any student to have access to the tests and thus have an advantage over other students before the administration of the tests. Prior exposure to the tests would invalidate scores.
- The materials associated with these tests may not be photocopied or reproduced in any other fashion, including paraphrasing. To do so is in violation of copyright law.
- The materials may not be provided to any person except those conducting the testing process and those being tested.
- Test questions may not be taught in part or in whole before, during, or after testing. Assistance with test content or answers may not be provided to students verbally, in writing, or in any other fashion. Answers may not be erased or altered by anyone except the student during the course of taking the test.
- Test documents are not to be opened before the test session by anyone. Only students being tested are allowed to break the seal and open the documents at the time of testing. Once a test document is opened during test administration, no one other than the student taking the test is allowed to look inside the document. The only exception to this rule is in the case of a Test Administrator who is directed by the student's IEP/504 Plan to read or sign the test to the student.
- Test Administrators must ensure that testing materials are not left open or in unattended areas. No testing materials are to be removed from the school building except under special conditions described in this manual.
- All personnel involved in testing will be required to sign and date an appropriate security form, as described below.

District Level Test Security Form (Appendix E)

All security forms will be completed and signed electronically using DocuSign. Please see the instructions posted on the Help and Support site **oklahoma.onlinehelp.cognia.org** to complete the tasks listed below.

- This form must be signed and dated by the DTC and the district superintendent.
- If you have not met the criteria on this form, attach an explanation on official letterhead.
- The letter must describe the problem(s), describe the attempt(s) undertaken to eliminate the problem(s), and be uploaded to DocuSign.
- Only one District Level Test Security Form is required per district. **This form should only be signed after all testing has been completed in the district.**

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Building Level Test Security Form (Appendix F)

All security forms will be completed and signed electronically using DocuSign. Please see the instructions posted on the **Help and Support site** to complete the tasks listed below.

- This form must be signed and dated by the BTC and building principal.
- If you have not met the criteria on this form, attach an explanation on official letterhead.
- The letter must describe the problem(s), describe the attempt(s) undertaken to eliminate the problem(s), and be uploaded to DocuSign.
- Only one Building Level Test Security Form is required per site. **This form should only be signed after all testing has been completed at the site.**

Test Administrator Test Security Form & Nondisclosure Agreement (Appendix G)

All security forms will be completed and signed electronically using DocuSign. Please see the instructions posted on the **Help and Support site** to complete the tasks listed below.

- This form must be signed and dated by the TA.
- In addition to signing the form, the TA must list the names of each Test Proctor they administered the test with, along with the corresponding day(s) on which they administered the test together.
- Test Proctors must sign the Test Proctor Security Form, which will be kept at the local level.

TAs who provide a human read aloud, sign language interpretation, and/or scribing tests to students as an approved accommodation according to an IEP, Section 504 Plan, or EL testing accommodation are required to electronically sign the TA/TP Test Security Form. The Nondisclosure Agreement form has now been consolidated into the TA/TP Test Security Form. This form will be completed and signed electronically using DocuSign. Please see the instructions posted on the **Help and Support site** to complete the tasks listed below.

- TAs should fill out and sign this form and have the TP sign and date it after testing is completed.

IMPORTANT NOTE: Districts are required to retain local copies of all applicable Test Security Forms in order to comply with audits or other test security inquiries. These files can be saved electronically or as paper copies. Please see the instructions posted on the **Help and Support site**.

Prepare Paper Testing Booklets

This is for students in Grade 3 ELA or those with an authorized accommodation for paper testing.

Using Student Labels

Every school will receive student labels for its paper testers. These labels will contain data from the WAVE. For online testers, student information will be loaded into the OSTP Portal. The labels should be placed in the designated area provided on the scorable answer documents/test booklets.

Not all student information will be present on the student labels. Demographic information not provided on the label is captured through the WAVE and provided to Cognia. Any edits to the data must be made in your district's Student Information System. Your district also will receive a student roster including paper testers according to WAVE data. Student demographics for online testers can be reviewed through the OSTP Portal; any edits must be made through your district's Student Information System.

IMPORTANT NOTE: If the complete Student Name, State Student ID (SSID), and Date of Birth (DOB) on the label are correct, then USE THE LABEL, even if other demographic information is incorrect.

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DO NOT BUBBLE in corrections or missing information. Corrections to student data must be made through your district's Student Information System.

The demographic details listed on the student label are

- Student Name,
- State Student ID (SSID),
- Date of Birth (DOB),
- District and School Code,
- School Name, and
- Grade.

Do not bubble any additional information.

If you have a student label for a student who will not be tested due to absence, alternate testing, or any other reason, adhere the label on a blank answer document and mark the reason the student will not be tested in Box Q on the answer document.

No Student Label

For students who do not have a student label, grid the student demographic page completely using a No. 2 pencil.

Completing the Student Demographic Pages

The Student Demographic Page is located on the front cover of the scorable answer document/test booklet.

Use the descriptions in the following table to ensure you grid the Student Demographic Page accurately.

When you check this . . .	look for this:	and fill or bubble in this box
Teacher's Name School Name District Name County Name (Required)	Names must be printed in the appropriate spaces. All students must use the name of their official home school.	A–D
IEP Braille	Fill in the bubble for IEP Braille if student is taking Braille. Braille is an accommodation afforded to some students. The Test Administrator must transcribe Braille responses to the standard scorable answer document/test book that was provided in the Braille kit and be sure to complete the student demographic information on the standard scorable answer document/test book.	E
Gender	**If the student does not have a label:** Fill in the correct bubble to identify the gender of the student testing.	F
Student's Last Name First Name, Middle Initial (Required)	**If the student does not have a label:** Letters must be printed, one per box. Under each box, the bubble with the same letter must be filled in.	G
State Student I.D. Number (Required)	**If the student does not have a label:** Numbers must be printed, one per box, above the numbered bubbles. Under each box, the bubble with the same number must be filled in.	H

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When you check this . . .	look for this:	and fill or bubble in this box
Date of Birth (Required)	**If the student does not have a label:** Numbers must be printed, one per box, above the numbered bubbles. Under the box, bubbles corresponding to the date of birth must be filled in. (If the "day" is not a two-digit number, the number should be preceded by a zero.)	I
Date Test Taken (Required)	Fill in the correct bubbles to indicate the date the test is taken. If the test is given over two consecutive days, record the first day of test taking.	K
IEP	This applies to any student for whom there is verification on file of an Individual Education Program prior to testing.	M
504	This applies to any student for whom there is verification on file of a Section 504 Plan prior to testing.	
IEP or 504 Accommodation	If a student used an accommodation, bubble "with accommodations" for each applicable subject. The accommodation(s) must be specified in the student plan on file.	N
EL	An English Learner (EL) is a student who has a primary language other than English and is not proficient in listening, speaking, reading, writing, or comprehension in the English speaking classroom as determined by a language assessment instrument. A student is required to pass a language proficiency assessment as "proficient" to exit EL status.	O
EL Accommodation	If student used an accommodation, bubble "with accommodations" for each applicable subject. The accommodation(s) must be specified in the student plan on file.	P
Did Not Attempt (DNA)	This applies to students who are absent on the day of testing and are not able to take the test prior to the end of the testing window. The school should make every effort to provide make-up days for these students within the state testing window.	Q
No Longer Enrolled (NLE)	This applies to students who are no longer enrolled on the day of testing. **Please note:** If a student exits **during** the testing window, the record can only be marked NLE if: Student was enrolled for less than 50% of testing window OR Student exited prior to the scheduled testing date. If student was enrolled when majority of grade-level tests were administered, record should be DNA, not NLE. Administrative code no longer requires or permits districts to drop students who are suspended. Instead, suspended students will remain **enrolled** in the district and will be expected to participate in state assessments.	
State Alternate Testing (OAAP)	This applies to students who are participating in State Alternate Testing (OAAP). The OAAP Portfolio is an assessment developed for a small population of students with significant cognitive disabilities for whom the Individualized Education Program (IEP) team has determined to be unable to participate in the general assessment, even with accommodations.	

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When you check this . . .	look for this:	and fill or bubble in this box
Local Student I.D. Number (Optional)	Enter the student's local Student I.D. Number in the field provided. This field is optional.	R
VOID–DO NOT SCORE	A paper answer document may only be voided if a student's answer document is damaged and/or not scannable, or if a breach form was administered. A voided answer document will not be scored or counted as an attempt. A testing irregularity must be submitted through the Office of Assessment Google Form. Write "void" on the front cover of the answer document, and bubble in VOID on the back cover.	V

SDE Approval Required		
Emergency Exempt	This designation covers situations where a medical emergency absolutely prevents the student from being available for participating in testing during the state's testing window.	(Go to the Testing Status Application on the Single Sign-On to request one of these designations.)
Other Placement (court ordered)	This applies if a student has been placed by state or court order in a facility within your district. These students will receive an Individual Parent/Student Report of their scores and will appear on class/school lists. However, their scores will not be summarized and reported with the class, school, or district. Instead they will be placed within a "virtual district" at the state level, and the state will be accountable.	
Breach	Student's test will not be scored. Students may be eligible for a Breach Test form, if available.	
Additional Demographic Information	Please note: Demographic Information will be pulled from the WAVE.	T

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District Test Coordinator (DTC)

The DTC is the Oklahoma State Department of Education's contact for all testing activities. In general, the DTC is responsible for making all arrangements for testing, handling and maintaining the secure distribution and collection of test materials, and training Building Test Coordinators (BTC), Test Administrators (TAs), Test Proctors (TPs), and other key staff.

Before Testing:

- ❒ Attend the mandatory annual District Test Coordinator Training conducted by the SDE and Cognia.
- ❒ Determine the testing dates within the testing window for all building sites within the district.
- ❒ Administer Test Preparation In-Service training for BTCs.
- ❒ Ensure that all personnel that may be assigned to testing are adequately trained in proper test administration and test security throughout the district.
- ❒ Maintain records of training for all testing personnel. This training is provided via the Online Test Administrator/Test Proctor Modules; individual certificates indicating successful completion of the module must be retained at the district level as the record of training.
- ❒ Serve as the contact and liaison for all BTCs, Cognia, and the SDE.
- ❒ Distribute or electronically provide all manuals (i.e., *Test Administration Manuals* and *Parent, Student, and Teacher Guides*) that need to be distributed to the BTCs at the testing sites.
- ❒ Check District and Building Test Material Shipments against the packing lists upon receipt from vendor; distribute Building Test Material Shipments to BTCs at testing sites.

Online:

- ❒ Review the ***OSTP Portal User Guide***.
- ❒ Ensure that Assessment Technology Coordinators have performed **Site Readiness** tests and certified the sites for online testing. Instructions to complete Site Readiness test can be found in the ***Kiosk Installation Guide*** on the Help and Support Site.
- ❒ Create portal user accounts for designated district and site users.
- ❒ Work with the BTCs to ensure proper computer space is available.
- ❒ Work with the BTCs to ensure all students are in the portal and have been assigned to classes, and that all classes have been scheduled for a test session. Instructional information can be accessed in the ***OSTP Portal User Guide***.

Paper:

- ❒ Check the test booklet ID numbers printed on the booklets against the Security Checklist **upon receipt**. If there are discrepancies, contact the Cognia Oklahoma Service Desk.

  The security checklist is used to inventory the material received in schools and districts. School level boxes will contain a paper version of the checklist. Districts will receive an electronic version that can also be shared with schools.
- ❒ Order additional materials, if needed, through the OSTP Portal.
- ❒ Distribute testing materials to each building site that is testing.

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During Testing:

- ❒ Ensure that all test security is maintained throughout the test administration (paper tests and online tests).
- ❒ Report emergencies and unexpected circumstances to the SDE.
- ❒ Use the SDE's Testing Status Application to request Exemptions, Invalidations (Breach Forms), and Other Placement status that require SDE approval. The SDE will order Breach Forms, if appropriate.
- ❒ Ensure Test Irregularity Forms are completed for each incident in the district and sent to the Office of Assessments. Test Irregularity Forms can be found on the **SDE website**.
- ❒ Be available to answer any questions the BTCs may have during testing.
- ❒ If more than one testing session is underway within your district, the DTC must not act as a TA or TP.

Online:

- ❒ Notify the Cognia Oklahoma Service Desk of any technical issues as soon as they occur at 866-629-0220.

After Testing:

- ❒ Complete the electronic Building Level and Test Administrator/Proctor Test Security Forms (Appendices F and G). Download or print copies for district documentation. Please see the instructions posted on the **Help and Support site**.
- ❒ Complete the electronic District Level Test Security Form (Appendix E). The DTC and superintendent must sign this form. Download or print a copy for district documentation. Please see the instructions posted on the **Help and Support site**.
- ❒ Collect all secure test materials from schools immediately after testing; verify that all materials have been accounted for and assembled correctly according to Cognia requirements.
- ❒ Verify that all Test Irregularity Forms have been sent to the SDE Office of Assessment.
- ❒ Prepare shipment for return to Cognia according to the instructions in the **Collecting and Returning Materials** on page 38 and schedule a UPS pickup in the OSTP Portal.
- ❒ Notify Cognia immediately if UPS fails to pick up the return shipment on the date scheduled.
- ❒ Maintain testing records (or ensure BTC maintains records) for a minimum of 5 years. This shall include:
  - ❒ Training records
  - ❒ Electronic or hard copies of DocuSign security forms
  - ❒ Security checklists

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Building Test Coordinator (BTC)

The BTC is the liaison between the DTC and all TAs and TPs. The BTC is responsible for making all arrangements for testing, including handling and maintaining the secure distribution and collection of test materials at the specific building site. BTCs also schedule make-up tests and ensure that all tests are administered only by qualified TAs and TPs who have been approved by the building principal.

Before Testing:

- ❒ The BTC may attend the annual DTC training provided by the SDE, or they must be trained by their DTC.
- ❒ Ensure all Test Administrators and Test Proctors have been trained prior to administering and/or proctoring tests. Individual certificates indicating successful completion of the module must be retained at the district level as the record of training. The training modules are required; however, districts may provide additional training.
  - ***Note: Training Modules are available on the Oklahoma Help and Support page:* oklahoma.onlinehelp.cognia.org** These will be available by the end of February.
- ❒ Create a site testing schedule for all participating students. Within the schedule allow for specific accommodation requirements to meet the needs of all testers. The schedule must include testing days, times, room assignments, number of students in each testing room, and number of TAs and TPs in each room. A template will be available on the Oklahoma Help and Support page.
- ❒ Provide each participating student and parent with access to the ***Parent, Student, and Teacher Guide***.
- ❒ Serve as the contact for the District Test Coordinator and for all Test Administrators and Test Proctors.
- ❒ Implement testing procedures at the building site to address:
  - A detailed, written communication plan in case of emergencies (e.g., student illness, power failure, fire/tornado alarm, and evacuation of building). This must include what will be done with secure test materials, how this will affect students, what will be done to ensure security of the testing environment, who will complete the Test Irregularity form, and how this will be communicated with SDE.
  - A detailed, written school plan and procedures for providing testing accommodations, including students who need additional time. This must include the location where students will continue testing, how materials will be handled, and how a secure testing environment will be ensured.
  - A detailed, written plan describing your specific procedures to maintain the security of test booklets, test tickets, answer documents, and access codes when not in use.
  - A detailed, written plan for the transfer of secure testing documents to and from an Alternate Site of Instruction (if applicable).
  - A plan for implementing the state calculator policy. Plan must include how the calculator is used, which faculty member is in charge of implementation, and how students have access to calculators.
  - A detailed, written school plan and procedures for handling test security breaches and self-reporting test irregularities using the Test Irregularity Form. This plan must include who is assigned to report test irregularities to the SDE and an explanation of how test security breaches will be handled at the district level.
- ❒ Post a sign over each copy machine that reads: *The Federal Copyright Law prohibits the photocopying of any part of the student test booklet. This includes the lined Writing pages, the Writing prompt, and the student's written response. This portion of the set of test documents is considered protected under the copyright guidelines (as is the Writing prompt).*

Online:

- ❒ Review the ***OSTP Portal User Guide*** for directions on student data management, creating classes, scheduling test sessions, and printing student test login tickets.
- ❒ Review ***Test Administrators Technology Guide*** for directions on launching the student testing application and responding to error messages.
- ❒ Verify that all students are in the portal. Enroll, edit, or unenroll students in the portal as needed.

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- ❒ Verify that the appropriate accommodations are selected in the portal for those students with documented IEPs, 504 plans, or ELAPs.
- ❒ Create classes in the portal and assign all students to a class.
- ❒ Schedule test sessions for classes.
- ❒ Provide Test Administrators with student test login tickets and summary page for their testing group. Include approved accommodations that students will be receiving in the test group.
- ❒ Ensure that Assessment Technology Coordinators have performed site readiness tests and certified the sites and devices for online testing.
- ❒ A math reference sheet for grades 6, 7, and 8 is available as a resource in the online testing platform. If preferred, online testers may be provided a printed math reference sheet.
- ❒ A periodic table is available as a resource for grade 11 CCRA Science in the online testing platform. If preferred, online testers may be provided a printed periodic table.
- ❒ A writer's checklist is available as a resource for grades 5 and 8 ELA Section 3 in the online testing platform. If preferred, online testers may be provided a printed writer's checklist.

Paper:

- ❒ Check test materials received against the packing lists.
- ❒ Check and document the test booklet ID numbers against the Security Checklist upon receipt.
- ❒ If additional materials are needed, or there are any discrepancies, contact the DTC.
- ❒ Apply student labels to answer documents or complete student demographic pages if no label is received.
- ❒ Identify students needing special accommodations or alternate paper tests and make sure there are enough of the same test forms for students with Human Reader or Sign Language Interpretation.
- ❒ Store all materials in a secure, locked location before and after testing each day.
- ❒ **On the day of testing:** Distribute test booklets (using the Security Checklist) to the TA. Instruct the Test Administrator to use the electronic Classroom Security Form to track the secure test booklets for their students.
- ❒ The BTC must track the ID number range assigned to each school, for each subject area by using the electronic Security Checklists, which are broken down by school (building site).
- ❒ The BTC should initial the "OUT" column on the Security Checklist to indicate a booklet was assigned to a Test Administrator, and initial the "IN" column when the Test Administrator returns the secure materials.
- ❒ BTCs will need to distribute the Security Checklist to aid the Test Administrators with tracking the standard test booklets, integrated test booklets Test Administrators should mark the "OUT" and "IN" columns to indicated a booklet was assigned to and collected from a student.

During Testing:

- ❒ Ensure that all test security is maintained throughout the test administration.
- ❒ Contact the DTC
  - – with any test-related issues or questions.
  - – to report any unforeseen emergencies and unexpected circumstances.
  - – to report any test irregularities and complete documentation.
- ❒ Arrange for students who were absent on the day of testing to take the make-up test before the close of the state testing window.
- ❒ If more than one testing session is underway within your building, the BTC must not act as a TA or TP.

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After Testing:

- ❒ Collect all secure materials from the TAs immediately following each test session.
- ❒ Destroy all scratch and unmarked grid paper used for testing.
  - – This includes collecting all printed math reference sheets for grades 6, 7, and 8 math, all printed writer's checklists for grades 5 and 8 ELA, and all printed periodic tables for grade 11 CCRA Science.
- ❒ Confirm the electronic Test Administrator/Proctor Test Security Forms have been signed and dated. Be sure to download or print a copy for your building documentation. Please see the instructions posted on the Help and Support site. **oklahoma.onlinehelp.cognia.org**
- ❒ Confirm that the electronic Building Level Test Security Form (Appendix F) has been signed and dated by the BTC and building principal. Be sure to download or print a copy for your building documentation. Please see the instructions posted on the Help and Support site. **oklahoma.onlinehelp.cognia.org**
- ❒ Assemble and pack all test materials according to Cognia's requirements and return them to the DTC immediately after testing is complete.

Online:

- ❒ Ensure all student test login tickets, scratch paper, or approved reference materials (periodic table, formula sheets, writer's checklist) for online tests have been received from Test Administrators and securely destroyed.

Paper:

- ❒ Ensure all Classroom Security Checklists have been filled out correctly by TAs, matching students' names with test booklet ID numbers.
- ❒ Check student demographic pages to verify all information is completed or a precode label is applied.

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Test Administrator (TA)

The Test Administrator (TA) must be a certified employee of the school district and cannot be related to the Test Proctor (TP) or any student in the test session. The TA must be trained via the Test Administration Module prior to testing to ensure standardization across administrations.

Before Day of Testing:

- ❒ Complete training provided via the Online Test Administrator/Test Proctor Module; individual certificates indicating successful completion of the module must be retained at the district level as the record of training.
  - ***Note: Training Modules are available on the Oklahoma Help and Support page:*** **oklahoma.onlinehelp.cognia.org**
- ❒ Review Appendix A, Test Security and Validity Rules.
- ❒ Remove or cover bulletin boards or posters in the testing site that contain visual aids.
- ❒ Preview the *Test Administration Manual* several days prior to testing.
- ❒ Review both the *OSTP IEP/504 Accommodations Manual* and the *OSTP EL Accommodations Manual* for guidance and procedural requirements.

Before Start of Testing:

- ❒ Inventory test materials received from the BTC using the electronic Classroom Security Form.
- ❒ Secure additional materials needed for testing (e.g., pencils, scratch paper or unmarked grid paper, and math reference sheets for grades 6, 7, and 8 math, writer's checklist for grades 5 and 8 ELA, periodic table for grade 11 CCRA Science).
- ❒ Ensure all proper policies are followed for students who require special accommodations. These policies are outlined in the *Test Administration Manual* (TAM).
- ❒ Ensure the script from the TAM is read verbatim or play the prerecorded test administration directions posted on the **Oklahoma Help and Support page**.
- ❒ Ensure electronic communication devices are not present while in the test administration site (e.g., cell phones, cameras, smart watches, etc.)
- ❒ Ensure all desks are cleared and that each student has two sharpened No. 2 pencils with erasers.
- ❒ Approved calculators may be used by Grade 6–8 Mathematics students and Grades 8 and 11 Science students. Ensure that the memory has been cleared and/or programs have been disabled. (See Appendix D: Calculator Policy.)
- ❒ Confirm a Test Proctor (one needed for every 25–35 students for paper testing and one for every 50 students for online testing) is present for the test administration site.
- ❒ Place a "TESTING: DO NOT DISTURB" sign on the door to the classroom to minimize interruptions.

Paper:

- ❒ Complete the electronic Classroom Security Form with *Student Name*, *Unique Test Book ID Number*, and *Form Number*.
- ❒ Student labels should be applied to the appropriate answer documents. If you did not receive a student label, the student's Name, Date of Birth (DOB), and State Student ID number (SSID) and demographic information must be bubbled on the answer document.

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During Testing:

- ❒ TAs and TPs must remain in the testing session at all times to maintain and oversee security of tests.
- ❒ Notify the BTC of any possible test invalidations, violations, or irregularities.
- ❒ Actively monitor students to ensure that students are working productively and maintaining test security.
- ❒ Record any observations in a log.

Online:

- ❒ Ensure that students are able to log in to their scheduled test and that they understand how to navigate through the test.
- ❒ Notify the BTC of any technical issues as soon as they occur.

After Testing:

- ❒ Collect all test materials (booklets, answer documents or student login test tickets and scratch paper) from students after each testing session.
- ❒ Ensure that the calculator memory has been cleared. (See Appendix D: Calculator Policy.)
- ❒ Move students who need additional time to the predetermined location.
- ❒ Sign the electronic Test Administrator/Proctor Test Security Form. Please see the instructions posted on the Help and Support site. **oklahoma.onlinehelp.cognia.org**
- ❒ Return all test materials to your BTC.

Paper:

- ❒ Verify test book ID numbers against the electronic Classroom Security Form.
- ❒ Separate scorable and nonscorable test materials.

- **Scorable test materials:**
  - OSTP integrated test booklets (Grade 3 ELA, Grade 3 Math, Grade 5 ELA Book 2, and Grade 8 ELA Book 2)
  - OSTP used answer documents
  - Any booklets/documents transcribed from Braille, Large-Print, R1 Accommodation (mark answers in test booklet), or R3 Accommodation (typed responses).
- **Nonscorable test materials:**
  - OSTP unused integrated test booklets
  - OSTP unused answer documents
  - OSTP used and unused test booklets
  - OSTP used and unused Braille and Large-Print test booklets
  - Student Login Test Tickets
  - Scratch and/or unmarked grid paper
  - This includes all printed math reference sheets, writer's checklists, and periodic tables.

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In the presence of a Test Proctor:

- ❒ Inspect each scorable answer document/test booklet to confirm:
  - – it has a student label, or the demographic information is bubbled properly,
  - – it has no stray marks that would hinder the machine scoring,
  - – and it is in good condition, free of eraser bits, rough drafts, scratch paper or additional writing pages.
- ❒ Transcribe student responses from accommodated tests to standard scorable answer documents/test booklets, and place the original student response in the inside front cover of the scorable answer document/test booklet or,
- ❒ For Large-Print and Braille, the student responses must be transcribed into the standard scorable answer documents/test booklet provided in the kits. Return the original Large-Print and Braille test documents with the nonscorable materials.
- ❒ Verify test booklet ID number to Student Name on the Classroom Security Form.
- ❒ Count the number of used standard answer documents you are returning separately for each grade. As you count, arrange the answer documents so that the student name grids on the front covers are facing up (the booklets do not need to be alphabetized).
- ❒ Do not use paperclips, rubber bands, or any other fasteners that might damage the edges of the scorable integrated test booklets or answer documents.
- ❒ Ensure that sticky notes were not placed on any scorable materials. If sticky notes were placed on an integrated test booklet or answer document, please remove them.

  This is extremely important since any damage will interfere with proper machine scanning.

Test Invalidations/Irregularities

Reasons for possible test invalidations/irregularities include, but are not limited to:

- – Cheating,
- – Security violation,
- – Presence of a cell phone or smart device in the testing environment,
- – Improper test administration,
- – Technical problems, or
- – Testing outside the test window.

Invalidations/irregularities must be immediately reported to the BTC, who must report the incident to the DTC, who will in turn contact the State Department of Education (SDE). The SDE will determine if the student can complete their assessment or if an alternate form will be administered.

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Test Proctor (TP)

The Test Proctor (TP) is an adult (18 +) other than the Test Administrator (TA) who monitors the test administration. This adult must be approved by the building principal and can be a member of the faculty or community, but does not have to possess an Oklahoma Teaching Certificate. The TP cannot be related to the TA or any student in the test session he or she is monitoring. In addition, a different TP may be used in the same test situation (or classroom setting) during the various days of testing; however, a TP is required for every testing session. For large groups, one TP is needed for every 25–35 students for paper testing or for every 50 students for online testing. It is the responsibility of DTCs, BTCs, and TAs to inform TPs of their duties during the test administration. **There must be a Test Proctor in a testing session at all times.** The main job of the Test Proctor is to observe to assure testing procedures are followed and report any irregularities in the testing procedure.

Before Day of Testing:

- ❒ Complete training provided via the Online Test Proctor Module; individual certificates indicating successful completion of the module must be retained at the district level as the record of training. Contact the BTC or DTC with any test-related issues or questions.
  - ***Note: Training Modules are available on the Oklahoma Help and Support page:*** **oklahoma.onlinehelp.cognia.org**
- ❒ Review Appendix A, Test Security and Validity Rules and Instructions for TPs found in the *Test Administration Manual*.

Before Start of Testing:

- ❒ Arrive at least fifteen minutes before the first test is administered.
- ❒ Observe that all posters and visual aids have been covered or removed within the testing site.
- ❒ Ensure electronic communication devices are not present while in the test administration site (e.g., cell phones, cameras, smart watches, etc.)
- ❒ Ensure all desks are cleared and that each student has pencils with erasers.
- ❒ Assist in maintaining the security of all test materials.

During Testing:

- ❒ TPs may help with distributing test materials to students under the guidance of the TA.
- ❒ Observe that the directions have been read from a script provided in the *Test Administration Manual*.
  - **NOTE:** All directions are to be given at the **beginning** of the session for each test. Students are allowed to ask questions **after** directions are given and **before** the signal is given for students to begin. Such questions are allowed to ensure that clarification of test directions is accomplished.
- ❒ Closely monitor the test administration and record observations in a log.
- ❒ If test "irregularities" occur, the TP should inform the TA as silently and unobtrusively as possible. In addition, the TP may assist the TA with finding solutions as needed. Such "irregularities" may include, but are not limited to, the following examples of student behaviors:
  - Marking answers without reading test questions.
  - Talking to another student (or other similarly disruptive behaviors).
  - Becoming ill and having to leave the room.
  - Looking at another student's test booklet/answer document or computer screen.

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- ❒ TAs and TPs must remain in the testing session at all times to maintain and oversee security of tests by:
  - Ensuring that no person reads or views the contents of a test at any time except the student taking the test at the time of testing.
  - Verifying that test materials are locked in a storage area at all times when not in use for official test administration purposes.
  - Reporting breaches of test security regulations to the TA and the BTC.
- ❒ The TP is to refrain from talking to the TA and/or students while students are reading and responding to test items. During this time, it is preferable that the TP sit quietly and observe as unobtrusively as possible.

After Testing:

- ❒ Help collect and organize test materials for return to the BTC.
- ❒ Report any unusual circumstances or breaches of test security regulations to the TA, BTC, and/or the building principal.
- ❒ Observe and assist TA checking test booklets for random marks.
- ❒ Observe TA transcribe responses from accommodated tests to standard scorable documents/test booklets.
- ❒ Help organize test materials for return to the BTC.
  - Test Proctors must sign the Test Proctor Security Form, which will be kept at the local level.

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Important Procedures for Paper Test Administration

1. TPs are required for each test session, including any individualized test administrations offered as an approved accommodation. Never administer a test without a TP. If the TP fails to appear, do not test until your BTC provides a replacement. Make sure that there is no talking between the TP and the TA or the students during the test session. Be sure these instructions are clear before testing begins. TP must be provided in-service training on testing procedures prior to testing and must follow the TP Responsibilities Checklist section provided in this manual.
2. TAs are responsible for ensuring each test booklet ID number on the electronic Classroom Security Checklist has the student's name assigned to that booklet. **It is critical that each booklet ID number be matched to a student's name.** If the booklet is unassigned, an explanation should be written where the student's name would appear on the Classroom Security Checklist. Make sure you have a complete list of students' names matched to their test booklet IDs to return to the BTC. Have students print their names on the front cover of the test booklet. Please retain a copy of the checklist for your records.
3. A standardized test must be administered according to the detailed directions. Please follow the instructions in the *Test Administration Manual* **EXACTLY**.
4. Every reasonable precaution should be taken at all times to protect the security of the tests. Under no circumstances should anyone have prior access to the tests, advance information about specific test items, or access to test content after testing. Test materials should be stored in a locked, secure place at all times when not being used. **The student is the only person allowed to open and/or view the contents of his/her test booklet.** (This is both a security and test validity issue that must be strictly observed.)
5. Test directions should be read verbatim or played via the prerecorded test administration directions posted on the **Oklahoma Help and Support page**.
6. TAs should ensure each student has two sharpened No. 2 pencils, an eraser, and a library book, but no other materials for the testing session. Students are allowed scratch paper and/or unmarked grid paper which should be collected after testing and turned in to the BTC to be destroyed. The TA should have a supply of sharpened No. 2 pencils on hand. All pencil sharpening should be done prior to beginning each test. Each student's desk should be clear of materials other than those mentioned above or any allowed due to an accommodation.
7. After directions are completed, TAs should make sure that students
   - fully understand all directions and, if applicable, understand the online tools available;
   - are knowledgeable of the suggested time period and the fact that they may have additional time if needed;
   - are clear on expected behavior (i.e., to refrain from talking, moving about the room, and other distracting behavior); and
   - know what to do if they complete the test before other students.
8. During administration of the test, students should never be allowed to receive assistance from any person. Be alert to the student who marks answers without reading the items, and log this.
9. Students leaving the room during a test session can disturb other students. Tell students that if they must leave the room (e.g., a physical emergency), to raise their hands, be acknowledged by the teacher, and leave as quietly and unobtrusively as possible. The students should return in the same manner. If at all possible, no student should leave the room during a test. During testing, only one student at a time may be allowed to leave the room. Log any instances of a student leaving during a test. For online testing, if a student does not return within 15 minutes, he or she will be automatically logged out of their online test. If the student becomes logged out, contact your BTC. The BTC will call the DTC for a proctor password.
10. Students who finish tests early can become a distraction to those who are still working, TAs should follow the site plan set by the BTC for students who finish early (read library book, dismissal, etc.). Once students close their test booklets, they may not reopen them. TAs should collect test booklets as students finish.

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11. If a student becomes ill during test administration and cannot finish a test, notify your BTC, who will make arrangements to have the students complete his/her test administered during a closely monitored make-up session upon the student's return to school within the testing window. See "Unique Testing Situations" (pages 27–29) for instruction on make-up testing. Let the BTC know of this test irregularity.
12. If a student is suspected of cheating, talk privately with the student about his or her behavior and note the behavior. Report the behavior to the BTC.

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Students Who Receive Instruction Away from Sites of Official Enrollment

Students who are officially enrolled in a district but attend alternate sites for instruction within or outside of the resident district may be tested at their alternate sites with prior approval from the Office of Assessment. Alternate sites of instruction include special education consortiums, alternative education cooperatives, inter-locals, hospital placement, and homebound placement. Testing a student at an alternate site does not relinquish district and site of enrollment accountability for the test scores. Districts of Enrollment must adhere to the following guidelines to ensure test security in the transport of testing materials from the site of enrollment to the site of instruction:

DTC – RESPONSIBILITIES (SITE OF ENROLLMENT)	
	1. No fewer than thirty days prior to testing, request permission in writing from the Office of Assessment at **assessments@sde.ok.gov** to assess certain students at their site of instruction, rather than at their site of enrollment.
	2. Order all necessary test materials for students who receive instruction away from sites of official enrollment.
	3. Deliver all testing materials to the BTC of the site of official enrollment.
	4. Collect all testing materials from the BTC of the site of official enrollment.
	5. Upon receipt of scores, send the reports to the BTC of the site of official enrollment.
BTC – RESPONSIBILITIES (SITE OF ENROLLMENT)	
	1. Receive and record all testing materials for offsite administration from DTC.
	2. For online testing, the BTC may manually register a student through the OSTP Portal if the student demographic information is not uploaded through the WAVE. Once the student is in the system, place the student in a testing session; print a student test login ticket and deliver the student test login ticket to the site of instruction.
	3. Arrange secure transportation of testing materials by a certified employee of the district, to the BTC at the site of instruction, before and after testing.
	4. Ensure that the BTC at the site of instruction is trained in the procedures for administering the tests and trained in all test security rules and regulations.
	5. Ensure that the TA is a certified employee of the district of enrollment or instruction.
	6. Ensure that the TA is trained in the procedures for administering the tests and trained in all test security rules and regulations.
	7. Include these test booklets and answer documents with the onsite materials that are returned to the DTC.
	8. Upon receipt of score reports from the DTC, make arrangements for a secure transportation of the Student Score Reports to the sites of instruction for distribution to the students, teachers, and parents.
BTC – RESPONSIBILITIES (SITE OF INSTRUCTION)	
	1. Receive all testing materials for administration from BTC (site of enrollment).
	2. Ensure that the TA is a certified employee of the district of enrollment or instruction.
	3. Ensure that the TA is trained in the procedures for administering the tests and trained in all test security rules and regulations.

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	4. Ensure tests are kept in a secure and locked location before and after testing.
	5. Collect testing materials after administration and return materials to the BTC at the site of enrollment through scheduled secure transportation.
	6. Verify that the TA, BTC, and the building principal at the site of instruction have signed the electronic Test Security Forms. Verify that the TP has signed the Test Proctor Security Form (kept at the local level). Please see the instructions posted on the Help and Support site: **oklahoma.onlinehelp.cognia.org**.
TA & TP – RESPONSIBILITIES (SITE OF INSTRUCTION)	
	Follow the responsibilities listed on page 20 and page 23.

Make-Up Testing and Special Handling of Materials

Online and Paper Make-up Testing

Students who are absent during a scheduled operational test MUST be scheduled for a closely monitored make-up session upon their return. Under no circumstances should you begin a test unless there is enough time for the student(s) to complete it. Make-up tests may be administered any time after the scheduled testing date and before the end of the test administration window. Make-up tests MUST be administered in sequential order with the exception of English Language Arts for grades 5 and 8, for which the Section 3 Writing prompt can be administered either before Section 1 or after Section 2.

Note: Students not finished at the end of the scheduled testing session should be given additional time. This time must be given as an immediate extension of the correct testing session; it is not available as a separate session or at another time. It is highly recommended to only extend the testing session by double the maximum times recommended in the tables.

Student Becomes Sick During Testing

Paper testing:

- If a student becomes ill during a test and is unable to complete the session, the TA should note what question the student last answered and document this on the Classroom Security Form. The BTC will then need to schedule the student for a closely monitored make-up session to complete **only** the questions or writing prompt he or she has not yet answered. During the make-up session, students may not change answers or review responses to any questions that they completed before leaving the testing space.

Online testing:

- If a student testing online becomes ill during a test and is unable to complete the session, he or she can use the same log-in and password generated for their originally scheduled test to complete the test in a make-up session.
- The BTC will need to contact their DTC and request a proctor password and complete a Test Irregularity Form. After the student logs into the test, the TA will be required to enter this proctor password to allow the student access to the test. The student will not be able to view or change answers to any previously answered questions.

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Contaminated or Damaged Test Booklet (Paper)

- If a test booklet needs to be replaced due to contamination or damage (ripped, torn, or biohazard), contact the DTC for a replacement booklet and provide the following information:
  - Reason for the replacement of contaminated or damaged material.
  - Content area and form number of the test booklet.
  - Student's full name, Student State Identification Number (SSID), Grade, and Date of Birth (DOB).
  - Test booklet identification number located in the lower left hand corner of the test booklet.
- Contaminated test materials need to be destroyed by the BTC or DTC and should NOT be sent back to the testing vendor.
- If the DTC does not have the proper grade, content area, and test form number available in their overage to replace the damaged booklet, then the DTC must contact Cognia Service Desk with the information provided by the BTC or TA. Cognia will process an order for the replacement test booklet(s) that will be shipped to the district.

Contaminated or Damaged Materials

Damaged or contaminated scorable material must be transcribed into a new booklet. Damaged integrated booklets must be marked void and returned to Cognia. Integrated booklets contaminated with blood or vomit must be destroyed following the protocol set by your state department for disposal of hazardous materials.

Contaminated Materials are materials that have been damaged by vomit, blood, or other biological components, and must be destroyed by the district. **DO NOT RETURN** contaminated materials to the testing vendor.

Damaged Materials are materials that have been ripped, torn, etc. and are rendered unusable. These materials **must** be returned to the testing vendor. Place these materials in a Special Handling envelope for return.

If test materials become contaminated or damaged, the following procedures **must** be followed by the BTC and DTC:

- Test Booklets and Answer Documents

  BTC must provide the following information to the DTC:

  1. Test Booklet or answer document number and content area (e.g., Mathematics, English Language Arts, Science), reason for the contamination or damage, and student information (Full Name, State Identification Number, Grade, and Date of Birth).
  2. Indicate the Test Booklet Number on the electronic security checklist as contaminated.
  3. Request a replacement Test Booklet or answer document if applicable from the DTC.
  4. **Contaminated:** Destroy the Test Booklet or answer document following the protocol set by your State Department for the disposal of hazardous materials. ***Do Not Return Hazardous Materials to Cognia.*** Send the DTC a note on school letterhead containing the reason for the contamination, the test booklet or answer document number and student information (Name, SSID, Grade, and Date of Birth).
  5. **Damaged:** Make sure the damaged booklet is returned to the DTC accompanied by a note on school letterhead containing the reason for the damaged booklet, the test booklet or answer document number, and student information (Full Name, State Identification Number, Grade, and Date of Birth).

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Transcribe Answer Documents for Students Taking Large-Print and Braille Versions of the Test

After testing, the TA should prepare the standard answer document that was provided in the Large-Print or Braille kit for each student taking the Large-Print or Braille version of the test.

- ❒ Apply the student's label to the standard answer document. If the student does not have a student label, bubble in the demographic information page on the answer document.
- ❒ For students taking the contracted Braille version, fill in the IEP Braille bubble in Box E.
- ❒ Then transfer the student's test answers from the Large-Print or Braille test book to the standard answer document.
- ❒ The standard answer documents for the Large-Print and Braille tests should then be included with the other student answer documents.
- ❒ The original Large-Print and Braille test books and answer documents that were used to transcribe from should be returned with the nonscorable test materials.

Typed Responses Accommodation

Test administrators are responsible for:

- maintaining the security of all computers used by students who receive an accommodation;
- ensuring that students do not have access to the Internet or any files on the computer hard drive or network during testing as results may be invalidated for students who access the Internet or files during testing;
- ensuring that no response is edited by anyone other than the student and is done only during the test-taking period; and
- deleting all student responses that were temporarily saved on any local computer or computer disk after all student responses have been printed for submission with an answer booklet.
- **Student responses are secure and confidential and must not be accessible to unauthorized individuals.**
- All typed responses should be returned in the Special Handling envelope.

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Information Required for Each Page of Student's Response

- Student name
- Student State Identification number
- Answer booklet serial number (the 10-digit number located on the lower right corner)
- Subject
- Question number
- For the ELA Writing prompt only, page x of y, where x = the current page number and y = the last page number

Formatting Requirements

Formatting:

- Use plain white paper (8 ½" x 11").
- Use a font size between 8-point (minimum) and 12-point (maximum).
- Set margins to be one inch.
- Set line-spacing to be single-spaced.

Page limits:

For the ELA Writing Prompt:

- A maximum of four pages may be submitted.

The typed response pages must be placed inside the front cover of the student's standard answer booklet without clips, tape, or staples. All information requested on the front cover and back cover of the student's answer booklet must be properly completed by the TA and TP. Immediately after testing, return all test materials to your BTC.

A student's response to **each test question** must be submitted entirely using one of the following methods:

- typed on paper and inserted inside the student's answer booklet;
- written by the student; or
- transcribed into the student's answer booklet.

Below is an example of a typed response form.

Student Name: Jonathan Ward

Student ID (state): 1012345678

Answer Booklet Serial Number: 1234567890 (located on the lower right-hand corner of the answer booklet front cover)

Subject: English Language Arts

Question Number: 35

In this area, the student will type the response to the test question.

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Receiving, Inventorying, and Distributing Materials

School test materials are packed by school and grade and shipped to the DTC at the shipping addresses provided to the SDE. Test materials should be distributed to all BTCs within a reasonable time frame so that they may inventory materials in a timely manner. Test booklets should be available in advance to staff as needed per specific accommodations, and the security of the test booklets must be properly maintained at all times.

Test Preparation Manuals (TPMs), *Test Administration Manuals* (TAMs), and *Parent Student Teacher Guides* (PSTGs) are shipped separately to districts. The quantity of these materials received by each district is predetermined. Additional copies of these materials can be downloaded from the Oklahoma Help and Support Website **oklahoma.onlinehelp.cognia.org**. SDE approval is required for additional printed orders of the TPMs, TAMs and/or PSTGs to be shipped to districts/schools from Cognia.

District Overage Test Materials

Each district will receive a predetermined quantity of additional test materials. These additional test materials may be distributed **only** to schools within your district. In case of a shortage, DTCs may request additional test materials using the OSTP Portal. This shipment will arrive in box(es) labeled for the DTC during the testing administration window.

District Test Administration Materials Shipment

Upon receipt, check the boxes for the following items:

District Manual Shipment Box(es)		
✓	**Item**	**Notes**
	Test Coordinator Memo	This memo contains general information for Test Coordinators
	Packing Slip	Use the Packing Slip to inventory materials received. If materials are allocated to school(s) within your district, use this form to document the information.
	Test Preparation Manual	Additional copies must be made at the school/district or downloaded from the Oklahoma Help & Support website: **oklahoma.onlinehelp.cognia.org**
	Test Administration Manual	Additional copies must be made at the school/district or downloaded from the Oklahoma Help & Support website: **oklahoma.onlinehelp.cognia.org**
	Parent, Student, Teacher Guides	Additional copies must be downloaded from the Oklahoma Help & Support website: **oklahoma.onlinehelp.cognia.org** Any student scheduled for paper testing will receive a paper version of the *Parent, Student, Teacher Guide*. All other students and parents should be provided electronic access.

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District Test Materials Shipment Box(es)		
✓	**Item**	**Notes**
	District Test Coordinator Memo	This memo contains general information for DTC.
	Packing Slip (District)	Use the Packing Slip to inventory materials received. If materials are allocated to school(s) within your district, use this form to document the information.
	Building Test Coordinator Memo	This memo contains general information for BTC.
	UPS Return Service Labels	UPS return shipping labels are provided for each school in your district that received paper test materials. Affix these labels to the top of each box over the original label for returning test materials. Note: the labels are school specific and specific to the material being returned. Please follow return shipping instructions.
	Return Packing/Shipping Instructions (Included for paper tests)	This outlines all steps for preparing materials for UPS pickup.
	Shrink-Wrapped Packs of Test Booklets and Answer Documents	See below for a list of shrink-wrapped test booklets and answer documents for each administration.

Electronic Forms		
✓	**Item**	**Notes**
	District Level Test Security Form (Electronic)	The DTC and the District Superintendent must sign the electronic form through DocuSign. Please see the instructions posted on the Help and Support site to complete this task. **oklahoma.onlinehelp.cognia.org** **(Download a copy for your records)**
	Security Checklist (School)	Digital copies of the schools Security Checklist will be posted to the district FTP site. Please provide electronic copies to the schools to inventory materials and allocate materials to the Test Administrator.
	Security Checklist (District)	Digital copies of the security checklist will be posted to the district FTP site. Use these electronic versions of the Security Checklist to inventory the district overage test materials. If materials are allocated to a school, use this form to document the information.

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School Test Administration Materials Shipment

Upon receipt, check the boxes for the following items:

School Test Materials Shipment Box(es)		
✓	**Item**	**Notes**
	Building Test Coordinator Memo	This memo contains general information for Building Test Coordinators.
	Packing Slips	This document will provide the quantity of test materials shipped per box. The packing slip **does not** need to be returned to Cognia.
	White Plastic Envelopes (Only included if paper tests are shipped.)	White plastic envelopes labeled as follows: • **"For Return of Used Answer Documents Only"**: Use by subject area for the return of used scorable materials. • **"Special Handling"**: Use for any paper test materials needing special attention. Include an explanatory note on school letterhead with any test materials returned in this envelope. **Do not write directly on, apply sticky notes, staple/tape paper notes directly to answer documents. Doing so prohibits the ability to scan the documents.**
	Student Labels (Only included if paper tests are shipped.)	For districts that prepared WAVE data for export, student labels are provided for students taking the pencil/paper tests. The labels must be placed on the front cover the answer document or integrated test booklet prior to test materials being distributed to Test Administrators.
	Shrink-Wrapped Packs of Test Booklets and Answer Documents	See below for a list of shrink-wrapped test booklets and answer documents for each administration.
	Security Checklist	Use the Security Checklist to inventory paper test materials when they arrive, and to assign them to Test Administrators. This form is returned to your District Test Coordinator with test materials after testing.

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Electronic Forms		
✓	Item	Notes
	Building Level Test Security Form	The BTC and the School Principal must sign the electronic form through DocuSign. Please see the instructions posted on the Help and Support site to complete this task. **oklahoma.onlinehelp.cognia.org** *Note: These documents will be posted by March 1.
	Test Administrator Test Security Form	TAs must sign the electronic form through DocuSign. Please see the instructions on the Help and Support site to complete this task. **oklahoma.onlinehelp.cognia.org** **(Download a copy for your records)** *Note: These documents will be posted by March 1. TPs must sign the Test Proctor Security Form, which will be retained at the local level.
	Nondisclosure Agreement for Test Administrators	The Nondisclosure (NDA) Agreement Form has now been incorporated into the Test Administrator Test Security Form. The requirement to fill out the NDA form if questions were read aloud to or by any student or transcribed as an approved accommodation is now included in the one form. Make sure to save the TA Test Security Form once it has been completed. Please see instructions on the Help and Support site to complete this task. **oklahoma.onlinehelp.cognia.org** **(Download a copy for your records)** *Note: These documents will be posted by March 1. Test Proctor NDAs will be included in the training certificate.
	Classroom Security Forms (Applies only if paper tests are shipped.)	Use this form for tracking paper test materials in the classroom. This completed form should be kept for school records. Additional copies may be made at the school/district. The Classroom Security Forms do not need to be returned to Cognia. Download from the Cognia Help & Support Site: **oklahoma.onlinehelp.cognia.org**
	Record of Tests Missed and Made-Up	Use the Record of Tests Missed and Made-Up to track student make-up tests. This form does not need to be returned to Cognia. Keep this form for your records. Download from the Cognia Help & Support Site: **oklahoma.onlinehelp.cognia.org**

The shrink-wrapped packs of five or ten test booklets and answer documents include the following OSTP materials. (Do Not rearrange the order of the test booklets within the packs):

Grade 3

- English Language Arts Integrated Test Booklet

A Paper test booklet will be sent based on the Precode data received for those students indicated as needing a Paper format for online assessments due to a documented IEP, 504 Plan, or EL accommodation.

Grade 3

- Mathematics Integrated Test Booklet

Grade 4

- English Language Arts Test Booklet
- Mathematics Test Booklet
- English Language Arts/Mathematics combined answer document

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Grade 5

- English Language Arts Test Booklet – Book 1 Multiple Choice
- English Language Arts Integrated Test Booklet – Book 2 Writing Prompt
- Mathematics Test Booklet
- Science Test Booklet
- English Language Arts/Mathematics/Science combined answer document

Grade 6

- English Language Arts Test Booklet
- Mathematics Test Booklet
- Mathematics Formula Sheet
- English Language Arts/Mathematics combined answer document

Grade 7

- English Language Arts Test Booklet
- Mathematics Test Booklet
- Mathematics Formula Sheet
- English Language Arts/Mathematics combined answer document

Grade 8

- English Language Arts Test Booklet – Book 1 Multiple Choice
- English Language Arts Integrated Test Booklet – Book 2 Writing Prompt
- Science Test Booklet
- Mathematics Test Booklet
- Mathematics Formula Sheet
- English Language Arts/Mathematics/Science combined answer document

Grade 11 CCRA

- CCRA Science Test Booklet
- CCRA Science Answer Document
- CCRA U.S. History Test Booklet
- CCRA U.S. History Answer Document

A Braille and/or Large-Print test booklet will be sent based on the precode data received, for those students indicated as having an IEP or 504 Plan with a Braille or Large-Print accommodation.

	Large-Print/Braille Test Booklet*
	Standard Test Booklet*
	Standard Answer Document
	Administrator Notes
	Large-Print/Braille Instructions

*Note: For Grades 5 and 8 English Language Arts assessments, there are two test booklets. Book 1 contains the Multiple-Choice Sections, and Book 2 contains the Writing Section.

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DTC Inventory of Test Materials

1. **Immediately** open Box 1 to obtain the Packing List.
2. **Immediately** check the total shipment received against the items shown on the Packing List. Check the test booklet ID numbers printed on the test booklets against the electronic Security Checklist. If you notice any missing materials or discrepancies, please contact the Cognia Oklahoma Service Desk.
3. **Immediately** compare the quantity of each item received with the quantity required to complete testing in your district.
4. If additional materials are needed, determine the quantity of each item you need. Additional orders may be placed by the DTC through the OSTP Portal.
5. **Keep all shipping boxes in which testing materials were received.** These boxes will be used for returning all documents after testing to Cognia. Each box from Cognia carries a pre-printed barcode label identifying the school. The information on these labels will expedite the tracking of returned materials, so please do not remove, destroy, or deface them.
6. The DTC will provide BTCs with the appropriate quantities of the PSTGs and TAMs. If needed, download additional copies of the PSTGs and TAMs from the **Help and Support site**.
7. As soon as possible before testing, distribute and/or provide access to the PSTGs to use with their students and to provide to parents.
8. Distribute the TAMs to your TAs.

BTC Electronic Security Checklist/Inventory of Test Materials

The Electronic Security Checklist (Appendix J) provides a list of secure materials shipped to your school.

- The packing slip documents provide a list of the contents of each box. Secure test materials are listed on the Packing Slip Detail "Secure Materials."
- Unique ID numbers have been printed on the secure materials that include: student standard test booklets and integrated test booklets. These unique ID numbers are printed on the electronic Security Checklist.
- The remaining materials are considered non-secure and are listed on separate packing slips.
- Any discrepancy between what is listed on your electronic Security Checklist and the actual count, or between the packing slip documents and materials received, must be reported immediately to your DTC.
- All standard test booklets and integrated test booklets must be returned to the District Test Coordinator for inventory purposes and must be accounted for with 100% accuracy.
- There will be one copy of the Security Checklist for the school. You are allowed to make copies of the checklist. After testing, retain one copy at the school, and return all other copies to the District Test Coordinator.

1. **Immediately** check the total building shipment received against the items shown on the Packing List. Check the test booklet ID numbers printed on the test booklets against the electronic Security Checklist. If you notice any missing materials or discrepancies, please contact the DTC.
2. **Immediately** compare the quantity of each item received with the quantity required to complete testing in your building.
3. If additional materials are needed, determine the quantity of each item you need. Additional orders may be placed by the DTC through the OSTP Portal.
4. **Keep all shipping boxes in which testing materials were received.** These boxes will be used for returning all documents after testing to your DTC. Each box from Cognia carries a pre-printed barcode label identifying the school. The information on these labels will expedite the tracking of returned materials, so please do not remove, destroy, or deface them.
5. Verify the appropriate quantities of the PSTGs and TAMs received. If additional materials are needed contact the DTC or download additional copies from the **Help and Support site**.
6. As soon as possible before testing, distribute the PSTGs to your teachers to use with their students and to send home to parents.
7. At the same time, distribute the TAMs to your TAs.

The distribution of test booklets to Test Administrators is prohibited prior to the first day of testing.

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Ordering Additional Materials

Before Testing Window Opens

All test materials are intended for use during the testing window as needed to ensure that all students are tested at the scheduled times. If a shortage is identified prior to the first day of testing, you should order additional materials by school through the OSTP Portal. Refer to "Materials Management" in the ***OSTP Portal User Guide***.

During Testing Window

When placing an order for additional materials, the DTC must include information about the school for which the order is intended, as all test materials will be tracked by individual schools. Orders must be placed online by 1:00 p.m. Central Time to be included in that day's shipment. After you place an order, an order confirmation number will appear. Please keep a record of this number until your order is received.

Last Week of Testing Window

If there is not sufficient time to order additional materials for a school, materials from the district overage shipment may be allocated to a school. These overage materials must be returned with that school's return shipment and the DTC must notate the allocation on the district level electronic Security Checklist. The District Test Coordinator should replace "Test Administrator" with "School" on the electronic Security Checklist, fill in the school name, make a copy of the Security Checklist and include the copy in the envelope containing the District Level Test Security Form.

Do not share test materials from one school to another (even if the schools are within the same district), as all test materials are assigned to individual schools. Such an exchange may result in a discrepancy when materials are returned.

Collecting and Returning Materials

- It is essential that the BTCs return all of their materials to the DTCs immediately after paper testing is completed.
- All materials should be returned to a central location, following procedures established by the district. DTCs must return individual school materials to Cognia as soon as possible to help facilitate Cognia's posting of preliminary reports.
- All paper test materials must be packaged, sealed, and promptly scheduled for pickup following the last day of paper testing in the district.
- Failure to return tests according to the designated schedule may result in extra costs to the district, invalidation of the test scores, and/or not receiving reports.
- The District Test Coordinator Test Security Forms, Building Test Coordinator Security Form, and Test Administrator/Proctor Test Security Form & Nondisclosure Agreement must be completed electronically using DocuSign. Please see the instructions posted on the Help and Support site **oklahoma.onlinehelp.cognia.org** to complete this task. **(Download copies for your records.)**

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Preparing for Return of Materials

Scorable Materials

Scorable test materials are the following:

- OSTP integrated test booklets (Grade 3 ELA, Grade 3 Math, Grade 5 ELA Book 2, and Grade 8 ELA Book 2)
- OSTP used answer documents (Grades 4–8 combined answer documents; answer documents for the Grade 11 CCRA Science and U.S. History content assessment)
- All booklets/documents transcribed from Braille, Large-Print, R1 Accommodation (mark answers in test booklet), or R3 Accommodation (typed responses)

❒ Verify that the scorable test materials from each building are separated by grade level.

❒ Verify that the Test Booklet ID numbers on Security Checklist match the numbers on the integrated and standard test booklets and that all are accounted for.

❒ Verify that you have a scorable integrated test booklet or answer document for each student.

❒ Verify that the same grade level is returned in the appropriate return used answer document envelope. **Do not mix grade levels within a single envelope.**

❒ Do not use paperclips, rubber bands, or any other fasteners that might damage the edges of the scorable answer documents/integrated test booklets. **This is extremely important since any damage will interfere with proper machine scanning.**

❒ Ensure that sticky notes were **not** placed on any scorable answer document/integrated test booklet. If sticky notes were used please remove them.

Nonscorable Materials

Nonscorable test materials are the following:

- OSTP unused integrated test booklets
- OSTP unused answer documents
- OSTP used and unused test booklets
- OSTP used and unused Braille and Large-Print test booklets

❒ **Ensure that no scorable materials are included with the nonscorable materials, as this will delay score reporting.**

Contaminated or Damaged Materials

Damaged or contaminated scorable material must be transcribed into a new booklet. Damaged integrated booklets must be marked void and returned to Cognia. Integrated booklets contaminated with blood or vomit must be destroyed following the protocol set by your state department for disposal of hazardous materials.

Contaminated Materials are materials that have been damaged by vomit, blood, or other biological components, and must be destroyed by the district. **DO NOT RETURN** contaminated materials to the testing vendor.

Damaged Materials are materials that have been ripped, torn, etc. and are rendered unusable. These materials **must** be returned to the testing vendor using the Special Handling envelope provided.

If test materials become contaminated or damaged, the following procedures **must** be followed by the BTC and DTC:

- Test Booklets and Answer Documents

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BTC must provide the following information to the DTC:

1. Test Booklet or answer document number and content area (i.e. Mathematics, English Language Arts, Science, etc.), reason for the contamination or damage, and student information (Full Name, State Identification Number, Grade, and Date of Birth).
2. Indicate the Test Booklet Number on the security checklist as contaminated.
3. Request a replacement Test Booklet or answer document if applicable from the DTC.
4. **Contaminated:** Destroy the Test Booklet or answer document following the protocol set by your State Department for the disposal of hazardous materials. ***Do Not Return Hazardous Materials to Cognia.*** Send the DTC a note on school letterhead containing the reason for the contamination, the test booklet or answer document number, and student information (Name, SSID, Grade, and Date of Birth).
5. **Damaged:** Make sure the damaged booklet is returned to the DTC accompanied by a note on school letterhead containing the reason for the damaged booklet, the test booklet or answer document number, and student information (Full Name, State Identification Number, Grade, and Date of Birth).

DTC must provide the following information to Cognia:

1. Test Booklet or answer document number and content area (i.e. Mathematics, English Language Arts, Science, etc.), reason for the contamination or damage, and student information (Name (first and last), State Identification Number, Grade, and Date of Birth).
2. Indicate the Test Booklet Number on the security checklist as contaminated.
3. Request a replacement Test Booklet or answer document if applicable from Cognia at 866-629-0220.
4. **Contaminated: Destroy the Test Booklet or answer document following the protocol set by your State Department for the disposal of hazardous materials. *Do Not Return Hazardous Materials to Cognia.* Send Cognia a note on school letterhead containing the reason for the contamination, the test booklet and/or answer document number, and student information (Full Name, SSID, Grade, and Date of Birth).**
5. **Damaged:** Make sure the damaged booklet is returned to Cognia in the Special Handling envelope provided, accompanied by a note on school letterhead containing the reason for the damaged booklet, the test booklet or answer document number, and student information (Full Name, State Identification Number, Grade, and Date of Birth).

The following materials do not need to be returned to Cognia:

Materials to Be Discarded

- District Test Coordinator or Building Test Coordinator memos
- *Test Administration Manuals*
- *Test Preparation Manuals*
- *Parent, Student, and Teacher Guides*
- Return Packing/Shipping Instructions

Materials to be Shredded or Destroyed

- students' rough drafts, scratch paper, and unmarked grid paper
- locally printed periodic tables and math reference sheets
- unused UPS return shipping labels
- unused envelopes
- student test login tickets
- contaminated materials

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Scheduling Return of Materials

In order to facilitate timely reporting, OSTP Grades 3–8 materials will be collected in three phases and CCRA materials will be collected in two phases. To help facilitate the return of your testing materials, Cognia has established automatic one-day UPS pick-ups on the dates outlined below. If your District does not choose to return materials on one or more of these dates, please contact the Oklahoma Service Center by 12:00 p.m. two days prior to the automatic pickup date(s) in question.

DTCs are also encouraged to send materials back earlier than those dates—as soon as testing is completed for each grade and/or content area—by utilizing the self-schedule feature on the eMetric Portal. See the **OSTP Portal User Guide** for directions.

It is the responsibility of the DTC to ensure the materials have been received correctly from each school within their district.

Prescheduled Pick-up Dates

Phase	UPS automatic pickup date:	Directions
OSTP Phase 1: Grade 3 ELA Scorable Materials	**4/28/2020**	• If using the self-scheduled pickup option, the latest permissible date for scheduling a pickup is 4/24/2020. • Use the provided return shipping box with a Next Day Air shipping label.
OSTP Phase 2: Grade 3 Mathematics and Grades 4–8 (All Content Areas) Scorable Materials	**5/5/2020**	• If using the self-scheduled pickup option, the latest permissible date for scheduling a pickup is 5/1/2020. • Use the provided return shipping box with a 3-Day Select shipping label.
OSTP Phase 3: Grades 3–8 (All Content Areas) Nonscorable and Unused Materials	**5/8/2020**	• If using the self-scheduled pickup option, the latest permissible date for scheduling a pickup is 5/5/2020. • If your district is not in session on Friday, please use the self-schedule feature to schedule the pick-up prior to 5/8/2020. • Use the original shipping box with a Ground shipping label.
CCRA Phase 1: Scorable Materials	**4/21/2020**	• If using the self-scheduled pickup option, the latest permissible date for scheduling a pickup is 4/17/2020. • Use the provided return shipping box with a Ground shipping label.
CCRA Phase 2: Nonscorable and Unused Materials	**4/21/2020**	• Use the original shipping box with a Ground shipping label.
Note: Materials not returned on the recommended dates may result in student scores being unavailable in the eMetric portal during the preliminary reporting window.		

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Packing Diagrams for the Return of Testing Materials

The school test materials should be packed by the BTC and returned to the DTC as soon as testing is complete in accordance to the diagrams on the following pages.

It is the DTCs responsibility to ensure the test materials have been received and packaged correctly from each school within their district.

- Verify that the same grade and content area are returned in the appropriate return used answer document envelopes and seal the envelope. **Do not mix grade levels and/or subject/content area within a single envelope.**
- Verify that paperclips, rubber bands, or any other fasteners that might damage the edge of the scorable answer documents/integrated test booklets were not used. Ensure that sticky notes were not placed on any scorable answer document. If sticky notes were used please remove them. ***This is extremely important since any damage will interfere with the proper machine scanning.***

The DTC is also responsible for the return of test materials shipped to the districts as overage. These materials should be packed in accordance to the diagrams on the following pages.

How to Pack Your School Box(es) – Paper and Pencil Material Return

Scorable Material

Top of Box	
Special Handling Envelope:	Typed responses with student's answer document/integrated test booklet or damaged answer document/integrated test booklet. *(Notes on school letterhead with explanation must also be included for contaminated and damaged booklets)*
Return of Used Answer Documents Envelope(s)/scorable materials (including voided answer documents):	Envelopes are grade and content specific; do not mix grades and/or contents in a single envelope. Include voided answer documents (if applicable).
Bottom of Box	

Nonscorable Material

Top of Box	
Used Nonscorable Materials:	Test Booklets Large-Print Test Booklets Braille Test Booklets
Unused Materials:	Test Booklets Answer Documents Integrated Test Booklets
Bottom of Box	

How to Pack Your District Box(es) – Paper Material Return

Note: Your district box(es) should only contain unused materials sent to your district as overage

Top of Box	
Unused Materials: (Singles and/or Shrink-Wrapped Packs)	Test Booklets Answer Documents Integrated Test Booklets
Bottom of Box	

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Affixing UPS Return Shipping Labels

Once the DTC has confirmed all materials have been packaged correctly for the return to Cognia, UPS return shipping labels may be affixed to the box(es). In order to assist Cognia in the processing of scorable and nonscorable materials, please take extra care to assure the correct label(s) are affixed to the box(es). **Note: Return shipping labels are school and district specific, as well as specific to the material being returned.**

Return Shipping Label for Schools

Return Shipping labels are school specific and testing administration specific. It is very important that you take care making sure the correct labels are applied to your boxes for the return of all testing materials to Cognia.

Return Shipping labels are packed inside school specific envelopes. Please be sure to keep the labels in the envelopes in order to ensure that the correct labels are used for the correct school.

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Return Shipping Label for Districts

Return Shipping labels are district specific and testing administration specific. It is very important that you take care making sure the correct labels are applied to your boxes for the return of all testing materials to Cognia.

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Appendix A

TEST SECURITY AND VALIDITY

TITLE 210. STATE DEPARTMENT OF EDUCATION
CHAPTER 10. SCHOOL ADMINISTRATION AND INSTRUCTIONAL SERVICES
SUBCHAPTER 13. STUDENT ASSESSMENT

210:10-13-4. Test security and validity

(a) **Test security.** School administrators and their designees shall maintain security on tests administered under the auspices of the Oklahoma School Testing Program through following the procedures listed below:

(1) **Test coordinators.** School superintendents shall designate both district and building test coordinators before October 1 of each school year. Names and telephone numbers of district test coordinators shall be recorded on the OSTP Questionnaire conducted in the fall semester of each school year. This questionnaire is the order form provided by the testing vendors for all tests in the OSTP including large print and Braille test forms.

(2) **Pretest information.** The State Department of Education shall provide student/parent pretest information materials to schools for designated grade levels before testing.

(3) **Embargo of test materials.** The State Department of Education shall require the contracting test publisher to place an embargo on the sale, sampling, and/or distribution of test materials utilized in the OSTP to any person or organization in Oklahoma (other than the official distribution of such materials purchased for the OSTP by the State Department of Education). This embargo is to be enforced from the first day of contract with the State Department of Education throughout use of this test for the OSTP and until the Department has given notice that the test series is no longer going to be used in the OSTP.

(A) Violation of this agreement by a contracting test publisher can result in automatic and immediate forfeiture of the contract and reimbursement to the State Department of Education (by the contracting company) of any funds expended in the conduct of the OSTP.

(B) No individual person or public or private entity shall obtain copies of any test materials utilized in the OSTP other than through the official distribution of test materials to public schools immediately prior to administration of the annual OSTP. Any person or organization attempting to order such materials from the contracting test publisher (or from other scoring companies handling OSTP or "off-grade" scoring and reporting) shall be reported by the contractor to the State Superintendent of Public Instruction.

(4) **Maintenance of the security of test materials prior to exam administration.** All student test materials (i.e., test booklets, prompts for writing assessment, and answer documents) shall be bound by the test publisher in packages of designated lot sizes. No test booklets shall be viewed by any person other than the student taking the test at the time of testing, except in the case of special education, Section 504, or ELL accommodations which allow a test administrator to assist a student being tested. Test booklets shall be individually sealed, as practicable, to prohibit them from being opened.

(A) When seals are used on test booklets, the following procedures shall be followed:

(i) Test booklets shall remain intact until tests are distributed to students at the beginning of the test administration session;

(ii) Each test booklet seal shall be broken only by the student who is administered the test, except where special education or Section 504 accommodations allow the opening of the test; and

(ii) Unused test booklets shall remain sealed.

(B) When seals are not used on test booklets, the following procedures shall be followed:

(i) Test booklets shall remain closed until distributed to students at the beginning of the test administration session;

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(ii) Each test booklet shall be opened only by the student who is administered the test, except where special education or Section 504 accommodations allow the opening of the book and turning of pages by someone other than the students.

(5) **Inventory and accounting of test materials.** All test materials shall be inventoried by the school district upon receipt from the test publisher/contractor. Any discrepancies representing shortages in the quantity of materials supplied and the quantity needed for tests administered shall be reported immediately to the contracting company by the district test coordinator. Immediately upon receipt and inventory of materials, all tests, and other materials shall be locked in a secure place by the district test coordinator or school administrator.

(A) The site level distribution of test documents and materials may occur beginning one week prior to testing. Exceptions to the test materials distribution time limit needed by the largest districts in the state shall be registered with and approved by the State Department of Education Office of Assessment at least four weeks prior to the first designated testing window of each year.

(B) During the days in which tests are being administered in each school district, all test administrators are responsible for locking all test materials in a secure place when the tests are not being utilized in the official test administration with students. This includes the time period between completion of the test administration and delivery of the answer documents and other test materials to the district test coordinator. Further, the building test coordinator is responsible for ensuring that materials are properly locked in a secure place at the times specified above.

(C) Test booklets are not to leave school buildings at any time (i.e., students' test booklets are not to be taken home by an employee or the community member/test monitor before, during, or after test administration has been completed). Exceptions to test booklets leaving a school site shall be made at the discretion of the State Department of Education Office of Assessment for the purpose of secure transport to a site of instruction for the purpose of test administration, upon a written request from a District Test Coordinator. These requests must be registered with and approved by the Office of Assessment at least four weeks prior to the first designated testing window of each year.

(D) An accounting is to be conducted on all test booklets. Unused test booklets are to remain in "shrink-wrap" (or otherwise packaged) when possible. All unused tests are to be returned to the test publisher. Failure to return test booklets to the appropriate companies will result in:

(i) A school or district being reported to the State Superintendent; and

(ii) Possible invalidation of the school's and/or district's scores by the State Department of Education Office of Assessment.

(E) The contracting test publisher shall print electronically read identification codes on all documents containing secured test items prior to distribution of these materials to the public schools. Within all test program components of the OSTP, the contracting test publisher shall record the specific series of numbers (represented by the "bar codes") assigned to each school district and building site within a district. Inventory lists of test document bar codes by school site shall be provided for each district test coordinator.

(F) The district test coordinator shall ship all answer documents and specified identification forms to the designated scoring/reporting company and all other test materials to the contracting test publisher in accordance with the schedule for return of materials provided in the Test Preparation Manual. If a district fails to return materials and answer documents in a timely fashion, the district may be penalized with additional costs and the test scores for the individual school(s) and/or district in question may be declared invalid. If a district fails to complete or incorrectly completes answer documents and/or demographic pages or other required testing-related materials, the district may be penalized with additional costs and may also receive a deficiency on the district accreditation report.

(G) The contracting test publisher shall submit an inventory of test materials to the State Department of Education each year. This inventory shall document the quantity of materials distributed to each school

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district and received from each school district – recorded by school site as indicated by the numbers represented by the "bar codes" printed on test materials. Quantities of writing assessment materials distributed to and retrieved from schools will be reported to the State Department of Education by the contracting test publisher.

(H) School superintendents from whom incomplete quantities of materials have been received shall be notified of this discrepancy and shall be provided a date by which the remaining materials must be returned to the test publisher. The test publisher shall notify the Department of Education of all school districts from which test materials have not been received after this date. Names of these school districts shall be reported to the State Superintendent and may also receive a deficiency on the district accreditation report.

(6) **Prohibition against reproduction of test materials**. Reproduction of any copyrighted test materials – including test documents, teachers' test administration manuals, and student pretest materials – is strictly prohibited. Photocopying or digital copying of these materials constitutes a violation of federal copyright laws. To ensure that all school employees and community members are aware of this regulation and the laws in support of same, the district or building test coordinator shall post a sign to this effect over each copy machine. The Federal Copyright Law – as it applies to the multiple-choice and/or Writing Assessment Component of the OSTP – prohibits the photocopying of any part of the student Test Booklet. This includes the lined writing pages, the writing prompt, and the student's written response. This portion of the set of test documents, as well as the writing prompt, is considered protected under the copyright guidelines. These items shall remain protected, and thus may not be copied, printed, or disseminated in any manner, until they are officially released by the OSDE.

(7) **Other test security violations.** All of the following actions are prohibited as violations of test security:

(A) Teaching test items to students (except in the case of an alternate special education assessment in which authentic performance tasks may be utilized), changing students' answers, or in any manner providing answers to test questions for students before, during, or after test administration has been completed.

(B) Using secured test items as instructional tools or for student "practice" – either verbatim as written or in reworded form. Note: Secured test items are those provided to measure student knowledge and/or skills on OSTP tests. Said items are to be differentiated from sample test items that are provided at the beginning of each subtest and used, according to official test administration procedures, solely for the purpose of understanding directions and marking answers.

(C) Reading secured test items orally to students at any time before, after, or during test administration unless it is an IEP, Section 504, or EL accommodation, in which case an affidavit shall be signed, prior to reading items, by the test administrator/reader stating they shall not reveal any test items, writing prompts, or other secured information to any person.

(D) Allowing students to view and/or read the writing assessment prompts before test administration or discussing or exposing the theme or topic of the prompt.

(E) Providing answers to secured test items. This includes provision of cues, clues, hints, and/or actual answers in any form – written, printed, verbal (oral), or nonverbal. In regard to the writing assessment component of the OSTP, prohibited actions include the provision of "hints" or any form of clues in regard to the manner in which students respond to the prompt (e.g., "brainstorming" about the topic of the prompt; offering suggestions regarding how to respond; assisting the student or class in organizing the response; and all other such deviations from the printed instructions for administering the test).

(F) Changing students' responses to secured test items and/or influencing or encouraging students to change their answers to test items at any time.

(G) Deviating from any instruction provided in the official test administration manual or disclosure of any test information that materially inhibits the State Board of Education from exercising its duties set forth in 70 O.S. §1210.508 to develop, field-test, administer, and validate criterion-referenced tests and end-of-instruction assessments.

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(8) **Test security forms.** Test Security Forms provided by the State Department of Education's test contractor(s) shall be electronically distributed by the district test coordinator with test materials to the persons designated on each form.

(A) OSTP Test Security Forms shall be provided for the following:

(i) Form 1: Superintendent and District Test Coordinator

(ii) Form 2: Building Principal and Building Test Coordinator

(iii) Form 3: Test Administrators and Test Monitors.

(B) After completing the test administration, these forms shall be electronically signed by the designated persons and returned to the district test coordinator. The district test coordinator shall retain completed copies of all signed forms. Failure to electronically sign and retain the appropriate forms may result in:

(i) A school or district being reported to the State Superintendent; and

(ii) Invalidation of a school's and/or district's test scores.

(C) The contracting test companies shall provide the State Department of Education the signed OSTP Test Security Forms or a report of names of educators who signed SDE/OSTP Test Security Forms and an accounting of the number of tests and manuals:

(i) Distributed to, and

(ii) Returned from each school district.

(b) **Test administration.** All test administration sessions shall be conducted according to the standardized procedures described in the test administrators' manuals

(1) The standardized procedures include, but are not limited to:

(A) Reading the directions to students verbatim;

(B) Refraining from allowing students to read test items before test timing begins and/or beyond the completion specified for each section of each test; and

(C) Ensuring that only the materials designated for student test use are on the student's desk during test sessions.

(2) Every test administered within the OSTP shall be administered by an education-certified professional person employed by the school district.

(3) All test administration sessions shall be monitored by an adult other than the test administrator. All test monitors shall be approved by the superintendent or school principal. Superintendents and principals may designate school employees or noncertified members of the community to serve as test monitors.

(4) All test administration procedures including time specifications, State Board of Education Rules 210:10-13, and the Instructions for Test Monitors shall be distributed to test monitor(s) before test administration.

(5) School administrators or their designee(s) shall assure that all test administration procedures replicate standardized testing conditions to preserve test validity. Such procedures are stated in the manuals for administering the test.

(c) **Test security violations.** Any violation of security provisions in this Section may constitute a basis for invalidation of the test and test results. Such violations shall be reported to the State Superintendent and the school district board of education, and may result in a school's and/or school district's test scores being declared as invalid.

(d) **Penalties for test security violations.** In addition to any other penalties set forth in this Section, the State Board of Education may revoke the teaching, counseling, administrative, and/or other certificate(s) issued by the State Board of Education to one or more individuals upon a finding of willful violation of any of the provisions set forth in (a)(7)(A) through (a)(7)(G) of this Section.

[Source: Added at 10 Ok Reg 2143, eff 5-4-93 (emergency); Added at 11 Ok Reg 1977, eff 5-26-94; Amended at 13 Ok Reg 265, eff 9-8-95 (emergency); Amended at 13 Ok Reg 1321, eff 5-13-96; Amended at 14 Ok Reg 3312, eff 5-5-97 (emergency); Amended at 15 Ok Reg 2227, eff 6-11-98; Amended at 17 Ok Reg 2886, eff 7-13-00; Amended at 18 Ok Reg 753, eff 1-24-01 (emergency); Amended at 18 Ok Reg 3001, eff 7-12-01; Amended at 20 Ok Reg 155, eff 10-10-02 (emergency); Amended at 20 Ok Reg 816, eff 5-15-03; Amended at 21 Ok Reg 184, eff 11-6-03 (emergency); Amended at 21 Ok Reg 1192, eff 5-27-04; Amended at 26 Ok Reg 91, eff 10-7-08 (emergency); Amended at 26 Ok Reg 1433, eff 6-11-09; Amended at 31 Ok Reg 1147, eff 9-12-14]

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Appendix B

IEP/504 Accommodations

According to the Oklahoma Administrative Code, OAC 210:10-13-2, testing accommodations for IEP and Section 504 students must be those normally employed as part of classroom instruction on a regular basis, and must be specified in either an IEP or a Section 504 plan. Given that stipulation, the following are the only accommodations approved by the Oklahoma State Department of Education for use by IEP and Section 504 students in the Oklahoma School Testing Program.

The *OSTP IEP/504 Accommodations Manual* makes an important distinction between standard and nonstandard accommodations. A **standard accommodation** is defined as a change in the routine conditions under which students take OSTP tests that does not alter what the test is intended to measure. Standard accommodations are grouped into the following four categories: setting, timing or scheduling, presentation, and response.

A **nonstandard accommodation** is defined as an accommodation that is needed for the student to access the assessment but not included on the allowable list of accommodations and requires OSDE consideration for use on OSTP tests.

Nonstandard accommodations include the ELA/Reading Test Read-Aloud and Unique accommodations. For further guidance & requirements, please see ***OSTP IEP/504 Accommodations Manual***.

Default Test Delivery Format		
	Paper	Online
Grade 3 ELA	X	
Grade 3 Mathematics		X
Grades 4-8 ELA/Mathematics		X
Grades 5, 8, & 11 Science		X
Grade 11 U.S. History		X
Braille Tests	X	
Large-Print tests may be provided in paper format for online tests.	*	*

Alternate Formats (See Presentation Accommodation P1)

Alternate formats, Large-Print or Braille, are available for students on an IEP or 504 Plan. This applies to both paper and online testing. The district must have on file a copy of the student's IEP that indicates an alternate format is required for accessing the test. A student on an IEP/504 Plan does not automatically receive paper test formats. Blanket policies predetermining specific accommodations for students with disabilities are not in accordance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

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Appendix C

OSTP State-Approved Accommodations

I. Setting/Timing/Schedule	Procedures & Guidance
S1. Individual testing	This accommodation is required for many presentation or response accommodations. This accommodation is intended to reduce student distractions. Students must be actively monitored and may use a testing carrel or test in a special education resource room or other location that maintains test security.
S2. Small group testing **(8–10 maximum)**	This accommodation is intended to reduce student distractions and may be required for certain accommodations. Students must be actively monitored and may use a testing carrel or test in a special education resource room or other location that maintains test security. **Students should be tested with their non-disabled peers to the greatest extent possible.**
S3. Preferential seating	Students may need to sit close to the front of the room so they can see or hear more easily, increase physical access, or have access to special equipment.
S4. Separate location **(No limit on number of students)**	This accommodation is intended to reduce student distractions. Students may use a testing carrel, or test in a special education resource room or other location that maintains test security.
S5. Provide special lighting	Specify type (e.g., 75 Watt incandescent, light box, etc.)
S6. Provide adaptive or special furniture	Students may need accommodations to provide better access (e.g., slant board, stander, etc.).
T1. Flexible schedule same day **Student test book(s) must be secured between sessions.**	Students are scheduled to allow for the best conditions/timing for their performance, and/or may be allowed to take the test during more than one sitting during a single day. Students are not allowed to study for or discuss tests between sessions. This is not intended for lunch or recess breaks. **(S4)** must be selected for this accommodation.
T2. Administer test over several sessions or "chunking" (except writing tasks/sections). **Student test books must be secured between sessions.**	The test may be separated into smaller sections and administered over several days within the state testing window. Student may only work in one separated section at a time and may not go to previous sections or work ahead. **(S4)** must be selected for this accommodation.
T3. Allow frequent breaks during one test session **(maximum 10–15 minute duration)** **Student test book(s) must be secured during the break(s).**	Students must be monitored during breaks and may not study for or discuss the test during these breaks or view/change previously answered questions after a break. **This accommodation is not intended for lunch or recess breaks—students must complete a Section before being dismissed.**

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II. Presentation	Procedures & Guidance
P1. Alternate Formats a. Large-Print Version (Instructions provided within kits.) b. Contracted Braille Version (Instructions provided within kits.) c. Large-print through Online Testing Client (Vector-based Magnification)	The Test Administrator must transcribe student answers verbatim into the standard answer document/test book that was provided in the large-print (paper) or Braille kit. Braille test formats will be provided on paper using contracted Braille and Nemeth code for numbers and formulas. Large print formats may be configured in the online testing client for certain assessments.
P2. Reverse Color Contrast	Students who have a visual impairment may require this to access the computer screen. This accommodation option must be selected in the online testing client student profile.
P3. Use of assistive technology (AT) devices or supports: e.g., color overlays, magnifier, pencil grips, auditory amplification devices, noise buffers, wedge for positioning, and multiplication table/chart.	The specific device or support should be specified in the IEP/504 Plan, be routinely used by the student, and not alter the construct being measured. **(S1, S2, or S4)** may be appropriate for this accommodation as some AT devices may be distracting to other students.
P4. Text-to-Speech, Human Reader, or Sign Language Interpretation • **P4 applies to all Math, Science, and U.S. History test sections and;** • **Grades 5 & 8 ELA writing/extended constructed response sections only** a. Text-to-Speech is built into the online testing client, requires the use of ear phones, and may be administered in individual, small group, or regular setting. b. Human Reader reads test directions, test items, and answer choices and must electronically sign the TA/TP Test Security Form. The Nondisclosure Agreement form has now been consolidated into the TA/TP Test Security Form. This is limited to small group or individualized testing. c. Sign Language Interpretation may be accomplished by using a separate test booklet in a separate location. Please refer to the Human Reader directions on pages 12–14 in **IEP/504 Accommodations Manual**.	Online tests have built in Text-to-Speech functionality. Earphones are required. Students may test with nondisabled peers. **Please note: The Text-to-Speech functionality must be checked in the online platform before a student logs into the system and starts a test.** For online tests, if a Human Reader is required for a student, then the test must be read from the computer screen verbatim. Small group testing **(S1 or S2)** is required when utilizing a Human Reader for Online tests. Paper tests **(test forms must be the same)** are read by a Human Reader. Test Administrator uses separate test booklet or reads over a student's shoulder and must electronically sign the TA/TP Test Security Form. The Nondisclosure Agreement form has now been consolidated into the TA/TP Test Security Form. Small group testing **(S1 or S2: 8–10 maximum)** is required and test forms must be the same. **Students may request items be read more than once.**

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II. Presentation	Procedures & Guidance
P5. Use of Secure Braille Note-taker (students with a visual impairment)	An electronic note-taker, which may have a Braille or QWERTY-type keyboard, is an adaptive device similar to a PDA. This device may have built-in speech output and/or a refreshable Braille display. **(S1 or S2)** must be selected for this accommodation.
P6. Simplification/repetition/signage of directions	Student may ask for clarification, simplification, signage of directions. This does not include test questions or answer choices. Students may have directions reread for each page of questions.
P7. Turn off Universal Tools/Accessibility Features	Disable any tools that may be distracting to a student, tools a student does not need to use, or tools a student may be unable to use.
P8. Use of an abacus.	Students who have a visual impairment/blindness or access mathematical calculations tactilely may use an abacus.
P9. Use of a calculator on Grades 3–5 Mathematics. See Calculator Requirements on page 12 in **IEP/504 Accommodations Manual**.	A basic calculator may be used. Calculators with Computer Algebra Systems are prohibited.
P10. Provide cues (arrows, stop signs) on answer form	This applies to Paper Only tests. Cues may not clue a student to a correct or incorrect answer.
P11. Use masking or templates to reduce the amount of visible print.	Masking involves blocking off content that is distracting to the student. Students are able to focus their attention on a specific part of a test item by masking. This feature is built into the online testing client.
P12. Secure paper to work area with tape or magnets.	This applies to Paper Only tests. Please be cautious when adhering tape to the test booklet or answer document by avoiding the tracking marks (black bars) for the scoring process.
P13. Student may read the test aloud or sign the test to himself or herself.	This requires individual testing (even if student is reading aloud quietly) and non-disclosure forms signed by Test Administrator/Test Proctor. **(S1)** must be selected for this accommodation.
P14. Placeholders, templates, or markers to maintain place	This applies to Paper Only tests.
P15. Audio Calculator	This requires ear phones for group testing. A non-embedded calculator for students needing a special calculator, such as a Braille calculator or a talking calculator, is currently unavailable within the online assessment platform. **(S1, S2, or S4)** may be appropriate for this accommodation.
P16. Paper & Pencil Test Please see Paper & Pencil Test Format guidelines on page 4 in **IEP/504 Accommodations Manual**.	Students unable to access an OSTP computer-based test must also receive classroom assessments, benchmark assessments, and districtwide assessments in this manner. Consequently, a student on an IEP/504 Plan does not automatically receive a paper & pencil test format.

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III. Response	Procedures & Guidance
R1. Student marks answers in test book and not on an answer document, for later transfer by a Test Administrator to an answer document.	The Test Administrator with the Test Proctor present must transcribe answers verbatim into the standard answer document. **Does not apply to Grade 3 tests.** This accommodation applies to Paper Only tests.
R2. Human Scribe ELA, Mathematics, Science, Social Studies: a. Student dictates response to a scribe who records responses on an answer document or through the Online Testing Client by Test Administrator or Proctor. b. Student signs response to a scribe who records responses on an answer document or through the Online Testing Client by Test Administrator or Proctor. c. Student tapes or records response for a writing portion of the test for verbatim transcription by Test Administrator or Proctor. Please see Scribe Instructions and Guidelines on pages 15–18 in *IEP/504 Accommodations Manual*.	A scribe is a Test Administrator or Proctor who writes down what a student dictates by speech, or through an assistive technology communication device. The Test Administrator/ Proctor Test Security Form has been combined with the Nondisclosure Agreement Form. Both Test Administrators and Test Proctors must sign the TA/TP Test Security and NDA form. Students who have documented significant motor or processing difficulties that make it difficult to produce responses may need to dictate their responses to a human, who then records the students' responses verbatim. The use of this support may result in the student needing additional overall time to complete the assessment. **The guiding principle in scribing is to assist the student in accessing the test and responding to it.** **(S1)** must be selected for this accommodation.
R3. Use computer or other assistive technology device to respond. a. Student utilizes an electronic input device without the "help" features, such as spell check, an electronic dictionary, a thesaurus, or access to the Internet. Please see Scribe Instructions and Guidelines on pages 15–18 in *IEP/504 Accommodations Manual*.	Students may use a computer, typewriter, or other assistive technology device to respond. This may include software dictation or dictation devices the student uses during routine instruction. Extended written responses must be printed off for transcription. Return the original typed student response for secure materials submission. The Test Administrator must transcribe words verbatim into an answer document/test book or Online Testing Client. The electronic responses or recordings must be destroyed or erased by District Test Coordinator. **(S1 or S2)** must be selected for this accommodation.
R4. Test Administrator monitors placement of student responses on the answer document or the online testing client.	Test Administrator may redirect students. Students may not be directed to correct or incorrect answers in any way.
R5. Brailler/Secure, Braille Note-taker/Abacus (students with a visual impairment)	The Test Administrator must transcribe answers verbatim into the standard answer document/test book that was provided in the large-print (paper) or Braille kit. **(S1, S2, or S4)** must be selected for this accommodation.

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OSTP Nonstandard Accommodations

I. ELA Read-Aloud (Grades 3–8)	Eligibility Requirements
NS1. Human Reader or Sign Language Interpretation Accommodations for the English Language Arts Assessments. a. Human Reader reads test directions, test items, and answer choices from separate test booklet and must electronically sign the TA/TP Test Security and NDA Form. The Nondisclosure Agreement form has now been consolidated into the TA/TP Test Security Form. This is limited to small group or individualized testing b. Sign Language Interpretation may be accomplished by using a separate test booklet. Test directions, test items, and answer choices may be read verbatim. Refer to test formatting options. Students may request items be read more than once. **Due Date for Requests:** Requests must be submitted to the OSDE through the Nonstandard Accommodations on the SDE Single Sign-on by February 1st for the Spring testing window and responses will be provided on a case-by-case basis no later than March 15th.	This accommodation must be determined by the following 3-pronged approach: 1. The student has a specific disability that severely limits or prevents him/her from decoding printed text at any level of difficulty, even after varied and repeated attempts to teach the student to do so (i.e., the student is a non-reader, not simply reading below grade level); **and** 2. The student can only access printed materials through a screen reader (assistive technology) or human reader, and/or is provided with spoken text on audiotape, CD, video, or other electronic format during routine instruction (includes Sign Language Interpretation), except while the student is actually being taught to decode; **and** 3. The IEP/504 team will utilize and provide the required documentation from the **OSTP ELA Test Read-Aloud Protocol**, which includes the use of **the Protocol for Accommodations in Reading (PAR)** or the **AEM Navigator** for deaf or blind students. This documentation must be uploaded into the Nonstandard Accommodation Tool in the Single Sign-on application for consideration by the OSDE. Paper tests are read by a Human Reader. **(S1 or S2)** is required and test forms must be the same. Online tests A human reader reads verbatim from the computer screen. **(S1, S2, or S4)** is required. **The request will be submitted annually through the Nonstandard Accommodation Tool in the Single Sign-on application.**

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I. ELA Read-Aloud (Grades 3–8)	Eligibility Requirements
NS2. Unique Accommodations Students with disabilities who have IEPs/504 plans are eligible for consideration for unique accommodations on state assessments (e.g., allow projection of test for students receiving the Sign Language Interpretation accommodation in small groups, manipulatives, etc.). A unique accommodation is an accommodation that requires changes or alterations to the test materials/ booklet or media presentation. The unique accommodation must be one that is regularly used by the student for classroom instruction, must be on the student's IEP, and must not alter the underlying content of the assessment.	A request may be made (pursuant to the IEP/504 team's determination) for a unique accommodation utilizing **Form U** for a student with a disability on any specified subject area(s) of the OSTP. The **Form U** must be submitted: • Due to the student's need for an accommodation that would enable the student to access the state assessment. • Through the Nonstandard Accommodation Tool in the Single Sign-on application. • With completed student information and any other requested information. **The requested accommodation must not impact the reliability or validity of the test, and the request may not exempt a student from taking any portion of the OSTP test(s).**

Protocol for Emergency Accommodation on State Assessments

If prior to or during testing, the school principal (or designee) determines that a student requires an emergency accommodation (e.g., broken hand, separate location), Form EA must be completed and submitted to the District Test Coordinator (DTC) for approval. A copy of this form must be filed in the testing archives and a copy must be retained by the DTC at the central office.

Supporting Documents

The following supporting documents can be found at
https://sde.ok.gov/documents/2014-08-11/ostp-accommodations-placeholder

- *OSTP IEP/504 Accommodations Manual*
- 2019–2020 OSTP Accommodations Manual Change Log
- OSTP ELA/Reading Test Read-Aloud Protocol
- Form EA (Emergency Accommodation)
- Form U (Unique Accommodation)

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TESTING ACCOMMODATIONS FOR STUDENTS WHO ARE ENGLISH LEARNERS (EL)

Definition and Purpose of Oklahoma School Testing Program (OSTP) Accommodations

A test accommodation is a change in the way a test is administered or in the way a student responds to test questions. Similar to instructional accommodations, test accommodations are intended to promote equity among test takers and increase the likelihood that English Learners (ELs) are tested on their knowledge of the content rather than their proficiency in English. For the purposes of the OSTP, EL accommodations are categorized into linguistic (direct) and nonlinguistic (indirect) supports. For further guidance and requirements, please see the ***OSTP EL Accommodations Manual***.

Eligibility for OSTP EL Accommodations

Under Title I of the Elementary and Secondary Education Act (ESEA), states must include students with limited English proficiency (ELs) in their assessments of academic achievement. Both Titles I and III of the ESEA require local education agencies to annually assess the English proficiency of **all** ELs, including those with disabilities, who are enrolled in public schools (K–12) in the domains of speaking, listening, reading, and writing.

Effective accommodations for students with limited English proficiency address the unique linguistic and sociocultural needs of the student by reducing construct-irrelevant variance due to language, without altering the test construct. Decisions concerning OSTP Accommodations should be made by the **English Language Academic Plan (ELAP) or locally designed equivalent** committee responsible for planning the student's academic program. The role of the ELAP committee is to discuss and decide which state-approved accommodations that a student may need for state testing (if any) and then document them in the student's ELAP or equivalent plan. The committee must coordinate with all teachers of English language learners to ensure that these students use the accommodations **as part of classroom instruction on a regular basis**. The day of the assessment should not be the first time a student with limited English proficiency uses the accommodation(s) called for in his or her ELAP.

Members of the ELAP Committee should include:

- the EL student's English as a Second Language teacher;
- the EL student's course content teacher(s);
- an administrator or designee (e.g., guidance counselor or reading specialist);
- the EL student's parent or guardian; and
- the EL student, if appropriate.

All decisions made by the ELAP committee must be documented in the EL student's ELAP. Any accommodations not detailed in the plan will not be allowed for the EL student and will be cause for test invalidation if used during testing.

Overview of Exemptions from OSTP Assessments Available to EL Students

Content Area	Available Exemptions on OSTP Assessments
ELA, Mathematics, Science, and U.S. History	EL students **may NOT be exempted** from any of these OSTP subject area tests. ELs must take all appropriate grade level tests.* ***In an EL's first year in U.S. schools, their scores will not count toward district accountability measures. In their second year of testing in U.S. schools, their scores will only count toward district accountability measures using a progress measurement, with their first year's scores establishing their baseline. In their third year of testing in U.S. schools, their scores will fully count toward district accountability measures.**

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Test Formatting and Spanish Translation Options

	Paper (English)	**Online (English)**	**Paper (Spanish)–ELs Only**	**Online (Spanish)–ELs Only**
3rd Grade ELA	✓		Spanish Instructions Only	
4th–8th Grade ELA	✓	✓		Spanish Instructions Only
3rd–8th Grade Math	✓	✓		✓
5th & 8th Grade Science	✓	✓		✓
11th Grade Science Content (CCRA)	✓	✓		✓
11th Grade U.S. History	✓	✓		✓

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EL OSTP Accommodations (3–8, HS Science and U.S. History)

Table Key

- ● Highly recommended for use by students at this English language proficiency level.
- ○ Recommended for use by students at this English language proficiency level and certain levels of English or native language literacy development.
- **X** May not be appropriate for students at these English language proficiency levels; however, the accommodation is available to students at all levels as determined by the ELAP team.

I. Nonlinguistic Accommodations	Content Area	ACCESS Levels			Procedures & Guidance
		ELP 1 & 2	ELP 3 & 4	ELP 5	
S1. Individual testing	**All**	●	●	●	This accommodation is required for many presentation or response accommodations. This accommodation is intended to reduce student distractions. Students must be actively monitored and may use a testing carrel or test in a resource room or other location that maintains test security.
S2. Small group testing **(8–10 maximum)**	**All**	●	●	●	This accommodation is required for many presentation or response accommodations. This accommodation is intended to reduce student distractions. Students must be actively monitored and may use a testing carrel or test in a resource room or other location that maintains test security.
S3. Preferential seating	**All**	○	○	○	Students may need to sit close to the front of the room so they can see or hear more easily.
S4. Separate location **(No limit on the number of students)**	**All**	○	○	○	This accommodation is intended to reduce student distractions. Students may use a testing carrel, test in a resource room, or other location that maintains test security. **(S1 & S2)** student limits do not apply for this accommodation.
T1. Flexible schedule same day **Student test book(s) must be secured between sessions.**	**All**	●	●	●	Students are scheduled to allow for the best conditions/timing for their performance, and/or may be allowed to take the test during more than one sitting during a single day. Students are not allowed to study for or discuss tests between sessions. This is not intended for lunch or recess breaks. **(S4)** must be selected for this accommodation.
T2. Administer subject area test over several sessions or "chunking" **Student test books must be secured between sessions.**	**All EXCEPT Writing Tests or extended response sections.**	○	○	○	The test may be separated into smaller sections and administered over several days within the state testing window. Student may only work in one separated section at a time and may not go to previous sections or work ahead. **(S4)** must be selected for this accommodation.
T3. Allow frequent breaks during testing **(maximum 10–15 minute duration)** **Student test book(s) must be secured during the break(s).**	**All**	○	○	○	Students are allowed to take short breaks as requested or at predetermined intervals. Students must be monitored during breaks and may not study for or discuss the test during these breaks or view/change previously answered questions after a break. **This accommodation is not intended for lunch or recess breaks. Students must complete a section before being dismissed.**

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II. Linguistic Accommodations	Content Area	ACCESS Levels			Procedures & Guidance
		ELP 1 & 2	ELP 3 & 4	ELP 5	
EL1. Provide the assistance of a qualified language translator* to translate or clarify test instructions. ***See Qualified Language Translator Requirements on pages 10–12 in *EL Accommodations Manual*.** **This does not include test items or answer choices.**	**All**	●	●	**X**	The qualified language translator uses a separate test booklet and must electronically sign the TA/TP Test Security Form. The Nondisclosure Agreement form has now been consolidated into the TA/TP Test Security Form. This accommodation may be provided through electronic recordings. The DTC must destroy or delete these recordings. If a qualified language translator is required for any online tests, then the test must be read from the computer screen verbatim. **(S1, S2, or S4)** must be selected for this accommodation.
EL2. Provide the assistance of a qualified language translator* to translate test items and answer choices that do not assess reading competency. **DTCs should order Paper & Pencil formatted test for students receiving this accommodation** ***See Qualified Language Translator Requirements on pages 10–12 in *EL Accommodations Manual*.**	**All 3–8 Math and Science Tests** **AND** **Grade 11 Science and U.S. History**	○	●	●	The qualified language translator uses a separate test booklet. This accommodation may be provided through electronic recordings. The DTC must destroy or delete these recordings. Test booklets may be provided to a Qualified Language Translator in advance to produce recordings. All test security procedures must be followed, including electronically signing the TA/TP Test Security Form. The Nondisclosure Agreement form has now been consolidated into the TA/TP Test Security Form. **(S1 or S2)** must be selected for this accommodation.
EL3. Simplify, repeat, and clarify test instructions. **This <u>does not</u> include test items or answer choices.**	**All**	●	●	○	Student may ask for clarification, simplification, signage of directions. This does not include test questions or answer choices. Students may have directions reread for each page of questions. (**S1** or **S2**) must be selected for this accommodation.
EL4. Text-to-Speech or Human Reader in English (**excludes ELA tests**) a. Text-to-Speech is built into the online testing client, requires the use of ear phones, and may be administered individually, in small groups, or in a regular setting. b. Human Reader reads test directions, test items, and answer choices from separate test booklet and must electronically sign the TA/TP Test Security Form. The Nondisclosure Agreement form has now been consolidated into the TA/TP Test Security Form. This is limited to small group or individualized testing. Test directions, test items, and answer choices must be read verbatim in **English**.	**All 3–8 Math and Science Tests** **AND** **Grade 11 Science and U.S. History**	●	●	●	<u>Paper tests</u> are read by a Human Reader. Test Administrator uses separate test booklet and must be sure to electronically sign the TA/TP Test Security & Nondisclosure Form. <u>Online tests</u> have built in Text-to-Speech functionality. This is the preferred method for providing read aloud to students (**S2** is not required and **S4** may be utilized; however, ear phones are required). However, if a human reader is required for the student, then the test must be read from the computer screen verbatim. **(S1 or S2)** must be selected when utilizing a Human Reader. **Please refer to the Human Reader directions on pages 10–12 in *EL Accommodations Manual*.** **Students may request items be read more than once.**

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II. Linguistic Accommodations	Content Area	ACCESS Levels			Procedures & Guidance
		ELP 1 & 2	ELP 3 & 4	ELP 5	
EL5. Student may read the test aloud to himself/herself.	**All**	●	●	**X**	This requires individual testing and that the Test Administrator and Test Proctor electronically sign the TA/TP Test Security & Nondisclosure Form. (**S1**) must be selected for this accommodation.
EL6. Scribe for student's response **A student's response may NOT be transcribed from another language into English.**	**Writing sections of Grade 5 and 8 ELA Tests**	**X**	**X**	**X**	A scribe is a Test Administrator or Test Proctor employed by the school district who writes down what a student dictates in English. **The guiding principle in scribing is to assist the student in accessing the test and responding to it.** **(S1)** must be selected for this accommodation. Please see Scribe Instructions and Guidelines on pages 13–15 in *EL Accommodations Manual*.
EL7. Word-to-Word Dictionaries **Intent:** The intent of this accommodation is to provide linguistic support by allowing students to access precise translation of unknown words in a standardized manner. Students who benefit most from this accommodation are students who are able to use a translation dictionary with ease.	**All**	○	●	●	Dictionaries that do not provide pictures or word definitions. These may be paperback or electronic dictionaries. No Electronic Translators **(S2 or S4)** is suggested for this accommodation so that other students not needing this accommodation are not distracted. **(T1)** Allow extended time to allow proper use of the accommodation.
EL8. Translated Test Forms in (Neutral Latin American) Spanish for test instructions, items and answer choices. Paper-based Spanish language test form for grade 3 math will have accompanying Spanish language audio files for download via a secure portal. Computer-based Spanish language test form will have accompanying Spanish text-to-speech files for download via a secure portal.	**All 3–8 Math and Science Tests** **AND** **Grade 11 Science and U.S. History**	○	●	**X**	The testing vendor will provide translated paper test forms for grade 3 math. Translated paper test forms will have accompanying (Neutral Latin American) Spanish audio files. The testing vendor will provide computer-based (Neutral Latin American) Spanish forms for grades 4–8 math, and grades 5, 8, and 11 science and 11 U.S. History. Translated computer-based forms will have accompanying Spanish text-to-speech files.
EL9. Translated Test Instructions in (Neutral Latin American) Spanish.	**Only 3–8 ELA Tests**	○	●	**X**	The test vendor will provide (Neutral Latin American) Spanish test instructions for grades 3–8 ELA. **These instructions will be available for download and/or printing from the Cognia Help and Support site.**
EL10. Oral Language Translations in (Neutral Latin American) Spanish for test instructions, items and answers.	**All 3–8 Math and Science Tests** **AND** **Grade 11 Science and U.S. History**	○	●	**X**	The test vendor will provide (Neutral Latin American) Spanish test instructions, sample items, and answers for grades 3–8 math, grades 5, 8, and 11 science, and grade 11 U.S. History. **These instructions will be available for download and/or printing from the Cognia Help and Support site.**

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Remember, there is no one-size-fits-all set of accommodations for EL students because they are not a homogenous group. Testing accommodations and test administration practices need to be customized to the different strengths and needs these students have as they develop English language proficiency. **Please note that a student should not be provided with an accommodation unless the student uses the accommodation routinely (with rare exceptions) during classroom instruction and assessment in the subject, both before and after the OSTP test is administered.**

Supporting Documents

OSTP EL Accommodations Manual
http://ok.gov/sde/documents/2014-08-11/ostp-accommodations-placeholder

Form EA (Emergency Accommodation)
http://sde.ok.gov/sde/sites/ok.gov.sde/files/Form%20EA%20draft%20revised%208-25-17.pdf

Word-to-Word Dictionaries for EL/LEP Students
http://ok.gov/sde/documents/2014-08-11/ostp-accommodations-placeholder

Sample English Language Academic Plan (ELAP) for English Language Learners (ELs) can be found at **https://sde.ok.gov/title-iii** under forms and tools.

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Appendix D

Oklahoma School Testing Program

Calculator Policy

Purpose

- The questions on the Grade 6–8 Math, Grade 8 Science, and CCRA Science Content assessments are designed so that all tasks can be solved without the use of a calculator. However, certain tasks are more difficult if a calculator is not available.

- Before the first day of the test, students using a calculator for any Mathematics or Science assessment should be familiar with the use of the specific calculator that will be utilized. Students should be consistently instructed throughout the school year in the use of calculators; using an unfamiliar calculator may hinder a student´s performance on the assessment.

Grade-Specific Requirements

Grades 3–5 Mathematics:

Calculators are only allowed as an approved accommodation for students on an IEP or 504 Plan, and only basic four-function calculators with square root and percent keys are allowed.

Grades 6–7 Mathematics:

Basic four-function calculators that include square root and percent keys but do not include +/- keys are allowed. (Calculators with memory keys, including M+ and M-, are acceptable.)

Grade 8 Mathematics and Science:

Scientific calculators meeting general requirements are allowed.

Grade 11 CCRA Mathematics and Science:

For part 1, please see the policy of the assessment your district has chosen.

ACT: http://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf
SAT: https://collegereadiness.collegeboard.org/sat/taking-the-test/calculator-policy

For part 2 Science Content:

Graphing calculators and/or scientific calculators meeting general requirements are allowed.

General Requirements

- Calculators are permitted but are not required.
- Calculator capabilities described for a specific subject give the maximum capabilities allowed; calculators with less capability are acceptable.
- Students may not share calculators.
- Students may use their own calculators or those provided by the school.
- Calculators that make noise must have the sound feature turned off.
- Calculators that have paper tape must have the tape removed.
- Programs, applications, or documents must be removed or disabled prior to the test session.
- ***All calculators must have the memory cleared or reset before and after the test session***.
    - See the manufacturer's website or user guide for clearing procedures.

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ExamCalc Online Testing Calculator

For grades 6–8 Math and Science and CCRA Part 2 Science content, each test administered online will be equipped with an ExamCalc within the testing interface. Students may use a handheld calculator meeting their grade-specific requirements, the ExamCalc or both. The calculators provided in ExamCalc are:

Grades 6–7	TI–108 with the +/– key disabled
Grade 8	TI–30XS Multiview
CCRA Science Content	TI–84 Plus

Prohibited Calculators

- Pocket organizers
- Handheld or laptop computers
- Electronic writing pads or pen-input devices
- Calculators built into cellular phones, smart watches, tablets, or other electronic communication devices
- Calculators with a typewriter keypad (QWERTY format)
- Calculators with programs or applications that cannot be removed or disabled (e.g., Polynomial Root-Finders and Simultaneous Equation Solvers)
- Calculators that provide Internet access or Bluetooth

Deleting or Disabling Programs, Applications, and Documents on Graphing Calculators

Texas Instruments

See the instructions for your calculator model at: www.education.ti.com/us/testprep

Casio

To reset the memory on any Casio graphing calculator, use the following steps:
[menu], go to system, [exe], [F5] to reset, [F2] for main memory, [F1] for yes, [exit]

For all other calculators, please refer to the manufacturer's website or user guide.

Test Security and Validity

Using a calculator that does not meet the above requirements invalidates the test results and is a violation of test security and test validity. Any violation will be reported to the State Superintendent and may result in revocation of teaching and/or administrative certificates.

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DISTRICT LEVEL TEST SECURITY FORM

OKLAHOMA STATE DEPARTMENT OF EDUCATION — CHAMPION EXCELLENCE —

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Oklahoma School Testing Program (OSTP)
DISTRICT LEVEL TEST SECURITY FORM

1 Form per district to be completed at the conclusion of testing

Official District Name: _____

Official District Code: _____
(Example: county and district code combined, six characters 26I056)

This form must be electronically signed by the District Superintendent and the District Test Coordinator to certify that the security measures identified on this document have been maintained at the district level. Instructions for electronically signing and distributing this form can be found on the Help and Support Page.

I hereby certify that:

- ☐ I have trained the Building Test Coordinators of the OSTP test administratio[illegible] dure[illegible] maintained a record of this training. I have directed the Building Test Coordinators [illegible] princ[illegible] to provide Test Proctors for all OSTP testing sessions. I understand that the T[illegible] [illegible]ied co[illegible]munity members.
- ☐ To the best of my knowledge, all OSTP t[illegible]ng se[illegible] my s[illegible]strict w[illegible] [illegible]y persons other than the Test Administrator th[illegible]duratio[illegible]ministratio[illegible] test battery.
- ☐ **To the best of my kn[illegible]d [illegible] [illegible]rs and T[illegible] [illegible] the OSTP [illegible]en trained are fully aware of [illegible] procedures [illegible] OSTP, including, b[illegible] [illegible] to the Testing Rules of th[illegible] B[illegible] [illegible]hat pert[illegible] in [illegible]ning test se[illegible] [illegible]g to proper test adm[illegible] [illegible] penalties fo[illegible] of testin[illegible]**
- ☐ To th[illegible] my know[illegible] [illegible] pro[illegible]uctions o[illegible] th[illegible] tes[illegible]ks, online tests, or any secure materials related to the testing prog[illegible] made in m[illegible] [illegible]strict. All original test books, scorable documents, and related t[illegible] (both us[illegible] [illegible]) have been packaged as per directions in the District Test Coordinat[illegible]s sectio[illegible] [illegible] *[illegible]paration Manual* and returned to Cognia.
- ☐ To the best of my kno[illegible]le[illegible]ge all scratch paper, test tickets, and reference sheets (if applicable) have been destroyed by the Building Test Coordinators.
- ☐ I have read and understand the preceding states. Further, I understand that violation of the OSTP rules can result in revocation of my teaching and/or administrative certificates.

District Test Coordinator Name (printed)	District Test Coordinator Signature	Date Signed
District Superintendent Name (printed)	District Superintendent Signature	Date Signed

If you cannot certify that all the above conditions have been met, please send a letter on official letterhead to the SDE describing the situation and the measures undertaken to resolve the situation.

Please save an electronic copy or print a copy for your records.

SAMPLE ONLY
SIGNED ELECTRONICALLY
THROUGH DOCUSIGN

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BUILDING LEVEL TEST SECURITY FORM

OKLAHOMA STATE DEPARTMENT OF EDUCATION — CHAMPION EXCELLENCE —

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Oklahoma School Testing Program (OSTP)
BUILDING LEVEL TEST SECURITY FORM

1 Form per school to be completed at the conclusion of testing

Official District Name: _____ **Official School Name:** _____

District Code: _____ **School Code:** _____

(Example: county and district code combined, six characters 26I056) (Example: three characters, 105)

This form is to be distributed electronically to the appropriate school building in which the OSTP tests are to be administered. Instructions for electronically signing and distributing this form can be found on the Help and Support Page.

This form must be electronically signed by the Building Test Coordinator and the building principal to certify that the security measures identified on this document have been maintained at the building level. Failure to electronically sign this form can result in invalidation of OSTP scores for this building site.

I hereby certify that:

- ☐ **I have ensured that all Test Administrators and Test Proctors have been trained using the OSTP Test Administration or Test Proctor Modules and have signed each individual's training**
- ☐ To the best of my knowledge, none of the textbooks, online tools or any secure materials related to the testing program have been [illegible] original test booklets, scorable documents, and related test materials which usually have been packaged up in accordance with the Building Test Coordinator's section of the *Manual* and returned to the District Test Coordinator.
- ☐ I have [illegible] destroyed all scratch paper, test tickets and [illegible] sheets (if applicable).
- ☐ I have [illegible] that teachers have covered or removed all posters and visual aids and nothing is taped or placed on student's desks [illegible] allowable for the accommodation of English Learners (EL) or students on an individual [illegible] Educational Program (IEP) or 504 Plan.
- ☐ I certify that the administration of the OSTP tests in my school building were administered by certified Test Administrators and monitored by trained persons other than the Test Administrator throughout the duration of the testing sessions.
- ☐ I have read and understand the preceding statements. Further, I understand that violations of the OSTP rules can result in revocation of my teaching and/or administrative certificates.

_____	_____	_____
Building Test Coordinator Name (printed)	Building Test Coordinator Signature	Date Signed
_____	_____	_____
Building Principal Name (printed)	Building Principal Signature	Date Signed

If you cannot certify that all the above conditions have been met, please send a letter on official letterhead to the SDE describing the situation and the measures undertaken to resolve the situation.

Please save an electronic copy or print a copy for your records.

SAMPLE ONLY
SIGNED ELECTRONICALLY
THROUGH DOCUSIGN

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TEST ADMINISTRATOR TEST SECURITY FORM & NONDISCLOSURE AGREEMENT

OKLAHOMA STATE DEPARTMENT OF EDUCATION — CHAMPION EXCELLENCE —

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Oklahoma School Testing Program (OSTP)

TEST ADMINISTRATOR TEST SECURITY FORM & NONDISCLOSURE AGREEMENT

Official District Name: _____ **Official School Name:** _____

District Code: _____ **School Code:** _____

(Example: county and district code combined, six characters 26I056) (Example: three characters, 105)

This form must be signed electronically by the Test Administrator to certify measures identified on this document have been maintained at the administration level. Failure to electronically sign this form may result in invalidation of OSTP scores.

I hereby certify that:

- ☐ **I have been trained via the OSDE Test Administration Module, have sub[illegible] ompleted training certificate to my Building Test Coordinator, and am fully awa[illegible] of [illegible] admi[illegible]ration procedures of the OSTP, including but not limited to, the Testing [illegible] ucation that pertain to maintaining test security, adheri[illegible] pro[illegible] tes[illegible], and the [illegible]alties for violation of testing procedures.**
- ☐ I have covered or removed [illegible] aids, [illegible]ters in the classroo[illegible] on [illegible]nts' desks. I have not taught students tes[illegible] or [illegible] for [illegible] to stude[illegible] answers to test items.
- ☐ I have not cha[illegible]nts' a[illegible]rs to tes[illegible] the scorab[illegible]. I have admini[illegible] t[illegible]ng to the [illegible]ctions in the *Test Ad[illegible] Manual*. A[illegible] tests have [illegible]n administered with [illegible]er t[illegible]g procedures and security [illegible]d.
- ☐ [illegible]e not re[illegible]pt copies [illegible]s [illegible] any secure materials related to the OSTP (i.e., test bo[illegible] documents, [illegible]ents).
- ☐ A[illegible] administrat[illegible]ed in the testing session at all times.
- ☐ The administ[illegible] the entire test was monitored by an adult other than myself who is not related to me or to any student in the test session.
- ☐ I have read and understand the above-mentioned statements. Further, I understand that violation of the OSTP rules can result in revocation of my teaching and/or administrative certificates.

Nondisclosure Agreement: If an allowable reading, signing or scribing accommodation in an IEP, Section 504, or EL Plan has been administered, I acknowledge and certify that I will not divulge the contents of the test, generally or specifically to anyone, nor copy any part of the test.

TEST ADMINISTRATOR'S NAME

You will see your full name preprinted below. Please electronically sign the form and input the dates (beginning and ending dates) on which you administered an OSTP assessment.

Full Name: _____Signature:_____

Beginning Test Administration Date: _____Ending Test Administration Date: _____

SAMPLE ONLY
SIGNED ELECTRONICALLY THROUGH DOCUSIGN

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TEST ADMINISTRATOR TEST SECURITY FORM & NONDISCLOSURE AGREEMENT *(continued)*

OKLAHOMA STATE DEPARTMENT OF EDUCATION — CHAMPION EXCELLENCE —

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TEST ADMINISTRATOR TEST SECURITY FORM & NONDISCLOSURE AGREEMENT

TEST PROCTORS' NAME(S)

List the name of each Test Proctor, as it appears on their training certificate.

Test Proctor Full Name _____ Beginning Date: _____ Ending Date: _____

Test Proctor Full Name _____ Beginning Date: _____ Ending Date: _____

Test Proctor Full Name _____ Beginning Date: _____ Ending Date: _____

Test Proctor Full Name _____ Beginning Date: _____ Ending Date: _____

Test Proctor Full Name _____ Beginning Date: _____ Ending Date: _____

Test Proctor Full Name _____ Beginning Date: _____ Ending Date: _____

Test Proctor Full Name _____ Beginning Date: _____ Ending Date: _____

Test Proctor Full Name _____ Beginning Date: _____ Ending Date: _____

Test Proctor Full Name _____ Beginning Date: _____ Ending Date: _____

Test Proctor Full Name _____ Beginning Date: _____ Ending Date: _____

SAMPLE ONLY
SIGNED ELECTRONICALLY
THROUGH DOCUSIGN

Please save an electronic copy or print a copy for your records.

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RECORD OF TESTS MISSED AND MADE-UP

Oklahoma School Testing Program

(OSTP)

Record of Tests Missed and Made-Up

District: _____ School: _____Teacher: _____

Name of Student	Grade and Name of Test Missed	Completed Date of Each Test

SAMPLE ONLY

DO NOT RETURN TO COGNIA. KEEP FOR YOUR RECORDS.

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CLASSROOM SECURITY FORM

Oklahoma School Testing Program (OSTP)

Classroom Security Form

Grade:_____ Subject: _____ Date: _____ Test Administrator: _____

District Name:_____School Name: _____

Use this form to assign secure test materials to students. All secure test materials distributed must be collected before students leave the testing room. Return ALL used and unused secure test materials along with this form to your Building Test Coordinator as soon as possible after the completion of testing.

Student Name	Unique Test Book ID Number	Form Number	Comments

SAMPLE ONLY

Report any missing secure testing materials and the circumstances surrounding missing items to the Building Test Coordinator immediately.

I certify that I have accounted for all secure materials and have thoroughly documented any missing materials. I understand that if there is any discrepancy, this form may be used as a reference for investigation.

_____ _____

Test Administrator (Signature) Date Building Test Coordinator (Signature) Date

BTC: DO NOT RETURN TO COGNIA. KEEP FOR YOUR RECORDS.

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SECURITY CHECKLIST

cognia™

50 Education Way
Dover, NH 03820

Security Checklist

Ship To:

Ship Code:	000000000736XYZ		**Date Packed:** XX/XX/XXXX
Contract: 158100	**Contract Name:** Oklahoma OSTP		**Administration:** 20XX–20XX
County Code: 00	**County Name:** Oklahoma	**SU Code:**	**Superintendent Unit Name:**
District Code: 50I000	**District Name:** ABC		
School Code: 505	**School Name:** ABC High School		**Grade:** 00

Use the information in the table below to track the secure test materials. Retain this document for your records after testing has been completed.

Description								**Qty Shipped**
CCRA Science Test Book								**2**
CPI	**Booklet Numbers**	**Test Administrator**	**OUT**	**IN**	**Student Name (Optional)**	**OUT**	**IN**	
3004000095	3004000095							
3004000102	3004000102							

Description								**Qty Shipped**
CCRA US History								**2**
CPI	**Booklet Numbers**	**Test Administrator**	**OUT**	**IN**	**Student Name (Optional)**	**OUT**	**IN**	
3006000133	3006000133							
3006000134	3006000134							

SAMPLE ONLY

Ship Code: **Page:** 1 **of** 1

000000000736XYZ

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Appendix K

Student/Test Administrator Actions

Possible Student/Test Administrator Actions that could occur during testing.

These student actions are intended to be used as examples and should not be considered an exhaustive list.

Note: In order to minimize wait time, only DTCs should contact the SDE.

Student Action	Test Administrator Action	SDE Form Required
The student's test has timed out.	The TA will contact the BTC/DTC to obtain the Proctor Password. ONLY the TA, BTC, or DTC may enter the Proctor Password. Under no circumstances should the Proctor Password be given to a student or posted on a board.	Irregularity
The student requires redirection.	Quietly redirect the student, being careful not to disturb other testers.	Irregularity
The student is testing for an excessive length of time and is in danger of missing lunch or it is nearing the end of the school day.	Quietly direct the student to complete the test. The student should not miss lunch or continue testing after the school day has ended.	Irregularity
The student left school during the testing session and did not complete the section.	Have the student complete the test the day they return to school.	Irregularity
The student was provided the wrong accommodation.	• **Unless the student received the ELA read aloud erroneously**, have the student continue testing and log the situation as a Test Irregularity. • **If the student received the ELA read aloud in error**, contact the BTC/DTC.	• If the accommodation **was not ELA Read Aloud**, complete an **Irregularity**. • If the accommodation **was ELA Read Aloud**, contact BTC/DTC.
The student took test sections in the wrong order.	Have the student continue testing.	Irregularity
The student had technical issues during online testing.	If possible, have the student continue testing. If the student cannot continue testing, contact your BTC/DTC.	Irregularity
The student was caught cheating during the test.	Quietly direct the student to end the test. After all students have finished the test session, discuss the situation with your BTC/DTC.	Invalidation
The student had a cell phone in the testing environment.	Contact your BTC/DTC.	Contact BTC/DTC.
The student started the ELA writing prompt (section 3) and did not complete it until the next day or days later.	Contact your BTC/DTC.	Invalidation

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