

# Building Level Test Security Form Directions 2021

## FORM CREATION DIRECTIONS

Step 1: Find the correct document link on the Help and Support Page.

The Building Level Test Security Form can be found on the on the Oklahoma Help & Support site: <https://oklahoma.onlinehelp.cognia.org/forms/>. Click on the link to get started.

Step 2: Enter the name and email of all the recipients. For this form there should be a **Building Test Coordinator**, a **Building Principal**, and a **District Test Coordinator**. Then click on the Begin Signing button. An email will go out to all parties whose information you entered to sign the form.

**PowerForm Signer Information**

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:  
**Building Test Coordinator** \*

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:  
**Building Principal** \*

Name:

Email:


Role:  
**District Test Coordinator** \*

Name:

Email:

Step 3: You will see a screen pop up that says “Please enter the access code to view the document.” Ignore this pop up and close your browser tab to end.

**Please enter the access code to view the document**

 OSTP Program Management Team  
Cognia

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

## FORM RECIPIENT DIRECTIONS

### BUILDING TEST COORDINATOR DIRECTIONS

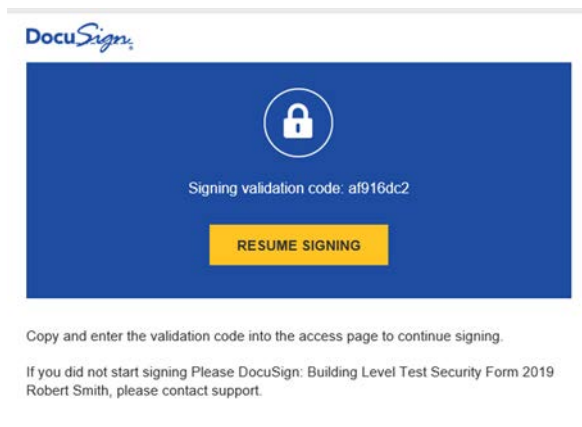
Step 1: The recipients will receive an email with the subject "Email Validation: Please DocuSign: Building Level Test Security Form 2021 [Insert your name here]."

**OSTP Program Management Team via DocuSign**  
This Message originated outside your organization.

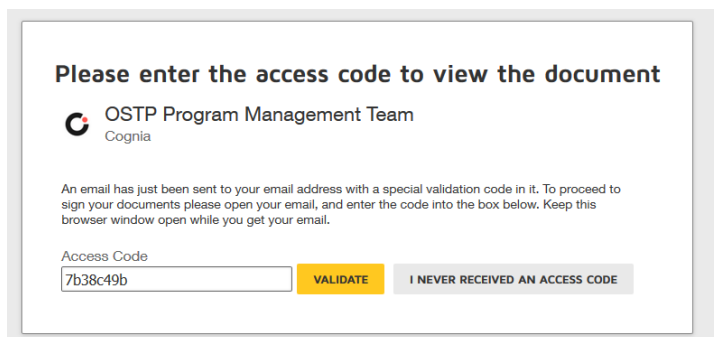
**Email Validation: Please DocuSign: Building Level Test Security Form 2019 Robert Smith**

This email will have a "Signing validation code" and a button that says RESUME SIGNING. Ignore all other text as it is not applicable.

Step 2: Copy the signing validation code. Click on the RESUME SIGNING button.



Step 3: You will have a pop up screen that says "Please enter the access code to view the document." Enter the access code from your email. See the yellow VALIDATE button darken. **If it does not darken for you, click on SHOW TEXT. Then it will appear.** Click on the yellow VALIDATE button.





Step 4: If you are a first time user for DocuSign, the program will prompt you to agree to use electronic records and signatures. Please select the box in the left-hand corner "I agree to use electronic records and signatures." and click the CONTINUE button.



Step 5: Click the START button to take you to the first required field.

DocuSign Envelope ID: D1370A0C-3588-41FA-803C-27B00C93AABD

**START**

**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)

Fill in the required fields of Official District Name, District Code, Official School Name, and finally School Code. The district code is six characters, the school code is three characters. If you do not know your official district and official school codes, you may look them up in an Excel file posted on the OK Help & Support Site here: <https://oklahoma.onlinehelp.cognia.org/forms/>.

Step 6: Click the NEXT button to continue.

DocuSign Envelope ID: D1370A0C-3588-41FA-803C-27B00C93AABD

**START**

**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)

Step 7: Your printed name will automatically populate along with the date. Click on the Sign button with the red arrow underneath it.

**SIGN**

<input type="text" value="Robert Smith"/> Building Test Coordinator Name (printed)	 Building Test Coordinator Signature	<input type="text" value="2/20/2019"/> Date Signed
<input type="text"/> Building Principal Name (printed)	<input type="text"/> Building Principal Signature	<input type="text"/> 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.**



Step 8: Adopt your signature. Your electronic signature, full name and initials, is automatically populated.

Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Full Name\* Robert Smith Initials\* RS

SELECT STYLE DRAW

PREVIEW [Change Style](#)

DocuSigned by: Robert Smith RS  
948EF91508D94EC...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Step 8a: You may change the style by selecting the blue SELECT STYLE link in the middle, right-hand of the screen. When finished, click on the ADOPT AND SIGN button.

Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Full Name\* Robert Smith Initials\* RS

SELECT STYLE DRAW

PREVIEW [Change Style](#)

DocuSigned by: Robert Smith RS  
948EF91508D94EC...

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ADOPT AND SIGN CANCEL

DocuSigned by: Robert Smith RS  
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948EF91508D94EC...

DocuSigned by: Robert Smith RS  
948EF91508D94EC...

DocuSigned by: Robert Smith RS  
948EF91508D94EC...

Step 8b: You may choose to draw your signature with your mouse by selecting DRAW. When finished, click on the ADOPT AND SIGN button.

Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Full Name\* Robert Smith Initials\* RS

SELECT STYLE DRAW

DRAW YOUR SIGNATURE [Clear](#)

DocuSigned by: Robert Smith RS  
948EF91508D94EC...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Step 9: Your electronic signature will automatically populate along with your printed name and date. Click on the FINISH button either on the bottom of the form or in the upper right-hand corner of the screen.

The screenshot shows a DocuSign document titled "Building Level Test Security Form SDE Approved.pdf". At the top right, there is a yellow "FINISH" button. The document text includes a certification statement and a signature table. The signature table has two rows: one for the Building Test Coordinator and one for the Building Principal. The Building Test Coordinator row is filled with the name "Robert Smith", the signature "Robert Smith", and the date "2/20/2019". The Building Principal row is empty. Below the signature table, there is a note: "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." At the bottom of the document, there is a yellow "FINISH" button.

Step 10: A popup screen will appear saying "Save a Copy of Your Document." Click on CLOSE.

The screenshot shows a popup window titled "Save a Copy of Your Document". It features a download icon and the text "Your document has been signed". Below this, it says "If you would like a copy for your records, select Download or Print and save." At the bottom, there are three buttons: "DOWNLOAD" (yellow), "PRINT" (grey), and "CLOSE" (blue).

The click CLOSE again. (A copy of the document will be sent to your email address when completed by all signers.)

The screenshot shows a single yellow button with the text "CLOSE" in blue.

Step 11: You will receive a final "You're Done!" screen. You may now close out your browser tab.

DocuSign



You're Done! You'll Receive an Email Copy  
Once Everyone Has Signed

## BUILDING PRINCIPAL DIRECTIONS

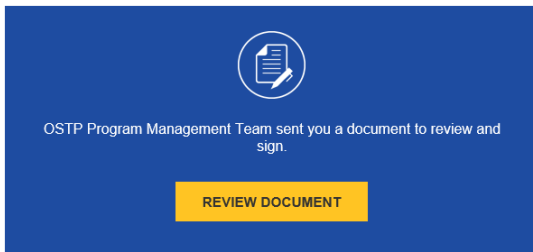
Step 1: The recipients will receive an email with the subject “Please DocuSign: Building Level Test Security Form 2021 [Insert your name here].”

**OSTP Program Management Team via DocuSign**  
This Message originated outside your organization.

**Please DocuSign: Building Level Test Security Form 2019 Samara Garcia**

Step 2: The recipients should click on REVIEW DOCUMENT.

DocuSign



OSTP Program Management Team  
[OSTPProgramManagementTeam@measuredprogress.org](mailto:OSTPProgramManagementTeam@measuredprogress.org)

Please DocuSign the Building Test Security Form for 2019.

Thank you,  
OSTP Program Management Team

Step 3: If you are a first time user for DocuSign, the program will prompt you to agree to use electronic records and signatures. Please select the box in the left-hand corner “I agree to use electronic records and signatures.” and click the CONTINUE button.

[View More](#)



Step 4: Click the START button to take you to the first Signature Field.

A screenshot of a DocuSign envelope. It has a yellow "START" button in the top left corner. The envelope ID is "8DAD8DFA-51C7-4349-9850-C1CBAC20CDAC". The logos for "OKLAHOMA Education" and "Cognia" are displayed. The title is "Oklahoma School Testing Program (OSTP) BUILDING LEVEL TEST SECURITY FORM". Below the title, it says "1 Form per school to be completed at the conclusion of testing". There are two rows of fields: "Official District Name: Smith District" and "Official School Name: John Smith School". Below these are "District Code: 261056" and "School Code: 105". At the bottom, there are examples: "(Example: county and district code combined, six characters 261056)" and "(Example: three characters, 105)".

Step 5: Your printed name will automatically populate along with the date. Click on the Sign button with the red arrow underneath it.

Robert Smith	DocuSigned by: Robert Smith	2/25/2021
Building Test Coordinator Name (printed)	Required - Sign Here	Date Signed
samara Garcia	Building Principal Signature	2/25/2021
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.**

Step 6: Adopt your signature. Your electronic signature, full name and initials, is automatically populated.

Adopt Your Signature

Confirm your name, initials, and signature.  
\* Required

Full Name\*  Initials\*

SELECT STYLE DRAW

PREVIEW Change Style

DocuSigned by:  
SAMARA GARCIA SG  
C2D376950CF488...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Step 6a: You may change the style by selecting the blue SELECT STYLE link in the middle, right-hand of the screen. When finished, click on the ADOPT AND SIGN button.

Adopt Your Signature

Confirm your name, initials, and signature.  
\* Required

Full Name\*  Initials\*

SELECT STYLE DRAW

PREVIEW Change Style

DocuSigned by:  
Samara Garcia SG  
C2D376950CF488...

DocuSigned by:  
Samara Garcia SG  
C2D376950CF488...

DocuSigned by:  
Samara Garcia SG  
C2D376950CF488...

DocuSigned by:  
Samara Garcia SG  
C2D376950CF488...

DocuSigned by:  
Samara Garcia SG  
C2D376950CF488...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Step 6b: You may choose to draw your signature with your mouse by selecting DRAW. When finished, click on the ADOPT AND SIGN button.

Adopt Your Signature

Confirm your name, initials, and signature.  
\* Required

Full Name\*  Initials\*

SELECT STYLE DRAW

DRAW YOUR SIGNATURE Clear

*Samara Garcia*

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL





Step 7: Your electronic signature will automatically populate along with your printed name and date. Click on the FINISH button either on the bottom of the form or in the upper right-hand corner of the screen.

completed document. FINISH

test materials (both used and unused) have been packaged as per directions in the Building Test Coordinator's section of the *Test Preparation Manual* and returned to the District Test Coordinator.

- I have collected and destroyed all scratch paper, test tickets, and reference sheets (if applicable).
- I have observed that teachers have covered or removed all posters and visual aids and nothing is taped or placed on student's desks unless it is an allowable testing accommodation of English Learners (EL) or students on an individualized Educational Program (IEP) or 504 Plan.
- I certify that the administrations 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.

Robert Smith		2/25/2021
Building Test Coordinator Name (printed)	Building Test Coordinator Signature	Date Signed
sandra Garcia		2/25/2021
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.**

Building Level Test Security Form 2021 1 of 1

FINISH

Step 8: A popup screen will appear saying "Save a Copy of Your Document." Click on CLOSE.

**Save a Copy of Your Document**



**Your document has been signed**

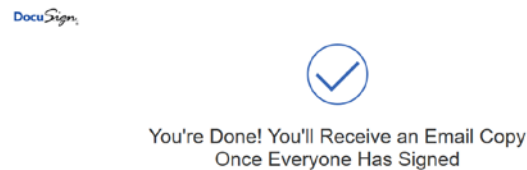
If you would like a copy for your records, select Download or Print and save.

DOWNLOAD   [PRINT](#)   [CLOSE](#)

The click CLOSE again. (A copy of the document will be sent to your email address when completed by all signers.)

CLOSE

Step 9: You will receive a final "You're Done!" screen. You may now close out your browser tab.



## NEXT STEPS

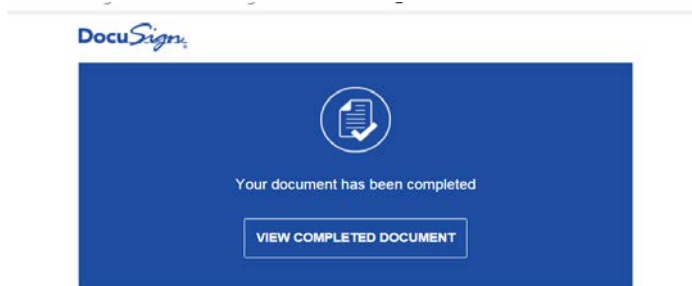
### Form Printing & Saving Directions

Step 1: Once all recipients have signed the form assigned to them, all recipients will receive an automated email alerting them the form has been completed. You may now **print** or **save** the completed form as needed.

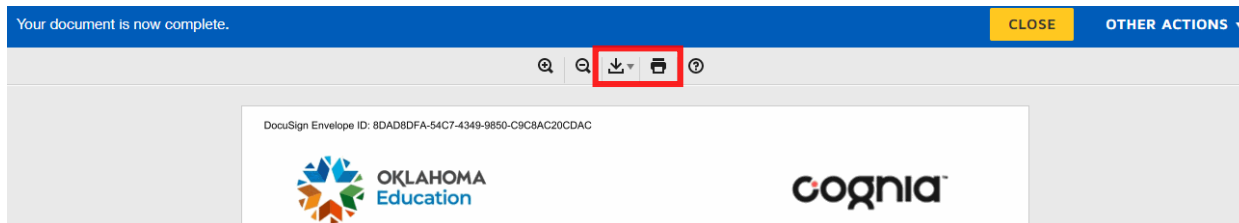
Step 2: Receipt of form completed email.

Step2a: The creator of the form will receive an email stating “Your document has been completed.” A completed form will be attached to the email in PDF format. You may print or save the form directly from your email box.

Step2b: The recipients of the form will receive an email stating “Your document has been completed.” Recipients will then click on the VIEW COMPLETED DOCUMENT to print or save the completed form.



Step 3: You may select the download to **save** the form as a PDF to your computer, or you may select print to **print** a PDF of the form for your records.



### DID NOT RECEIVE COMPLETED EMAIL? NEXT STEPS

Suggestions of what you can do if you do not receive an email that your form was completed:

1. Check with your technology staff to see if the completion email ended up in a spam or junk folder.
2. Send out email reminders to the form recipients that you sent the form to be signed. They should check their email and complete the form.
3. Call the recipients to remind them you sent the form to be signed. They should check their email to complete the form.
4. If all else fails, you may return to the Oklahoma Help and Support page and resend the form to the recipients.