

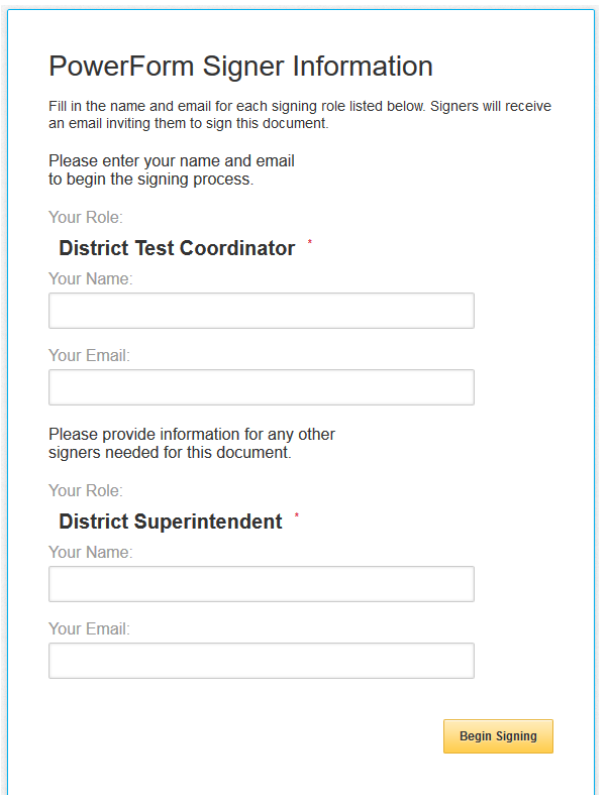
District Level Test Security Form Directions 2021

FORM CREATION DIRECTIONS

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

The District 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 **District Test Coordinator**, and a **District Superintendent**. Then click on Begin Signing. 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:
District Test Coordinator

Your Name:

Your Email:

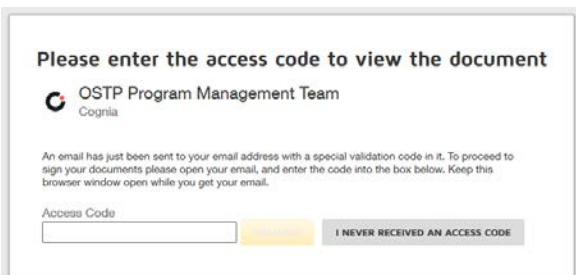
Please provide information for any other signers needed for this document.

Your Role:
District Superintendent


Your Name:

Your 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 the 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

DISTRICT TEST COORDINATOR DIRECTIONS

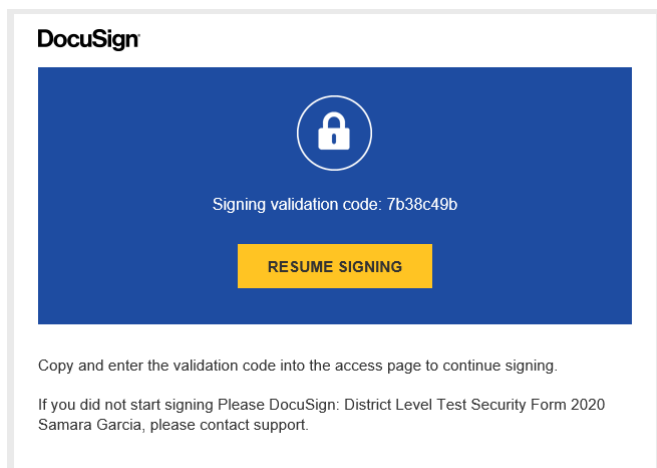
Step 1: You will receive an email with the subject “Email Validation: Please DocuSign: District Level Test Security Form 2021 [Insert Your Name Here].”

OSTP Program Management Team via DocuSign
<https://NA3.docusign.net/Signing/Images/email/Email_Logo.png>

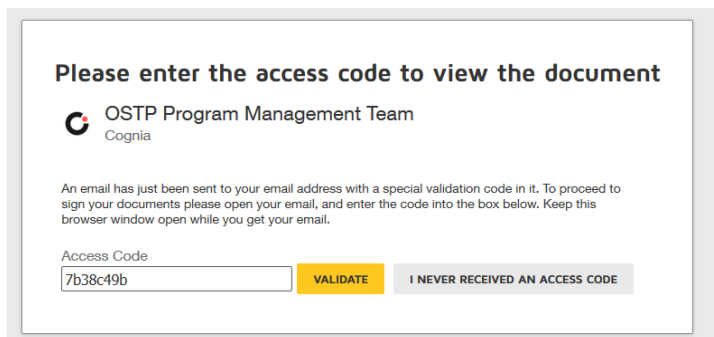
Email Validation: Please DocuSign: District Level Test Security Form 2020 Samara Garcia

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 “VALIDATE” button darken. **If it does not darken for you, click outside the box you’re your mouse or keyboard. Then it will appear.** Click on the “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 Official District Name. Fill in the Official District Name. Then fill in the Official District Code. The Office District code will be six characters long. If you do not know your official district name or code, you can look it up in an Excel file posted on the Oklahoma Help & Support site here: <https://oklahoma.onlinehelp.cognia.org/forms/>.

DocuSign Envelope ID: FC660B09-EDA1-4BC5-B59E-52468CC5E3D8

START



**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)

Step 6: Click the NEXT button to continue.

DocuSign Envelope ID: FC660B09-EDA1-4BC5-B59E-52468CC5E3D8



**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)

NEXT

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.

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

SIGN

Samara Garcia	Sign ↓	2/25/2021
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.

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* Initials*

[SELECT STYLE](#) [DRAW](#)

PREVIEW [Change Style](#)

DocuSigned by:  DS 
5847445D10844E1...

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.

DocuSigned by:  DS 
08FB2CB2104F4DC...

DocuSigned by:  DS 
08FB2CB2104F4DC...

DocuSigned by:  DS 
08FB2CB2104F4DC...

DocuSigned by:  DS 
08FB2CB2104F4DC...

DocuSigned by:  DS 
08FB2CB2104F4DC...

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* Initials*

[SELECT STYLE](#) [DRAW](#)

DRAW YOUR SIGNATURE [Clear](#)



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.

Samara Garcia	<small>DocuSigned by:</small> <i>Samara Garcia</i>	2/25/2021
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.

District Level Test Security Form 2021 1 of 1

FINISH

Step 10: 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**

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

CLOSE

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

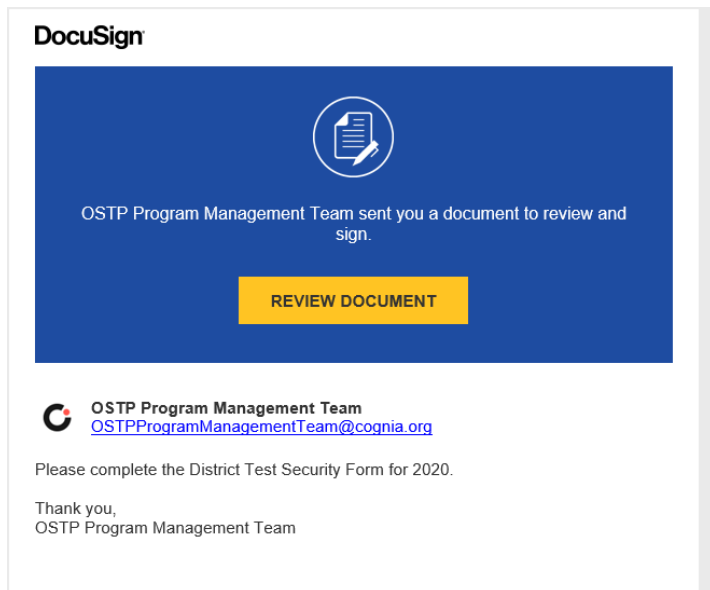
DISTRIC SUPERINTENDENT DIRECTIONS

Step 1: The recipients will receive an email with the subject “Please DocuSign: District Level Test Security Form 2021 with [Insert Your Name Here].”

OSTP Program Management Team via DocuSign
<https://NA3.docusign.net/Signing/Images/email/Email_Logo.png>

Please DocuSign: District Level Test Security Form 2020 Alexa Gagnon

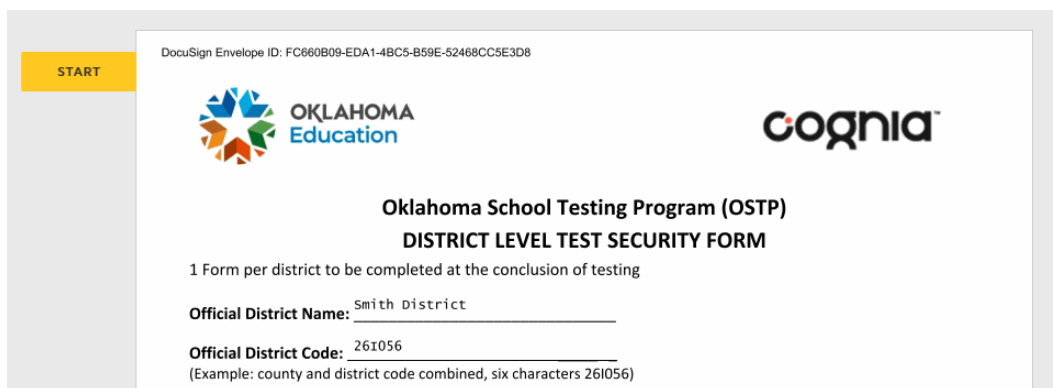
Step 2: The recipients should click on REVIEW DOCUMENT.



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.



Step 4: Click the yellow START button to take you to the signature field.



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

Samara Garcia District Test Coordinator Name (printed)	<i>Samara Garcia</i> District Test Coordinator Signature	2/25/2021 Date Signed
Alexa Gagnon District Superintendent Name (printed)	<i>Alexa Gagnon</i> District Superintendent Signature	2/25/2021 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*
Alexa Gagnon

Initials*
AG

[SELECT STYLE](#) DRAW

PREVIEW [Change Style](#)

DocuSigned by:
Alexa Gagnon DS
5847445D10844E1...

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*
Robert Smith

[SELECT STYLE](#) DRAW

PREVIEW

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

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.

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

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

Step 9: 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

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.

 OSTP Program Management Team via DocuSign <https://NA3.docusign.net/Signing/Images/email/Email_Logo.png>	Completed: Please DocuSign: District Level Test Security Form 2020 Samara Garcia
 OSTP Program Management Team via DocuSign <https://NA3.docusign.net/Signing/Images/email/Email_Logo.png>	Completed: Please DocuSign: District Level Test Security Form 2020 Alexa Gagnon

Step2a: All form signors will receive an email with “Completed” in the subject line. A completed form will be attached to the email in PDF format. You may print or save the form directly from your email box.


Completed: Please DocuSign: District Level Test Security Form 2020


 DocuSign NA3 System <dse_NA3@docusign.net>
To Elizabeth Garcia
Retention Policy MP_Inbox (3 years)
 If there are problems with how this message is displayed, click here to view it in a web browser.

 District Level Test Security Form 2020.pdf
500 KB

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

DocuSign


Your document has been completed
[VIEW COMPLETED DOCUMENT](#)

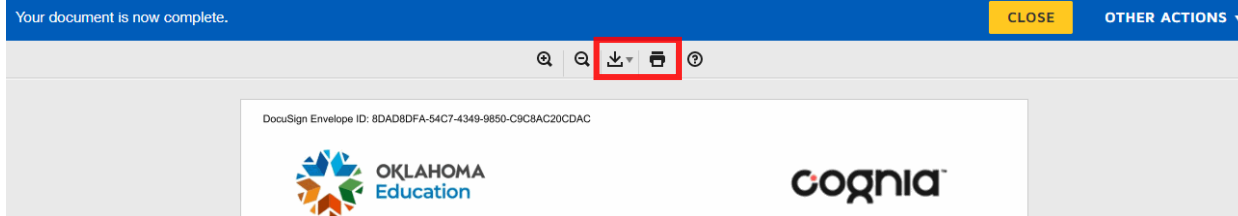
 **OSTP Program Management Team**
OSTPProgramManagementTeam@coqnia.org

All parties have completed Please DocuSign: District Level Test Security Form 2020
Alexa Gagnon.

Please complete the District Test Security Form for 2020.

Thank you,
OSTP Program Management Team

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.