

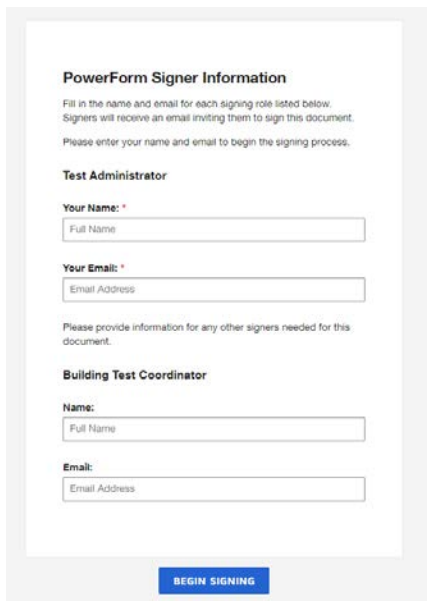
Test Administrator and Proctor Test Security Form Directions 2021

FORM CREATION DIRECTIONS

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

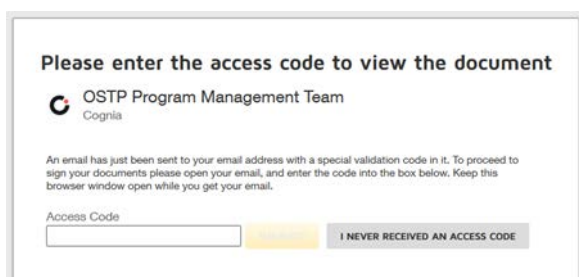
The Test Administrator and Proctor Test Security Form can be found on the on the Oklahoma Help & Support site: <https://oklahoma.onlinehelp.cognia.org/forms/>. Click on the link to get started.

Step 2: Enter the name and email of all the recipients. For this form there must be a **Test Administrator** and a **Building Test Coordinator** (who will automatically receive a copy of the completed form). Each form can capture one Test Administrator signature and up to ten names of Test Proctors. Then click on the Begin Signing button. An email will go out to all parties whose information you entered to sign the form.



The screenshot shows a web form titled "PowerForm Signer Information". It contains instructions for filling out the form and two main sections for entering signer information. The first section is for the "Test Administrator" and includes fields for "Your Name" (Full Name) and "Your Email" (Email Address). The second section is for the "Building Test Coordinator" and includes fields for "Name" (Full Name) and "Email" (Email Address). A blue "BEGIN SIGNING" button is located at the bottom of the form.

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.



The screenshot shows a pop-up window with the title "Please enter the access code to view the document". It features the logo of the OSTP Program Management Team at Cognia. Below the logo, there is a message: "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." There is an "Access Code" input field, a yellow "SUBMIT" button, and a grey button labeled "I NEVER RECEIVED AN ACCESS CODE".

FORM RECIPIENT DIRECTIONS

TEST ADMINISTRATOR DIRECTIONS

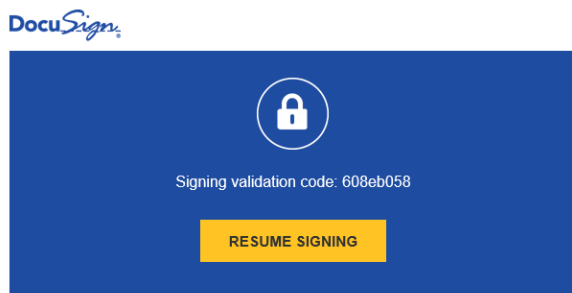
Step 1: The recipients will receive an email with the subject "Email Validation: Please DocuSign: Test Administrator Test Security Form [Insert your name here]."

OSTP Program Management Team via DocuSign

Email Validation: Please DocuSign: Test Administrator Test Security Form 2021 Robert Gagnon

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

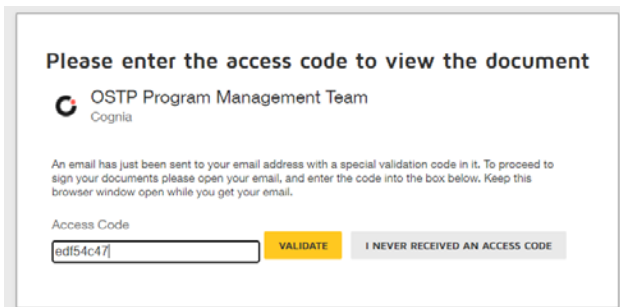
Step 2: Copy the signing validation code. Click on the RESUME SIGNING button.



Copy and enter the validation code into the access page to continue signing.

If you did not start signing Please DocuSign: TA/TP Test Security & NDA Form Robert Gagnon, please contact support.

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 on SHOW TEXT. 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.

[View More](#)



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

DocuSign Envelope ID: 66734332-C626-4049-A152-C41C0AE2C932

OKLAHOMA Education **cognia™**

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 261056) (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.

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OKLAHOMA Education **cognia™**

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 261056) (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 submitted my completed training certificate to my Building Test Coordinator, and am fully aware of the test administration procedures of the OSTP, including but not limited to the Testing Rules of the State Board of Education that

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

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 the test.

Full Name: Signature:

Beginning Test Administration Date: Ending Test Administration Date:

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

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Robert Gagnon Initials* RG

SELECT STYLE DRAW

PREVIEW Change Style

DocuSigned by: Robert Gagnon RG DS 4C438F05453842B...

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 Gagnon Initials* RG

SELECT STYLE DRAW

PREVIEW Change Style

DocuSigned by: Robert Gagnon RG DS 4C438F05453842B...

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 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 Gagnon Initials* RG

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 appear. You will now fill in the dates (beginning and ending dates) on which you administered the test. This is a required field.

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: Robert Gagnon Signature: Robert Gagnon DS C3CE49B3FF82435...

Beginning Test Administration Date: 04/01/2021 Ending Test Administration Date: 04/15/2021

FILL IN

Step 10: Fill in the name of Test Proctors and the span of date they proctored with you. Each form requires one Test Proctor, but up to 10 can be included on a single form.

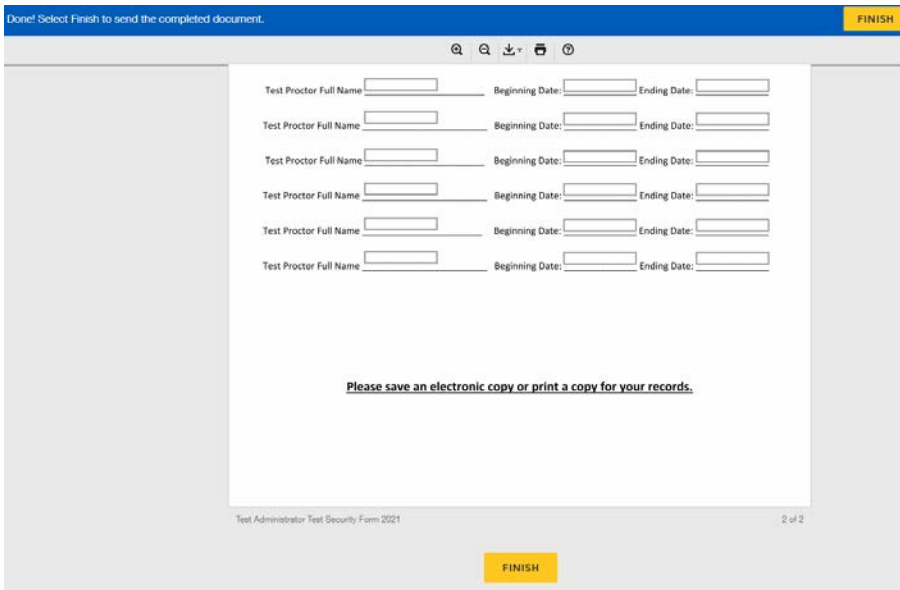
TEST ADMINISTRATOR TEST SECURITY FORM & NONDISCLOSURE AGREEMENT

TEST PROCTORS' NAME(S)

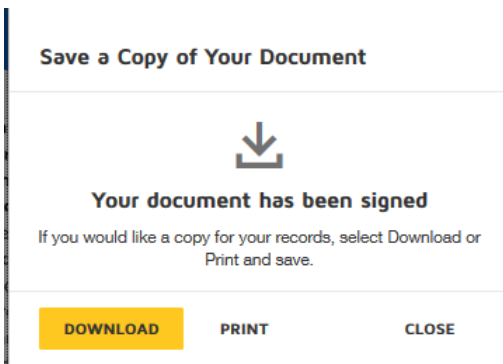
List the name of each Test Proctor, as it appears on their training certificate.

Test Proctor Full Name	<input type="text" value="Samara Garcia"/>	Beginning Date:	<input type="text" value="4/1/2021"/>	Ending Date:	<input type="text" value="4/6/2021"/>
Test Proctor Full Name	<input type="text" value="John Smith"/>	Beginning Date:	<input type="text" value="4/5/2021"/>	Ending Date:	<input type="text" value="4/15/2021"/>
Test Proctor Full Name	<input type="text"/>	Beginning Date:	<input type="text"/>	Ending Date:	<input type="text"/>
Test Proctor Full Name	<input type="text"/>	Beginning Date:	<input type="text"/>	Ending Date:	<input type="text"/>

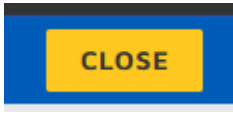
Step 11: Click on the FINISH button either on the bottom of the second page of the form or in the upper right-hand corner of the screen.



Step 12: A popup screen will appear saying "Save a Copy of Your Document." Click on CLOSE.



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



Step 13: 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

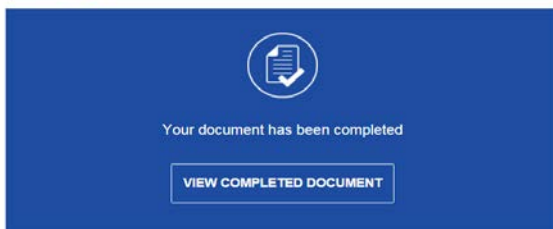
Step 1: Once the Test Administrator has signed the form assigned to them, all recipients will receive an automated email alerting them the form has been completed. You may now **print** or **save** the completed form as needed.

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.

DocuSign



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.



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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.