



Oklahoma School Testing Program Training 2022



Welcome and Introductions





Training Topics

OSTP Overview

- Testing Overview
- Demographic Overlay Report
- Testing All Eligible Students
- IEP/504 Plan Students
- English Learners
- Test Irregularities and Invalidations
- Test Security
- OSTP Roles
- OSTP Assessments

OSTP Online System

- OSTP Portal
- OSTP Kiosk

Paper Pencil Materials

- When to void a booklet
- Alternate Forms
- Spanish Options
- Manuals
- Student Labels and Rosters
- Receiving and Returning Material
- Security Checklists and Qualtrics

CCRA Overview

- College Board (SAT)
- ACT





Contact Information

Oklahoma State Department of Education (SDE) Assessment Office

For questions relating to policy or the OSTP in general:

Monday-Friday, 8AM – 4:30PM

(405) 521-3341 assessments@sde.ok.gov

Cognia Oklahoma Service Desk

For questions relating to the OSTP online or paper/pencil testing (i.e., iTester software, technical issues, test materials, UPS pickup, etc.)

<i>During Testing Window</i> Monday – Friday, 6AM – 6PM (CST)	<i>Outside Testing Window</i> Monday – Friday, 7:30AM – 4:30PM (CST)
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(866) 629-0220 oktechsupport@cognia.org





General testing information





Important Dates

	CCRA	Grades 3-8
Manuals arrive in districts	LP and Braille PSTGs only: 3/14/2022	3/30/2022
Test materials in districts	3/14/2022	3/30/2022
Tests available for scheduling	3/28/2022	4/13/2022
Grade 3 ELA tests must be completed in order to receive early RSA reporting	n/a	4/27/2022
Grade 3-8 ELA online tests must be submitted in order to receive preliminary reports	n/a	4/20/2022- 5/3/2022
Last day for scoreable testing material pick-up	4/18/2022	5/5/2022



Testing Window 2021-2022

Paper/Pencil testing CCRA : Science & U.S. History Content	4/4/2022 – 4/15/2022
Computer based testing CCRA : Science & U.S. History	4/4/2022 – 4/22/2022
Paper/Pencil testing for OSTP Grades 3-8	4/20/2021 – 5/3/2022
Computer based testing for OSTP Grades 3-8	4/20/2022 – 5/17/2022
Recommended Testing Window for OSTP Grade 3 ELA in order to receive <u>early RSA</u> reporting	4/20/2022 – 4/27/2022
Recommended Testing Window for OSTP Grades 3-8 ELA preliminary reporting	4/20/2022 – 5/3/2022



Testing Window 2021-2022

OSTP Grades 3-8	Computer based with paper accommodations
CCRA: Science and U.S. History Content	Computer based with paper accommodations



OKLAHOMA SCHOOL TESTING PROGRAM

DTC Training
Spring 2022



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OSTP Overview



Agenda

- Testing Overview
- Demographic Overlay Report
- Testing All Eligible Students
- IEP/504 Plan Students
- English Learners
- Test Irregularities and Invalidations
- Test Security
- OSTP Roles
- OSTP Assessments



OSTP Testing Overview

Grades 3 – 8 & 11



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Testing Overview

- English Language Arts, Mathematics, and Science assessments are required by the federal legislation Every Student Succeeds Act (ESSA).
- Oklahoma public schools must administer an OSTP general assessment with or without accommodations, or an Oklahoma Alternate Assessment Program (OAAP) test to all students enrolled in a tested grade level.





Testing Overview

- In order to meet federal ESSA requirements, students must test:
 - English Language Arts and Mathematics
 - annually in Grades 3 – 8
 - once in Grades 9 – 12
 - Science
 - once in Grades 3 – 5
 - once in Grades 6 – 9
 - once in Grades 10 – 12



Testing Contractors

- Cognia will serve as Oklahoma's testing vendor for all **OSTP Grades 3-8**
 - English Language Arts,
 - Mathematics, and
 - Science
- **Grade 11 CCRA**
 - District choice of SAT or ACT
 - Science and U.S. History Content – Cognia
- **Oklahoma Alternate Assessment Program (OAAP):** All subject areas will be assessed through Dynamic Learning Maps for
 - English Language Arts (Grades 3-8 & 11)
 - Mathematics (Grades 3-8 & 11)
 - Science (Grades 5, 8 & 11)
 - US History (11th)



Demographic Information & Demographic Overlay Report



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Demographic Information

- All students must be accounted for at the time of testing.
- Ultimately, all student demographic information will be pulled from the Demographic Overlay Report. Please ensure information in the local SIS is accurate.
- Incorrect or incomplete information will result in inaccurate student data and may have a negative impact on the final reports issued from the Office of Accountability.





Demographic Overlay File & Report

- Demographic information is verified through the Accountability Reporting application in Single Sign On:
 - Gender, IEP/504, EL, EL 1st/2nd year proficient, Migrant, Title X (homeless)
 - Economically Disadvantaged
 - Ethnicity/Race
 - Military
 - Foster
 - Most Recent Exit Date
 - OCAS codes for students assigned to a particular teacher for the class reports





Demographic Overlay File & Report

- Districts must complete the Demographic Overlay by
 - CCRA (high school) April 20, 2022
 - OSTP (grades 3-8 – including RSA) May 9, 2022
- The demographic overlay pulls from the Accountability Reporting Application course code assigned to a student, and it only populates one teacher. However, districts may input multiple teacher names into the demographic overlay manually.
- Additional information about the Demographic Overlay Report will be provided in the future by the Office of Accountability.





FAY/NFAY Status

Full Academic Year (FAY)/Not Full Academic Year (NFAY):

OAC 210:10-13-2(e)

“A student shall be considered a FAY student if the student is enrolled within the first *twenty (20) instructional days* of the school's instructional year through and including the date of the administration of the exam and has not experienced an enrollment lapse of ten (10) or more consecutive instructional days.”

For more guidance, see the [Full Academic Year flyer](#).





OSTP- Testing All Eligible Students

- OAC 210:10-3-2(b)

“All public school districts shall administer the state mandated academic achievement tests of the OSTP to all students enrolled in designated grades.”





Participation in Grade 3-8 Tests

- If a student is enrolled in the same district during Precode and the testing window, the grade the student is at the close of Precode will determine what grade level tests they take.
- If a student transfers to a new district between Precode and the testing window, the demographic overlay will determine grade level that should have been assessed.



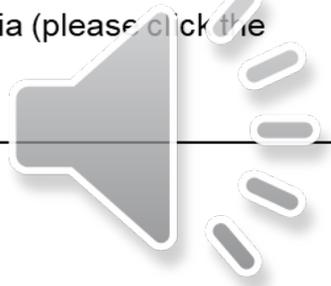
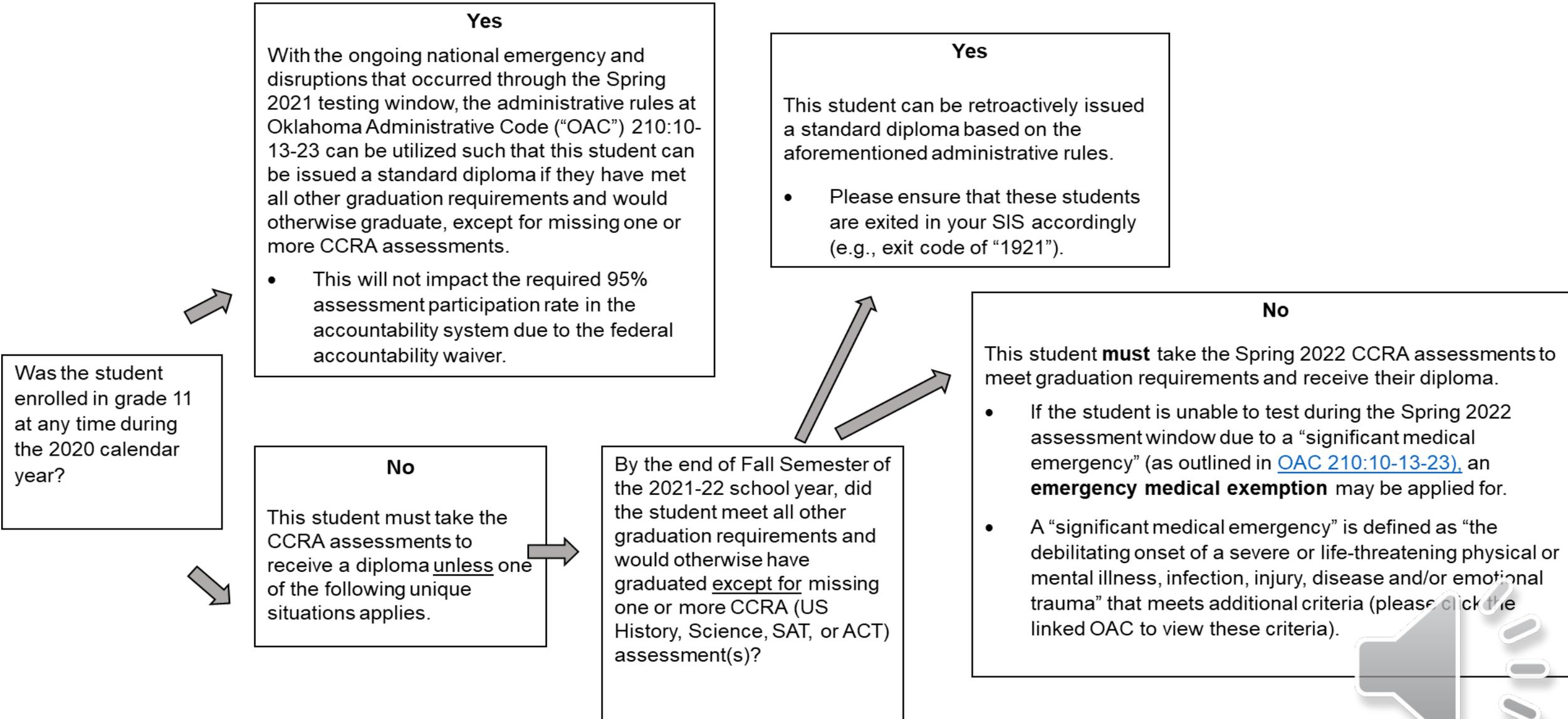


Participation in CCRA

- In general, students enrolled in grade 11 on January 12th, 2022, will be expected to participate.
- Students can be manually added to the OSTP Data Portal and SAT or ACT system if the student was promoted after Precode or if the student needs to take a CCRA for graduation purposes.
- If a student transfers districts and is enrolled in the wrong grade, do not exit and re-enroll the student. Just correct the grade level in your SIS.



Student Graduation Requirements and COVID-19



Absent Students

- Any student absent during the scheduled test session must be administered the assessment upon their return.
- The make-up session must be scheduled within the existing testing window.
- Students must take sections in proper order.



Suspended Students

- OAC 210:10-1-5

It is no longer appropriate to “drop” or “exit” a student who is suspended out of school for any length of time.

- Students who are suspended will be expected to participate in the OSTP.
- [Guidance for Attendance and Suspension](#)

Students Who Receive Instruction Away from Sites of Enrollment

Students Testing at Alternative Sites

- This includes:
 - Special education consortiums;
 - Alternative education cooperatives and interlocals;
 - Hospital placement;
 - Juvenile Detention Centers;
 - Homebound Placement; and
 - Technology Centers.
- No less than thirty days prior to the testing window, request permission in writing from the Office of Assessment at assessments@sde.ok.gov.
- Requests must include a description of the student's unique situation, the student's STN, and documentation verifying the situation. Do not include personally identifiable information.

Students Who Receive Instruction Away from Sites of Enrollment (cont.)

- Paper/pencil test materials will be ordered by and sent to the district where the students are enrolled.
- Online assessments should be set up by the district of enrollment. The site of enrollment:
 - Verifies student data through the Precode or manually uploads students,
 - Places students in a testing session,
 - Prints test tickets and securely delivers the test tickets to the site of instruction or transfers test tickets through a secure online platform.
- When testing students at their alternate site of instruction, follow the procedures outlined in the *Test Preparation Manual*.

Students Who Receive Instruction Away from Sites of Enrollment (cont.)

- Score reports will be sent to the districts where the students are enrolled.
- The Test Administrator (TA) at the alternate site of instruction signs a Test Security Form.
- TAs must be certified employees of the school district or site of instruction.
- TAs and TPs cannot be related nor can they be related to any student in the testing session.
- All test books, answer documents, and test tickets must be securely returned to the student's district of enrollment.



Distance Learners

- Schools must account for all students. This includes all students who are taking classes virtually or remotely.
- All school districts offering online courses or programs must provide at least one onsite location for these students to test.



Statewide Virtual Charter Schools

- Statewide virtual charter schools offering online courses or programs will provide, and are responsible for the cost of, at a minimum, six alternative testing locations.
 - At least one testing site will be located in each quadrant of the state.
 - One testing site will be located in each of the two metropolitan areas of the state.
 - Testing locations and a testing plan must be submitted to the SDE for approval.

OSTP IEP/504 Accommodations

Accommodations for IEP and Section 504 students must be:

- Specified in an IEP or Section 504 Plan
 - Students should be familiar with the OSTP Accommodation they receive prior to testing.
- Selected from the [list of state approved accommodations](#); and
- Indicated for each student by choosing either with or without accommodations
 - For paper testers this must be bubbled on the back of a paper answer document.
 - For online testers the “with accommodations” must be checked under the Delivered Locally section in the OSTP portal.



IEP/504 Accommodation Updates (cont.)

- Overarching Changes:
 - Language and formatting updates for clarity
 - External hyperlinks to additional resources and webpages
 - Intra-document hyperlinks to additional information on a given topic
 - “Hundreds Chart” added as an example of an approved assistive technology device
- Revised Guidance for SAT/ACT Accommodations
- Please see the [2021-22 OSTP IEP/504 Plan Accommodations Manual Change Log](#) for a more detailed explanation of the updates.



Emergency Accommodations

- Form EA (Emergency Accommodations):
 - If prior to or during testing, the school principal (or designee) determines that a student requires an Emergency Accommodation (e.g., broken hand), Form EA must be completed and submitted to the DTC for approval.
 - Form EA must be **retained at the district level** for five (5) years for monitoring purposes.
 - Unless requested, Emergency Accommodation forms are not submitted to the Office of Assessments.





OSTP English Learner (EL) Accommodations

- EL accommodations must be:
 - Selected from the approved list in the [2021-2022 OSTP EL Accommodations Manual](#)
 - The accommodation must be documented on the student's current English Academic Plan (ELAP)
 - First and Second year monitor students may continue to be eligible for OSTP EL testing accommodations dependent upon OSTP ELA test performance.
- EL accommodations must be indicated for each student by choosing either with or without accommodations
 - For paper testers this must be bubbled on the back of a paper answer document.
 - For online testers, "with accommodations" must be checked under the Delivered Locally section in the testing platform.





EL Accommodation Updates

- Overarching Changes:
 - Language and formatting updates for clarity
 - External hyperlinks to additional resources and webpages
 - Intra-document hyperlinks to additional information on a given topic
- Updated approved list of [Word-to-Word Dictionaries](#)
- Please see the [2021-22 OSTP EL Accommodations Manual Change Log](#) for a more detailed explanation of the updates.

EL CCRA: SAT/ACT Accommodations & Supports

- Both SAT and ACT require schools to request appropriate EL supports or accommodations for students with a documented need.
- EL supports or accommodation needs should be addressed during the development of the grade 11 student's English Language Academic Plan (ELAP).
- CCRA EL support or accommodation requests must be submitted to SAT or ACT during the designated window and approved before a student can be provided their SAT or ACT specific accommodations.
- For more information, please refer to the following:
 - SAT: [Accommodations on College Board Exams](#)
 - ACT: [Accommodations and English Learner Supports](#)
- Please review the [OSTP EL Accommodation Manual](#) for reference.



Spanish Translation

- All assessments for all grade levels are available online in English.
- Grades 3-8 Math, Grades 5 & 8 Science, and Grade 11 CCRA: U.S. History and Science Content are available online in Spanish with Spanish Text-to-Speech.
- Grades 3-8 Math, Grades 5 & 8 Science, and Grade 11 CCRA: U.S. History and Science Content are available in paper format in English and accompanying Spanish audio files will be available for download.
- There are **no** paper tests in Spanish available for the Spring 2022 OSTP administration.



Text-to-Speech Scheduling Info

- Ensure that text-to-speech (TTS) accommodations are selected in the portal **before** scheduling the student's test.
- If the test is scheduled before TTS is selected, these accommodations will not be available to the student.
- This applies to both English and Spanish TTS.



Text-to-Speech Scheduling Info (cont.)

- TTS is an OSTP Accommodation for
 - All math, science, U.S. History assessments, and
 - Grade 5 and 8 ELA Section 3 (extended constructed response).
- The Read Aloud Accommodation must be approved as a Nonstandard Accommodation by SDE for ELA Grades 3, 4, 6, and 7 and for ELA Grades 5 & 8 Section 1 and 2.
 - If TTS is mistakenly selected for ELA Grades 3, 4, 6, or 7, the user will receive an error message when scheduling a test session for the student.
 - TTS is only available for Section 3 for ELA Grades 5 and 8.

OSTP

Test Irregularities and Invalidations



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Test Irregularity Vs. Test Invalidations

- A **testing irregularity** is an out-of-the-ordinary situation which does not affect the outcome of testing and does not require students to retest.
 - Requires DTC or BTC to submit a Test Irregularity Form through SDE-provided Google Form.
- A **testing invalidation** is caused by a situation where the test or test security has been compromised and students must retake the test.
 - Requires DTC to submit a Test Invalidation Request through the Testing Status Application in the SDE Single Sign On.



Testing Irregularities

- Document testing irregularity.
- Re-administer same test form, if possible:
 - Student may need a new answer document or booklet depending on circumstances.
- Complete the Testing Irregularity Form provided by the Office of Assessment. This will be on the SDE website.
 - Take extra precaution when entering student's STN
- DTC must be contacted to obtain a Proctor Password for online testing.
- Proctor Passwords will be automatically reset daily throughout testing.



Testing Irregularities

- Sickness
- TA/TP is distracting
- Student received read aloud for Math/Science and should not have
- Misread script
- Parent picked up student during testing
- Wrong accommodation was administered
- Sections not given on consecutive days in correct order
- Technical issues during online testing





Test Invalidation

- Reasons for possible test invalidations include, but are not limited to:
 - Cheating
 - Large-scale security violation
 - Presence of a cell phone (or other smart technology including smart watches) in the testing environment
 - Testing outside the test window
 - TA/TP/Student are related in the testing room
 - Student received read-aloud on ELA and was not supposed to
 - ELA writing section was started and didn't finish until days after
 - TP was not an employee of district for Human Reader sessions

If the SDE approves the invalidation, the student will be considered a nonparticipant unless a Breach Assessment is administered.



Breach Tests

- In situations when a test must be invalidated, the DTC must enter the invalidation request on the **Testing Status Application** on the SDE Single Sign-On.
- Check the status through the Testing Status Application.
- Once the invalidation is approved, the SDE will order the Breach Test.
 - The Breach Test must be administered to the student within the remainder of the testing window.
 - In the case of a paper/pencil test, all answer documents for Breach Tests, as well as the invalidated operational tests, must be returned with the scoreable answer documents.
 - In the case of online tests, Breach Tests may not be scheduled on the same day as the invalidated operational tests. Please follow the directions carefully and select the Breach Test form when scheduling the test in the OSTP portal.

OSTP Test Security

Who must be trained on test security and administration procedures?

- District Test Coordinators (DTCs)
- Building Test Coordinators (BTCs)
- Test Administrators (TAs)
- Test Proctors (TPs)





Test Security

- Additional important information regarding test security and validity is included throughout the *Test Preparation Manual* and its appendices.
- Test materials must be kept secure at all times and should not be left in open or unattended areas.
- Test books are not to be opened prior to or after any test sessions. Only the students testing are allowed to view the contents of a test book or an online test and only at the time of testing.
- All secure test materials must be returned to the vendor after the completion of testing.

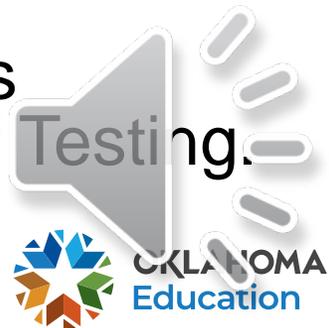


Test Security

- Revealing information about test items or the overall test, either implicitly or explicitly, is a violation of test security protocols. This includes discussions:
 - with students – individually or as a class
 - with teachers
 - **on social media**
- Nondisclosure Agreements (NDA) are included by completing the applicable OSTP training **prior** to testing and signing the Security Form **after** the completion of all testing.
- Test Proctors/Roving Proctors will submit NDA via their training requirement and Test Proctor Observation Log.

Test Security

- All TAs, BTCs, and Building Principals must include their Teacher Certification Number on their applicable Security Form.
- The Test Proctor Observation Log sheet must be completed.
 - Each testing session must be documented on a Test Proctor Observation Log by the Test Proctor or Roving Proctor.
- Ensure the Official Schedule of Testing is current and accurate throughout the entirety of the testing window.
 - Include all make-up sessions.
 - Ensure the Test Administrator and Test Proctor/Roving Proctor is documented for each testing session on the Official Schedule of Testing.



Test Security

- Violations in test administration and test security may result in an invalidation of the test and/or test results.
- Violations in test administration may result in the suppression of preliminary and final results.
- Violations in test administration may result in the revocation of teaching credentials.

Test Security

Paper-based Testing

- Classroom Security Checklists must be completed, signed, and dated by the TA and the BTC. Please retain a copy of the checklist for your records.
- District and School Checklists provide a list of all materials' barcodes and have blank columns to record information regarding the location (school or classroom) of the test books



Test Security

- DTC, BTC and TA Security forms will be provided and signed electronically
 - District Level Test Security Form,
 - Building Level Test Security Form, and
 - Test Administrator Security Forms.
- Test Proctors will complete and sign an Observation Log which must be returned to the BTC.
- Keep an electronic copy or print a hard copy for your district records for five years.



Staffing Standard OSTP 3-8 and CCRA: Science and U.S. History Content

- Each testing room is required to have one Test Administrator.
 - Certified employee of the district.
- A proctor is required for each testing session.
 - Additional proctors are required for every 100 students for **online** testing.
- Administrator and Proctor cannot be related to anyone in the room – including each other.
- **Neither the DTC nor the BTC can serve as a Test Administrator or Test Proctor if more than one testing session is occurring at the same time.**

Staffing Standard OSTP 3-8 and CCRA: Use of a Roving Proctor

- Buildings may use Roving Proctors when simultaneous test sessions are occurring.
 - The Roving Proctor must rotate between test sessions every 15–20 minutes and cannot be assigned to more than five testing sessions at any given time.
- The Roving Proctor's duties include:
 - Assisting Test Administrators
 - Monitoring test sessions and escorting students
 - Keeping the hallways quiet during testing





SAT and ACT Assessments

	SAT	ACT
Roving Proctor		X
Hall/Room Proctors	X	
Proctor for Accommodated Rooms	X*	X*
Cannot be related to an 11 th grader taking the same assessment	X	X

***Required by OSDE**

Please note: Both the SAT and ACT are part of the Oklahoma School Testing Program. All applicable state test security rules and regulations apply to these tests in addition to the test security rules and policies SAT and ACT require for test administration.

Academic Assessment Monitoring Program (AAMP)

- To meet federal requirements, Oklahoma's AAMP evaluates school district implementation of both federal- and state-required academic assessments.
- All public school districts will be monitored at least once during the established five-year cycle.
- An electronic version of the five-year monitoring cycle is updated on an annual basis and posted on the [Test Security and Assessment Monitoring](#) page.
 - The Desk & On-site Monitoring Checklist has been revised;
 - All monitoring types require districts/sites to submit information contained in the desk monitoring portion of the checklist.
 - Districts will be notified of On-site monitoring at least 10 working days before the opening of a testing window.

Data Forensics

- OSDE conducts data forensics on all assessments and may conduct investigations as deemed necessary when test security and testing violations are suspected.

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DTC Instructions and Information



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DTC Instructions and Information

General Responsibilities:

- **Serve as the SDE's contact for all testing activities.**
- Note: E-mail is often the quickest and most efficient way for the SDE or testing vendors to contact DTCs, so please access your account regularly.
- Request permission from the SDE for invalidating assessments.
- Provides Proctor Passwords to BTCs upon request (updated daily).
- Ensure that all personnel assigned to testing are adequately trained in proper test administration and test security.
 - Verify that all personnel are trained using the modules. The training certificates must be kept on file by the DTC or BTC.



DTC Instructions and Information

- Ensure SIS information for your district and schools are current and accurate.
- Inventory paper test materials immediately upon receipt. Confirm all boxes are received for each building and distribute materials accordingly.
 - Contact the vendor immediately if any discrepancies are found during the inventory.
- **Order additional testing materials through the vendor's portal.**
- Confirm that secure materials are properly returned from BTCs.
- Make certain all paper test materials are correctly packaged, sealed, and shipped to vendors according to the Key Dates documents.

DTC Instructions and Information

- The DTC needs to be available at all times when testing is occurring within the district.
 - **The DTC must not act as a TA or TP when more than one test session is in progress within the district.**

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BTC Instructions and Information



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BTC Instructions and Information

General Responsibilities:

- Serve as the site contact for the DTC, direct the entire testing procedure at the specified building site.
- Ensure all TAs and TPs are trained using the TA/TP Modules and maintain documentation.
 - Note: Module training certificates **required** for all TAs/TPs.
- Identify students who need special accommodations and/or alternate assessments and make the appropriate testing arrangements for these students.



BTC Instructions and Information

General Responsibilities:

- Inventory all paper test materials upon receipt from the DTC.
- Distribute or provide access to the *PSTGs* and *Test Administration Manuals*.
- Check testing materials out to TAs the day of testing using the Security Checklist.
- Verify the presence of a TP or Roving Proctor for every testing session before testing begins. Ensure that there is a proctor present the entire testing session.

BTC Instructions and Information

General Responsibilities:

- Collect all test materials from the TAs upon completion of testing each day.
- Ensure all Test Proctor Observation logs, Test Security Forms, and Classroom Security Checklists are completed. (Print or save copies for your records.)
 - All testing sessions must have a completed Test Proctor Observation log.
- All materials must be accounted for and returned to the DTC.
- Complete the [Official Schedule of Testing](#) form.
 - This form should stay current for the duration of the test window.
 - Include all the building's make-up sessions.
 - Revise this schedule as necessary.

BTC Instructions and Information

- The BTC needs to be available at all times when testing is occurring within the building.
- The BTC must not act as a TA or TP when more than one test session is in progress within the building.

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Test Administrator (TA)
and Test Proctor (TP)
Training Records



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TA and TP Training Records

- The BTC **must** ensure TAs and TPs are trained using the TA/TP Training Modules within the [Oklahoma Edge Online Learning Community](#) powered by Next Thought.
- DTCs will be required to have an Oklahoma Edge account, and will be able to see all of the TAs & TPs who have been trained within their district.
- The BTC must keep the training module certificate for each TA and TP.
 - TAs must earn an 80% on the quiz to complete the training module.
 - TPs and Roving Proctors must complete one item on their quiz.
- The BTC may provide additional training for TAs and TPs.



TA and TP Training Records

- The names of Test Administrators and Test Proctors used on the OKEdge account and training documentation **must match** the name used for signing the Test Administrators Security Form & Test Proctor Observation Log.
- Certificates with handwritten or altered names will not be accepted.
- The TA training module meets TP/Roving Proctor training requirements, so it is unnecessary for TAs to complete both modules, even if they serve as TPs.

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Test Administrator (TA) Instructions and Information



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TA Instructions and Information

General Responsibilities:

- TAs must be a certified employee of the district.
- TAs must be trained via the SDE-provided TA training module.
- Review the *Test Administration Manual (TAM)* for directions several days prior to testing.
- Ensure all visual aids are removed or covered during testing.
- Confirm arrangements for students who require special accommodations or alternate tests.

TA Instructions and Information

General Responsibilities:

- Follow the scripts in the *TAMs* exactly or play the *TAM* recorded script that will be available on the Cognia Help and Support Site.
- Make sure students use No. 2 pencils, scratch paper/unmarked grid paper, appropriate calculator, and if your district chooses: Reference Sheets for grades 6-8 math, Writer's Checklist for grade 5 & 8 ELA, or Periodic Table for CCRA: Science Content.
- Administer tests with a TP or Roving Proctor present the entire testing session.
- Ensure that the TA and TP/Roving Proctor are not related to each other nor to any student in the testing session.



TA Instructions and Information

General Responsibilities:

- Ensure the Test Proctor Observation log has been completed.
- Report any testing irregularities directly to the BTC.
- Keep records of students who missed the test on the original test date.
- Keep a record of TP/Roving Proctors with dates/test sessions.
- Administer make-up tests within the testing window, if needed.
- TA must sign the Test Security Form.

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Test Proctor (TP) and Roving Proctor
Instructions and Information



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TP and Roving Proctor Instructions and Information

General Responsibilities:

- Must be at least 18 years old, approved by the building principal, and cannot be related to the TA or any student in the testing session.
- Must be trained via the SDE-provided TP training module.
- May NOT administer tests.
- May assist the TA with certain duties (e.g., inventory test materials).
- Maintain the security of all test materials.



TP and Roving Proctor Instructions and Information

General Responsibilities:

- Must be present for the ENTIRE testing session.
- Monitor the TA's transcribing of tests and checking of answer documents or test books for stray marks.
- Complete the [Test Proctor Observation Log](#). Sign, date, and return the completed form to the Building Test Coordinator.
 - One log must be completed for every testing session.
- A TP/Roving Proctor that monitors a read-aloud session must be an employee of the school district.

OSTP

English Language Arts, Mathematics,
Science, and U.S. History



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2021-22 Testing Window

**OKLAHOMA SCHOOL TESTING PROGRAM
2021 - 2022 TEST DATES**

	ONLINE TESTING	PAPER/PENCIL TESTING*	ASSESSMENTS
Grade 3	April 20 - May 17, 2022	April 20 - May 3, 2022	MATH ELA
Grade 4	April 20 - May 17, 2022	April 20 - May 3, 2022	MATH ELA
Grade 5	April 20 - May 17, 2022	April 20 - May 3, 2022	MATH ELA SCIENCE
Grade 6	April 20 - May 17, 2022	April 20 - May 3, 2022	MATH ELA
Grade 7	April 20 - May 17, 2022	April 20 - May 3, 2022	MATH ELA
Grade 8	April 20 - May 17, 2022	April 20 - May 3, 2022	MATH ELA SCIENCE

COLLEGE- & CAREER-READINESS ASSESSMENTS			
Grade 11	April 4 - April 22, 2022	April 4 - April 15, 2022	SCIENCE U.S. HISTORY
ACT Test ACT Make- Up Dates	April 5 - 7 & April 12 - 14, 2022 April 19 - 21, 2022	Please reference the ACT test administration manuals for accommodated testing schedules	
SAT Test SAT Make- Up Date	April 13 - 15 & April 19 - 20, 2022 April 26, 2022	Please reference the SAT test administration manuals for accommodated testing schedules	

WIDA ACCESS/ALTERNATE ACCESS: January 10 - March 25, 2022

NAEP: January 24 - March 4, 2022 **Long-term Trend NAEP:** January 10 - March 18, 2022

Oklahoma Alternate Assessment Program (OAAP) | DLM Testing Window: March 21 - May 17, 2022

***Under special circumstances only**





Testing Schedules

- Estimated testing times for each test include distributing books, filling in student demographic information, and reading directions aloud to students/playing recorded script. These can be found in the [Test Preparation Manual](#).
- The tests are not timed. Students should be given additional time if needed as an immediate extension of the current session. A TA and TP/Roving Proctor are required for the duration of testing.
 - Additional time **must** be an immediate extension of the testing session **not** to exceed double the amount of recommended time per section/session.

Testing Schedules

- Ideally, each content assessment should be administered on a separate day.
- If more than one content assessment is administered on the same day, students should be given a rest break between sessions.
- Under no circumstances should a test be started unless there is enough time to complete it.



Testing Schedules

- Students may only be given breaks, including lunch breaks or recess, between sections or sessions.
- Sections must be given in sequential order on **consecutive** instructional days.
- Grades 5 & 8 ELA Section 3 (writing prompt) may be administered **BEFORE** Section 1 or **AFTER** Section 2.
 - Ex Grade 5 ELA:

Section 1	Section 2	Section 3 - Writing	
Tuesday, April 26	Wednesday, April 27	Thursday, April 28	YES
Wednesday, April 27	Thursday, April 28	Tuesday, April 26	YES
Tuesday, April 26	Wednesday, April 27	Friday, April 29	NO

Testing Schedules

- It is highly recommended, but not required, that all ELA assessments take priority in scheduling.
- In order to receive early RSA reporting, Grade 3 ELA tests must be completed and submitted no later than **Wednesday, April 27, 2022.**
- To receive preliminary reports for grades 3-8 ELA, online testing must be completed and submitted no later than **Tuesday, May 3, 2022.**
- Otherwise, these students' scores will not be available until Final Reporting.

Test Results – Grades 3-8 and CCRA

- Preliminary results:
 - Preliminary Grade 3 RSA Reports Posted in the OSTP Data Portal **5/17/2022**
 - All other preliminary reports will be available in the OSTP Data Portal **6/7/2022**
 - Preliminary Reports will not be available for CCRA: U.S. History Content.
- Final results:
 - Available in the OSTP Data Portal **TBD**
 - Available on the Parent Portal **TBD**
 - CCRA U.S. History Content will be included in final results.

Materials returned late or incorrectly will impact reporting dates.

OSTP & Reading Sufficiency Act

- <http://sde.ok.gov/sde/reading-sufficiency>
- Melissa Ahlgrim, Director of RSA
 - Melissa.Ahlgrim@sde.ok.gov
 - 405-522-1591

Online Testing

- Online practice tests are available for students to become familiar with the online tools and formatting of questions.
 - <https://okpracticetest.cognia.org/student/login>
- Only a basic calculator will be available in the online sample sections for Grade 6-8 Math due to the allowability of mixed group test administration.
- The operational portion of the Grade 6-8 online tests will provide:
 - Grades 6-7: Basic Calculator
 - Grade 8: Scientific Calculator

Scratch Paper & Unmarked Grid Paper

- Students are allowed scratch paper for all assessments.
 - Blank copy paper
 - Lined notebook paper
 - Unmarked grid paper
- Ensure students are writing their essays on the lined pages in the test booklet or in the online platform's text box.
- BTCs **MUST** collect all scratch paper and unmarked grid paper after testing.
- All scratch and unmarked grid paper is to be **DESTROYED** by the BTC immediately after testing.

Reference Sheets

- Reference Sheets will be provided in the tools section for online tests and paper copies for paper tests:
 - [Math Reference Sheets](#): Math grades 6 – 8 (available in English or Spanish)
 - [Periodic Table](#): Science grade 11 (available in English or Spanish)
 - [Writer's Checklist](#): ELA grades 5 and 8 writing section (CBT and PBT)
- Your district may elect to provide paper copies of these documents to online testers. They can be printed from Cognia's Help and Support Site and must be **DESTROYED** by the BTC immediately after testing.

OSTP

English Language Arts Assessment



OKLAHOMA
Education





Grades 5 and 8 ELA Assessments

- Writing sections will be a paired passage-based prompt.
- Paper Tests – Students will write on the five (5) lined pages in their test books.
 - Planning pages are included.
- Online Tests – Students will write their essays in the online platform.
 - Planning can be done on the scratch paper.
 - **Remind BTCs that students should not hit "Turn In" until they are finished.**
- TTS and Human Reader is available for the writing portion as an IEP/504 Plan OSTP Accommodation.



Grades 3, 4, 6, and 7 ELA Assessments

- Short Constructed-Response items that measure reading standards are included on grades 3, 4, 6, and 7 ELA assessments.
 - Students will write (paper testing) or type (online testing) their responses.
- TTS and Human Reader is only allowed as an approved Nonstandard Accommodation. Rooms testing with this accommodation must have a dedicated TP that is employed by the district. A roving test proctor cannot be used in this situation.



OSTP

Mathematics and Science



OKLAHOMA
Education



Calculators

- Grades 3-5 Math
 - IEP or 504 Plan students with a documented accommodation may use a basic four-function calculator.
 - Any student with this accommodation will need a handheld calculator for both paper and online testing.
- Grades 6-7 Math
 - All students may use a handheld four-function calculator with square root and percentage, excluding the +/- key.
 - Online calculator will be provided: TI-108 (disabled +/- key).

Calculators

- Grade 8 Math & Science
 - All students may use a handheld scientific calculator
 - Online calculator will be provided: TI-30XS Multiview
- Grade 11 Science
 - All students may use a handheld graphing or scientific calculator
 - Online calculator will be provided: TI-84 Plus
- Please review the published [Calculator Policy](#).

College- & Career- Readiness Assessments (CCRA)

SAT/ACT and Science and U.S. History
Content



OKLAHOMA
Education



CCRA (Grade 11)

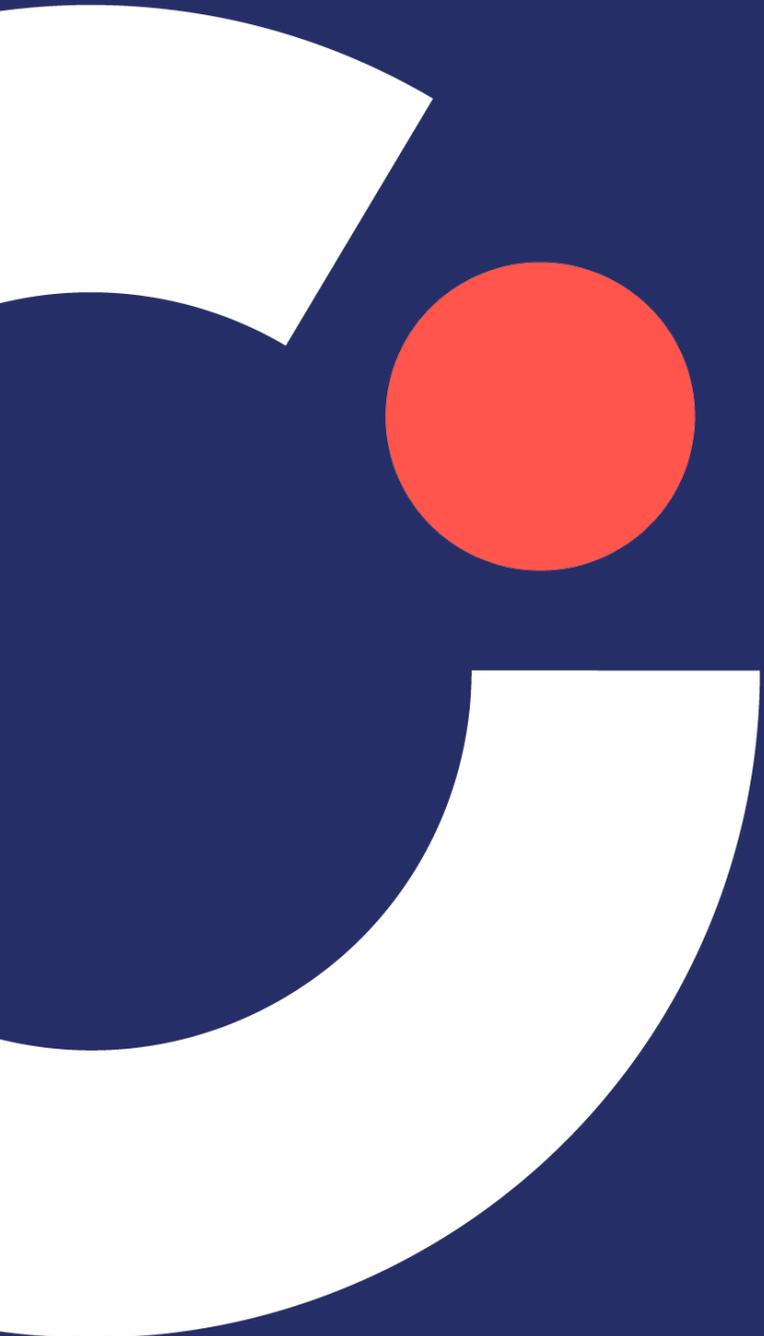
- Each district has selected to administer the SAT or ACT.
 - This assessment fulfills the federal requirement for assessing students in grades 9-12 for math and ELA, **including students with disabilities and English Learners.**
 - Students must also take the writing section.
- Grade 11 Science Content Test will fulfill the federal requirement for assessing students in science in grades 10-12.

CCRA: U.S. History Content

- Required by Oklahoma HB 3311
 - Students **MUST** be assessed in U.S. History once in grades 9 - 12.
- All grade 11 students must participate
- Any 11 or 12 grade student needing to meet graduation requirements may be manually added to the testing portal and assigned a test.

Questions?





Break

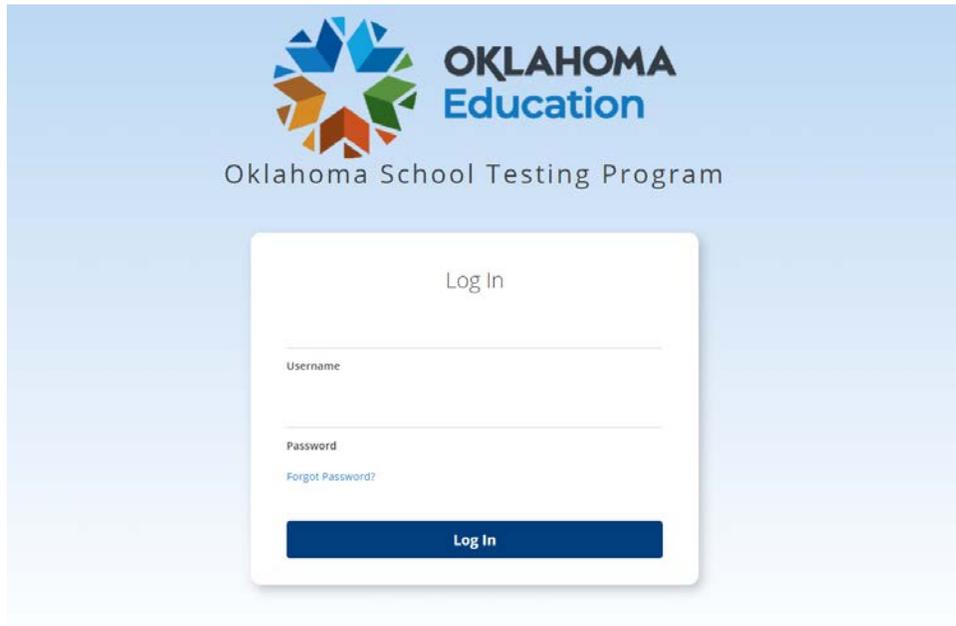
3



OSTP

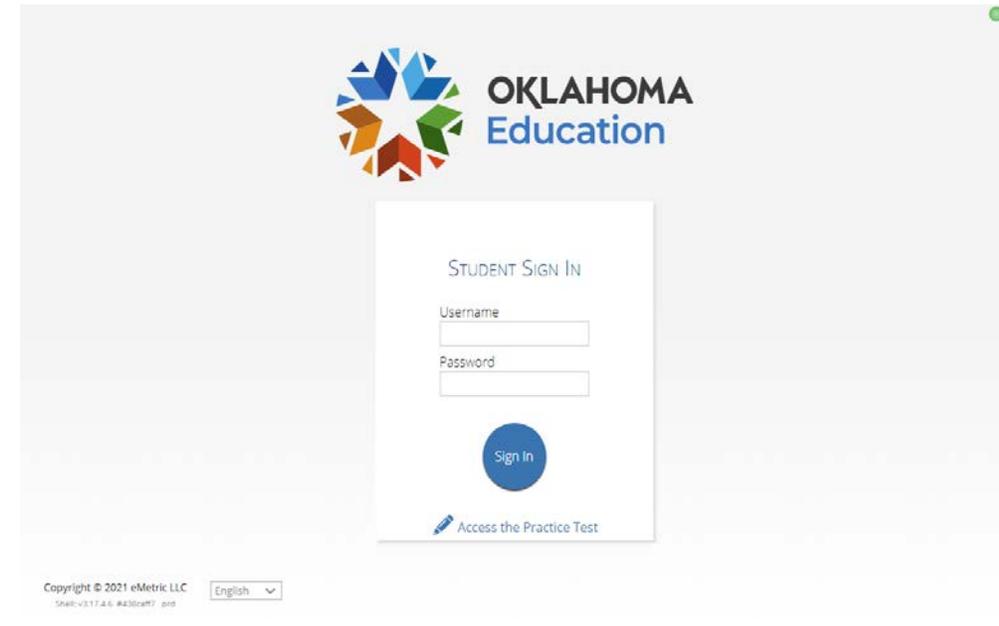
Online System

OSTP Online System Components



OSTP Portal

- Manage portal users
- Manage student data and online test sessions
- Available via a browser



OSTP Kiosk

- Student test delivery platform
- Technology staff will install OSTP Kiosks or Apps on student testing devices



OSTP Portal Access

- Portal opened on January 18, 2022
- Available via a browser at <https://oklahoma.cognia.org>
- Already have a user account? Continue to use it!
- New District Test Coordinators (DTC): account will be created by Cognia and credentials e-mailed to you
- Not a DTC, don't have an account yet?
 - DTC must create all other portal users within the OSTP Portal.
 - Users will receive two automated emails, one with username and one with temporary password from OSTPProgramManagementTeam@cognia.org.
 - Add "Trusted" Email Sender
 - No email? Check Spam folder
 - Contact the Help Desk if no email received.
 - (866) 629-0220
 - oktechsupport@cognia.org
- Deactivate obsolete/unused accounts!
 - When an account is reactivated or deactivated, the user will receive an e-mail.





OSTP Portal User Roles

Role	Responsibilities
District Test Coordinator (DTC)	<ul style="list-style-type: none">• Manage portal users• Enrollment transfer requests & approvals• Edit student data• Create classes• Schedule tests• Manage & monitor student testing• Track shipments and order additional materials• View Dashboard• Create & review online reports• Access Proctor Passwords from Administration home page
Building Test Coordinator (BTC)	<ul style="list-style-type: none">• Manage portal users• Edit student data• Create classes• Schedule tests• Manage & monitor student testing• View Dashboard• Create & review online reports





OSTP Portal User Roles

Role	Responsibilities
IT Coordinator (ITC)	<ul style="list-style-type: none">• Download and install Kiosk• Perform Site Readiness Testing• Certify Site Ready for Testing
District User (DU)	<ul style="list-style-type: none">• Edit student data• Create classes• Schedule tests• Manage & monitor student testing• View Dashboard• View online reports
Building User (BU)	<ul style="list-style-type: none">• Edit student data• Create classes• Schedule tests• View Dashboard• View online reports
Reports Access Only (District or Building)	<ul style="list-style-type: none">• View online reports



OSTP Portal Log-in

1

Welcome!



OKLAHOMA
Education

Log In

v3.17.4.6 Copyright © 2021 eMetric LLC Contact Us (866) 629-0220 Terms of Use Privacy Policy 

2



OKLAHOMA
Education

Oklahoma School Testing Program

Log In

Username

Password

[Forgot Password?](#)

Log In





OSTP Portal Landing Page

OKLAHOMA Education Users Demo DTC Help & Support Logout

Welcome to the Oklahoma School Testing Program Portal

OSTP



Administration

Organize students for testing, schedule tests, and monitor testing progress.



Reporting

View summary and individual student results by test and content standards.





OSTP Portal: Users

Users

Create New User

Import Users

Show Deactivated Accounts

Filter: Choose an Organization

Choose a Role

Page 1 of 4 Next

First Name	Last Name	Email	Username	Role	
Test	Apostro	s'padma@emetric.net	TestApostro	District Coordinator	
Chris	Baughman	baughman.christopher@measuredprogress.org	CBaughman	District Coordinator	
Matt	Bordeleau	bordeleau.matthew@measuredprogress.org	MBordeleau	District Coordinator	
Role	Building User	support@emetric.net	OK-BuildingUser-1	Building User	
Role	Building User	support@emetric.net	OK-BuildingUser-2	Building User	

[See online video tutorials for demonstrations!](#)





OSTP Portal: Users



Users

Demo DTC

Help & Support

Logout

Users

3 user(s) selected
Accounts

Deactivate

Export Users

Cancel

Show Deactivated

Filter: Choose an Organization

Choose a Role

Page 1 of 4 [Next](#)

First Name	Last Name	Email	Username	Role	
• Test	Apostro	s'padma@emetric.net	TestApostro	District Coordinator	
• Chris	Baughman	baughman.christopher@measuredprogress.org	CBaughman	District Coordinator	
• Matt	Bordeleau	bordeleau.matthew@measuredprogress.org	MBordeleau	District Coordinator	
Role	Building User	support@emetric.net	OK-BuildingUser-1	Building User	
Role	Building User	support@emetric.net	OK-BuildingUser-2	Building User	
swati	cherukuri	fzhang@emetric.net	building_SC_new	Building Coordinator	

[See online video tutorials for demonstrations!](#)



What's New in 2022 in the OSTP Portal?

- Ability to export student test logins in CSV
- Ability to schedule breach tests by state and district level users
- Addition of School Name to the Test Scheduling Conflict download file
- Executing a new workflow for making Grade 3, 4, 6, & 7 ELA TTS tests available to schools
- Refreshing proctor passwords each night during the administration window
- Removal of the capability of DTCs being able to change/edit proctor password
- Ability to upload classes to a school or district across grades, content areas, and courses





OSTP Portal Landing Page

Welcome to the Oklahoma School Testing Program Portal

OSTP



Administration

Organize students for testing, schedule tests, and monitor testing progress.



Reporting

View summary and individual student results by test and content standards.





OSTP Portal: Administration Landing Page



Home

Site Readiness

Students

Enrollment Transfer

Classes

Test Sessions

Materials Management

Pre-ID Management

Dashboard

emetric ProjectManagement | Help & Support | Logout

Home

Information for

District Coordinator

Welcome to the Administration module for OSTP Grades 3-8 and CCRA Grade 11. This site provides access to student information and test session details. Based on device configurations at your facility, you or your Assessment Technology Coordinator need to download and install the appropriate student kiosk utilizing the links in the table below.

Apps for iPads and Chromebooks will need to be downloaded from the appropriate app store.

Windows	Student Kiosk for Windows
Mac	Student Kiosk for Mac
Linux	Student Kiosk for Linux

If you need assistance utilizing this site, please contact Cognia support at oktechsupport@cognia.org or by calling toll-free 866-629-0220.

[Edit](#)

Proctor password for

Cyber Valley Sch1-001 (Cyber Valley)

vfev8xuj

[Change](#)

Site Readiness login for

Cyber Valley Sch1-001 (Cyber Valley)

Username: WSR-00-66I666-001

Password: 52596486





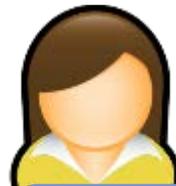
OSTP Portal: Administration

IT Coordinators

District Test Coordinators/Building Test Coordinators/District Users/Building Users



Site
Readiness



Manage
Student
Information



Create
Classes



Schedule
Test
Sessions





Administration - Site Readiness

Site Readiness

- Download the Kiosks
- Conduct Site Readiness Testing
- Certify Site Readiness

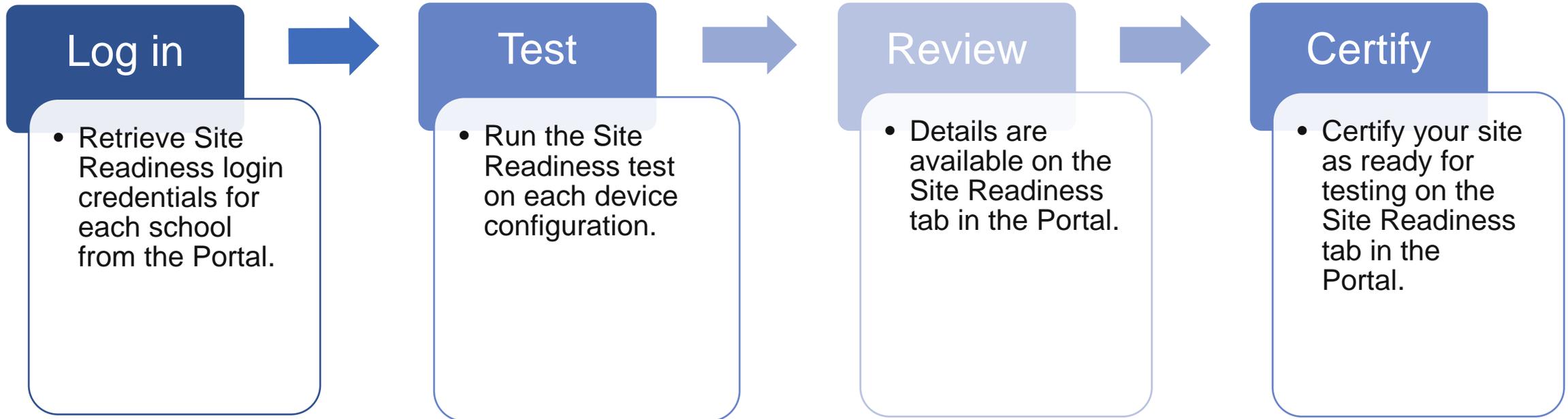


Conducting the site readiness testing and certifying your site is ready for testing is extremely important. Not doing so may pose a risk to your site for online testing.





Administration - Site Readiness





Administration - Site Readiness

Site Readiness

Cyber Valley Sch1-001 (Cyber Valley)

School	Number of Devices Tested	Date and Time	Certified By	
Cyber Valley Sch1-001	3	1/26/2021 7:51:44 AM	CyberValley_ATC	View Details

Showing 1 - 1 of 1

*Date and time is in Central Standard Time.

[See online video tutorials for demonstrations!](#)





Administration - Site Readiness



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emetric ProjectManagement | Help & Support | Logout

Site Readiness Details

Cyber Valley Sch1-001 (Cyber Valley)

Device Name	OS	Screen Size	Date and Time
emetric-114	Windows 10	1536x842	1/26/2021 7:07:54 AM
emetric-114	Windows 10	1536x842	1/26/2021 7:14:14 AM
Mozilla/5.0 (X11; CrOS x86_64 13505.100.0) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/87.0.4280.142 Safari/537.36 iTester_ChromeKioskWebView chromestorageenabled	Chrome OS:87.0.4280.142 13505.100.0	1366x768	1/26/2021 7:49:13 AM

Showing 1 - 3 of 3

Site Certification

Site certified for testing on 1/26/2021 7:51:44 AM by CyberValley_ATC.

*Date and time is in Central Standard Time.

« Back

[See online video tutorials for demonstrations!](#)





Administration – Students

Student Information, Accommodations, and Enrollment

- Available from February 11th, 2022
- Review Student Information & Enrollment Data
- Assign Accommodations
 - DTCs and STCs are responsible for assigning all embedded and non-embedded student accommodations.
- Accommodations Upload & Export
 - The accommodations *export* will no longer be blacked out during peak operational testing hours and will be available throughout the operational administration.





Administration – Students

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Students in Cyber Valley Sch1-001

Cyber Valley Sch1-001 (Cyber Valley)

 View Unenrolled Students

Choose a Subject

[Add Student](#)[Upload Accommodations](#)[Student Search](#)[Exports](#)

Last Name	First Name	Middle Initial	State Student ID Number	Grade				
Demo	John Doe	R	6789123451	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123452	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123453	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123454	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123455	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123456	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123457	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123458	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123459	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123460	03	View Classes	View Test Sessions	Enrollment Info	Edit





Administration - Students

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Students in Cyber Valley Sch1-001

Cyber Valley Sch1-001 (Cyber Valley)

 View Unenrolled Students

Choose a Subject

[Add Student](#)[Upload Accommodations](#)[Student Search](#)[Exports](#)

Last Name	First Name	Middle Initial	State Student ID Number	Grade				
Demo	John Doe	R	6789123451	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123452	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123453	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123454	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123455	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123456	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123457	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123458	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123459	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123460	03	View Classes	View Test Sessions	Enrollment Info	Edit





Administration - Students

A pop-up box is displayed with a list of the scheduled sessions.

The screenshot shows a pop-up window titled "Test Sessions for Michaels Robin" with a close button (X) in the top right corner. The window contains a table with the following data:

Content area	Test name	Session name	Session status	Class name
Science	SciGr357	Session 1	Not Started	Jane, Sally-Science Class-(Grade -5)
Mathematics	no calc items2	Session 1	Not Started	brain, pinky-Math Class-(Grade -5)

Below the table, it says "Showing 1 - 2 of 2". A blue "Close" button is located in the bottom right corner of the pop-up.

[See online video tutorials for demonstrations!](#)





Administration – Enrollment Transfer

Request to transfer students into your district from another district.

Permissions:

- DTCs can initiate, approve, reject, and view enrollment transfer requests for all schools in their district and can transfer students within their district.
- SDE Service Desk approves unenrolled students for transfer.

Workflow:

- Requestor: Search by student ID, last name, and DOB
 - If student is located, request transfer, add optional note.
- Receiver: e-mail and portal notification
 - Approve or Deny request (denial requires a note).
- Requestor: e-mail notification of approval/denial

Note:

- All requests, approvals, denials are logged in Portal.
- Test Sessions are not transferred, use notes to indicate what sessions a student has already completed.





Administration – Enrollment Transfer

Enrollment Transfer

Organization

OSTP | All

Request Transfer

Status:
 Pending
 Canceled
 Approved
 Rejected

Approvals

Requests

Your requests

Request ID	State Student ID Number	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status
2	001122334	Samara	Garcia	Cyber Sch1-001	Cyber Falls Sch1-001	01/29/2020 9:12:14 AM	Approved View Details
1	100000180	Tara	Lacey	Cyber Falls Sch2-002	Cyber Sch2-002	01/29/2020 8:33:54 AM	Approved View Details

Showing 1 - 2 of 2

Requests sent to you from other organizations

Transfer request details of Student Ninety-nine (100000099)

Request Details:

Requested By: Admin eMetric (Admin)

Date: 11/19/2019 1:43:00 PM

Notes: Please let me know what science test sessions the student completed.



[See online video tutorials for demonstrations!](#)





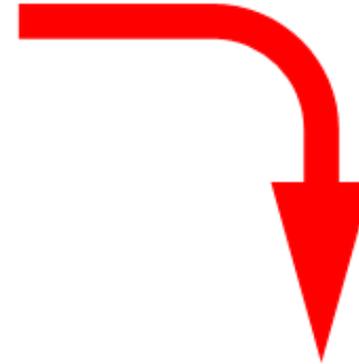
Administration – Enrollment Transfer

Request Enrollment Transfer X

State Student ID: *

Last Name: *

Date of Birth (MM/DD/YYYY): *



Request Enrollment Transfer X

State Student ID: *

Last Name: *

Date of Birth (MM/DD/YYYY): *

Student found. Select organization information below:

Student will be transferred from:

Select the school in which you want to transfer the student: Student Ninetynine (100000099)

Notes: (Optional)



Administration – Enrollment Transfer

Enrollment request - requestor's view

Cyber City Sch1 (Cyber City) Pending Request Transfer

Approvals Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
8	100000099	Student	Ninety-nine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	View Details Cancel

Showing 1 - 1 of 1

Enrollment request - receiver's view

Cyber Falls Sch2 (Cyber Falls) Pending Request Transfer

Approvals Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
8	100000099	Student	Ninety-nine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	View Details Approve Reject

Showing 1 - 1 of 1





Administration – Classes

Class Creation

- Pre-created classes
- Optional manual class creation
- Class bulk upload





Administration – Classes

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Science Classes in Cyber City Sch DLV1

[Create Grade Level Class](#) [Upload Grade Level Class](#)

Course Level	Grade Level		
Class 🔍	Grade 🔍	Student Count 🔍	
Science-(Grade -05)-(online)	05	13	View Edit Delete
Science-(Grade -08)-(online)	08	17	View Edit Delete

Showing 1 - 2 of 2



[See online video tutorials for demonstrations!](#)





Administration – Classes Upload at District

Science Classes in Cyber Falls

Select district from the drop down

Cyber Falls | Science



Course Level | Grade Level

Classes are not viewable at the district level. Please select a school.

[See online video tutorials for demonstrations!](#)





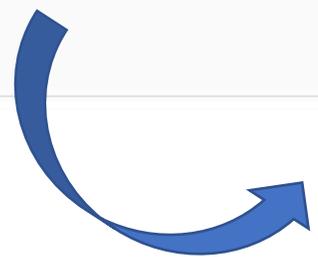
Administration – Classes Upload at District

Upload Classes to Cyber Falls

Select a file to be uploaded

[Download Template](#) | [View Class Data Definitions Info](#)

Choose File No file chosen



Class Data Definitions Information

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Social Studies,Science,ELA,Mathematics
ClassType	"grade" or "course"
Grade	03,04,05,06,07,08,09,10,11,12
Course	Mathematics,English Language Arts,Science, US History
SchoolCode	Unique identification number of the school
State Student ID Number	Existing state student id

Close

[See online video tutorials for demonstrations!](#)





Administration – Classes Upload at School



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emetric ProjectManagement | Help & Support | Logout

Science Classes in Cyber Falls Sch3-003

Select a school from the organization drop down

Cyber Falls Sch3-003 (Cyber Falls)

Science

Create Course Level Class

Upload Classes

Course Level

Grade Level

There are no classes that match the selected criteria.

[See online video tutorials for demonstrations!](#)





Administration – Classes Upload at School



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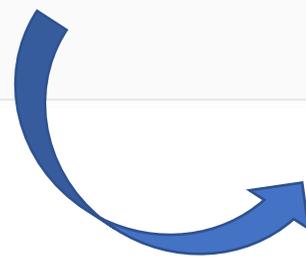
Upload Classes to Cyber Falls Sch3-003



Select a file to be uploaded

[Download Template](#) | [View Class Data Definitions Info](#)

Choose File No file chosen



Class Data Definitions Information X

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Social Studies,Science,ELA,Mathematics
ClassType	"grade" or "course"
Grade	03,04,05,06,07,08,09,10,11,12
Course	Mathematics,English Language Arts,Science, US History
State Student ID Number	Existing state student id

[Close](#)

[See online video tutorials for demonstrations!](#)





Administration – Test Sessions

Scheduling Tests

- Schedule classes to tests
- Print student test logins with students' usernames and passwords
- Manage & monitor test sessions
 - Test Status Export
 - Students Not Scheduled to Test Export





Administration – Test Sessions



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Demo DTC | Help & Support | Logout

Displaying test sessions for in Academy of Seminole Charter ES-930

Academy of Seminole Charter ES-930 (Academy of Se...
OSTP Operational
Filter by testing status
All

Social Studies
Select a test (required)

Schedule New Test Session

Exports

There are no test sessions scheduled that match the selected criteria.



[See online video tutorials for demonstrations!](#)





Administration – Test Sessions



Home Site Readiness Students Enrollment Transfer Classes **Test Sessions** Materials Management Pre-ID Management Dashboard

emetric ProjectManagement Help & Support Logout

Displaying test sessions for in Cyber City Sch DLV1

Cyber City Sch DLV1 (Cyber City) Science
OSTP Operational Select a test (required)
Filter by testing status:
All

Schedule New Test Session Exports ▾
Export Test Status
Export Students Not Scheduled

There are no test sessions scheduled that match the selected criteria.

The two exports are combined under a single Exports link



[See online video tutorials for demonstrations!](#)





Administration – Test Sessions



OKLAHOMA Education

Home

Site Readiness

Students

Enrollment Transfer

Classes

Test Sessions

Materials Management

Pre-ID Management

Dashboard



emetric ProjectManagement



Help & Support



Logout

Test Sessions

« Back

District: Cyber Falls **School :** Cyber Falls Sch1-001
Administration: OSTP Admin **Content Area:** Mathematics
Class: Grade 3 Math-(Grade -03)-(online)
Test Name: Spring 2022 G3 Math TAM
Testing Window: 01/10/2022 to 02/28/2022

Test is in progress. It ends on **02/28/2022**. Students may log in and take the test using their username and password shown below.

Session Access Code

Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	5521810312
2	Session 2	8194167901

Test Tickets Print Options

Filter by Session

Choose a Session

Export Logins for Selected Students

Form Name

Time Student was added

Test Status

Login credentials

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	Garcia	Samara	3333333355	efee578b	Spring 2022 Gr 3 Math Read Aloud	01/10/2022 10:57:21 AM	+	Session 1 :Not Started			Invalidate
<input type="checkbox"/>	Testing	Student	3333333366	4fd873bd	Spring 2022 Gr 3 Math	01/10/2022 10:57:21 AM	+	Session 2 :Not Started			Invalidate

Showing 1 - 2 of 2





Note About Spanish Test Scheduling...

Scheduling Spanish Tests:

- All students to be scheduled for a Spanish test need to be placed into a separate class.
- The new class must be scheduled to take the Spanish version test.
 - Select the test with SPANISH in the test name.





Note About Breach Test Scheduling...

Scheduling Breach Tests:

- All students to be scheduled for a Breach test need to be placed into a new class.
- The new class must be scheduled to take the Breach test.





Note About Text-to-Speech Accommodations...

- Accommodated form automatically assigned to students with accommodations.
- Must assign all students the text-to-speech accommodations PRIOR to scheduling tests.
 - If missing of accommodations is caught before student logs in, assign accommodation, return to test session and click on the *Add or Update Students* button.

Add or Update Students

Students have been added to the test session or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

Add or Update Students

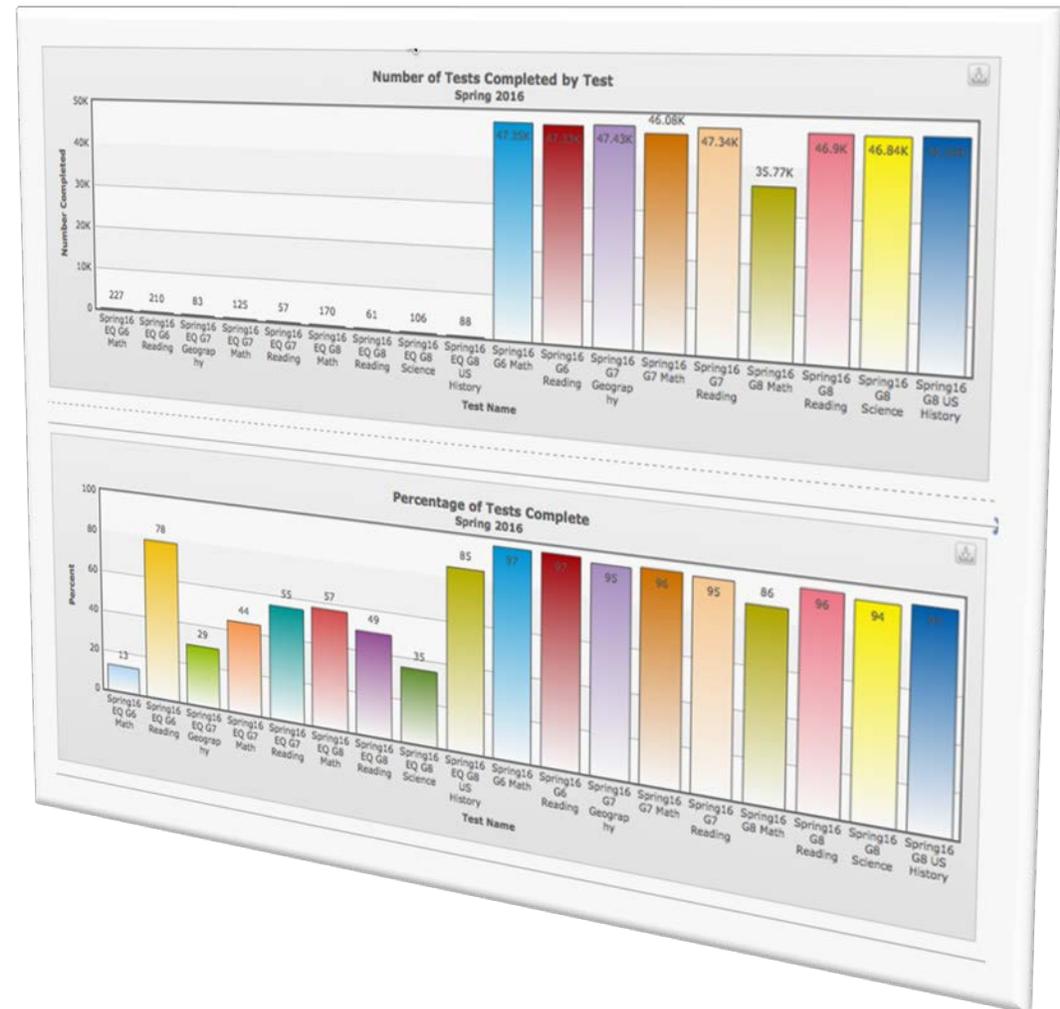
- Check *Date/Time Created* for the most recent students added.
- If missing of accommodations is caught after student logs in, the student must continue testing with a human reader.





Administration – Dashboard

- State Users, District Test Coordinators, Building Test Coordinators, District Users, and Building Users
 - State level data
 - District level data
 - School level data
- During Operational Testing
 - Portal User Activity
 - Daily & Cumulative Test Summaries
 - Number of active testers
 - Number of tests scheduled
 - Number of tests completed
 - Percent of tests completed
 - Number of operating systems by OS type
 - By Hour Summaries
 - Number of tests paused
 - Number of tests completed
 - Number of tests in progress



OSTP Portal: File Uploads

File Upload	Data	Dates Available	Record Limit
Portal Users	Add or edit portal user accounts for your organization	January 18 – May 17	30
Student Accommodations Data	Student accommodations only	February 11 – May 17	1,000
Class Data	Mapping students to classes or proctoring groups	February 11 – May 17	1,000



During the operational testing window, the bulk upload functionality is available from 7:00 PM CST to 7:00 AM CST.

Users can still manually add students, edit students, create/edit classes, and create/edit portal users any time.

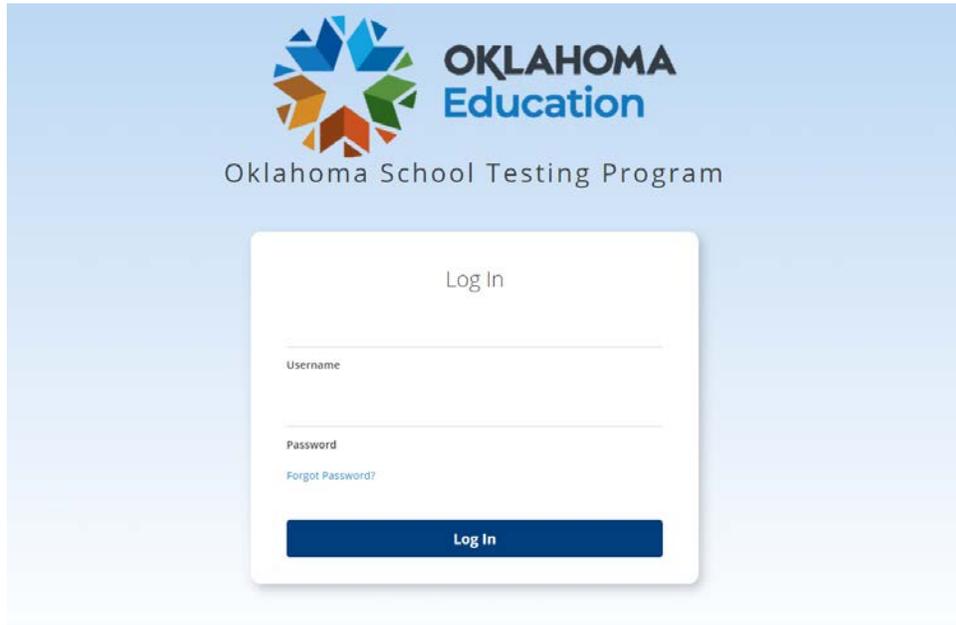


OSTP Portal: File Exports

Export	Data	Dates Available	Record Limit
Portal Users	List of portal user accounts for your organization	January 18 - May 17	30
Student Accommodations Data	Student accommodations only	February 11 - May 17	-
Students Test Status	List of students with their test completion status by school/test	April 4 - May 17	-
Students Not Scheduled for a Test	List of students within a school that are not scheduled for the selected test	April 4 - May 17	-

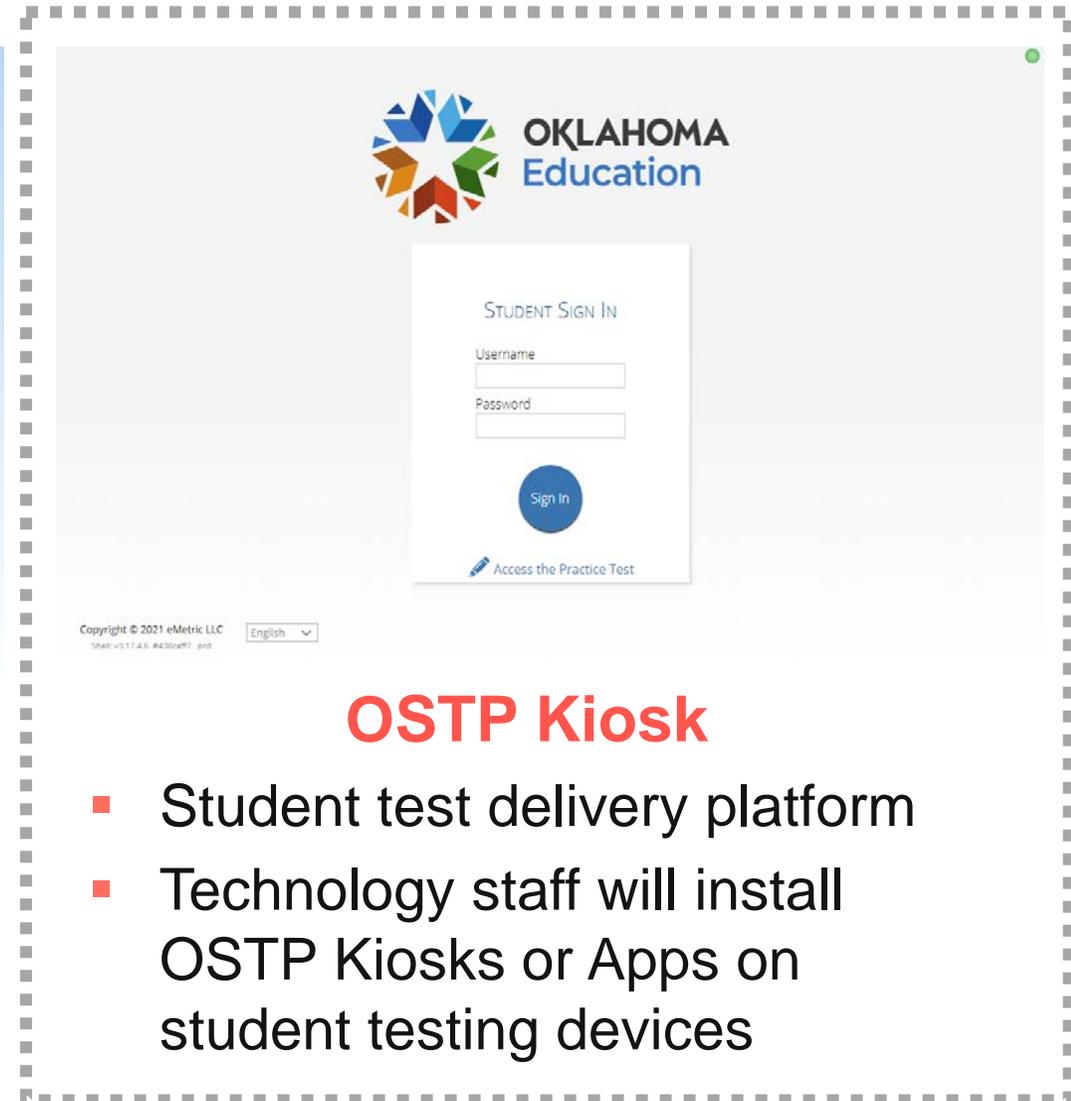


OSTP Online System Components



OSTP Portal

- Manage portal users
- Manager student data and online test sessions
- Available via a browser



OSTP Kiosk

- Student test delivery platform
- Technology staff will install OSTP Kiosks or Apps on student testing devices

OSTP Kiosks

- Windows, MacOS and Linux Kiosk 
 - Available to download in Portal
- iPad and Chromebook Applications
 - Download directly from App Stores
 - Download "iTester" iPad app and select state on 1st log-in

 New kiosks **ARE** required for Spring 2022

OSTP Kiosk: Student Testing Device Requirements

System Requirements – All Hardware

Connectivity	Student devices must be able to connect to the internet via wired or wireless networks.
Screen Size	9.7” screen size or larger/ “10-inch class” tablets or larger
Screen Resolution	1024 X 768 or larger
Browsers^a (Practice Test ONLY)	Chrome™ 94 or newer Firefox® 93 or newer Safari® 14 or newer Microsoft Edge™ 94 or newer **UPDATED**
Headphone/Earphone/Ear Buds	Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation



OSTP Kiosk: Student Testing Device Requirements

Desktop and Laptop Specific Requirements	
CPU	1.3 GHz
Memory	2 GB (4 GB is strongly recommended for best performance)
Input Device	Keyboard – wired or wireless/Bluetooth® mouse or touchpad
Windows®	Windows 8.1, 10 ^b (32-bit and 64-bit)
MacOS®	10.14 – 11.6 (64-bit only) **UPDATED** Not compatible with MacBook Air (M1, 2020); MacBook Pro 13-in. (M1, 2020); and Mac mini (M1, 2020).
Linux®	Fedora™ 34 (64-bit only) **UPDATED**





OSTP Kiosk: Student Testing Device Requirements

Tablet/Netbook/2-in-1 Specific Requirements

iOS and iPadOS

13.1 – 15.1 ****UPDATED****

Chromebook™

Chrome OS™ 80 – 94 ****UPDATED****

Note: Android devices will not be supported.

- a. Text-to-Speech on browsers is partially supported.
- b. Only in desktop mode. Windows 10 S is not supported.



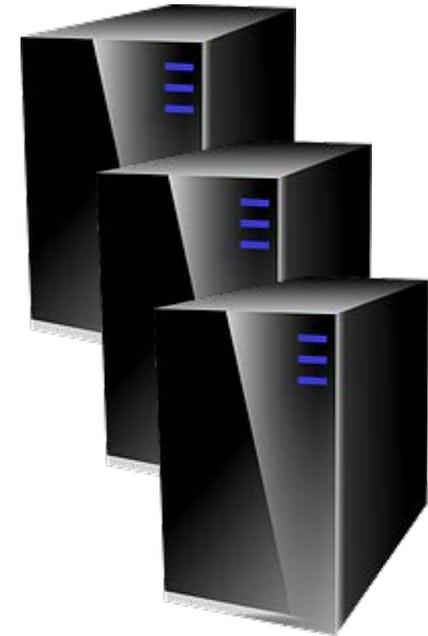
Students testing on devices that do not meet the student testing device specifications are likely to encounter performance-related issues during testing.



OSTP Kiosk: Internet Connectivity

Beginning of Test:

- Authenticate login
- Download test content



End of Test:

- Submit responses for scoring

OSTP Kiosk: Checking Internet Connectivity

Question 1

Screen Zoom: [magnifying glass icon]

Text-to-Speech: [play icon]

[gear icon]

[green dot icon]

In this figure, what is the value of x ?

Hide All

8

(A) 2.3

(B) 3.75

(C) 9.0

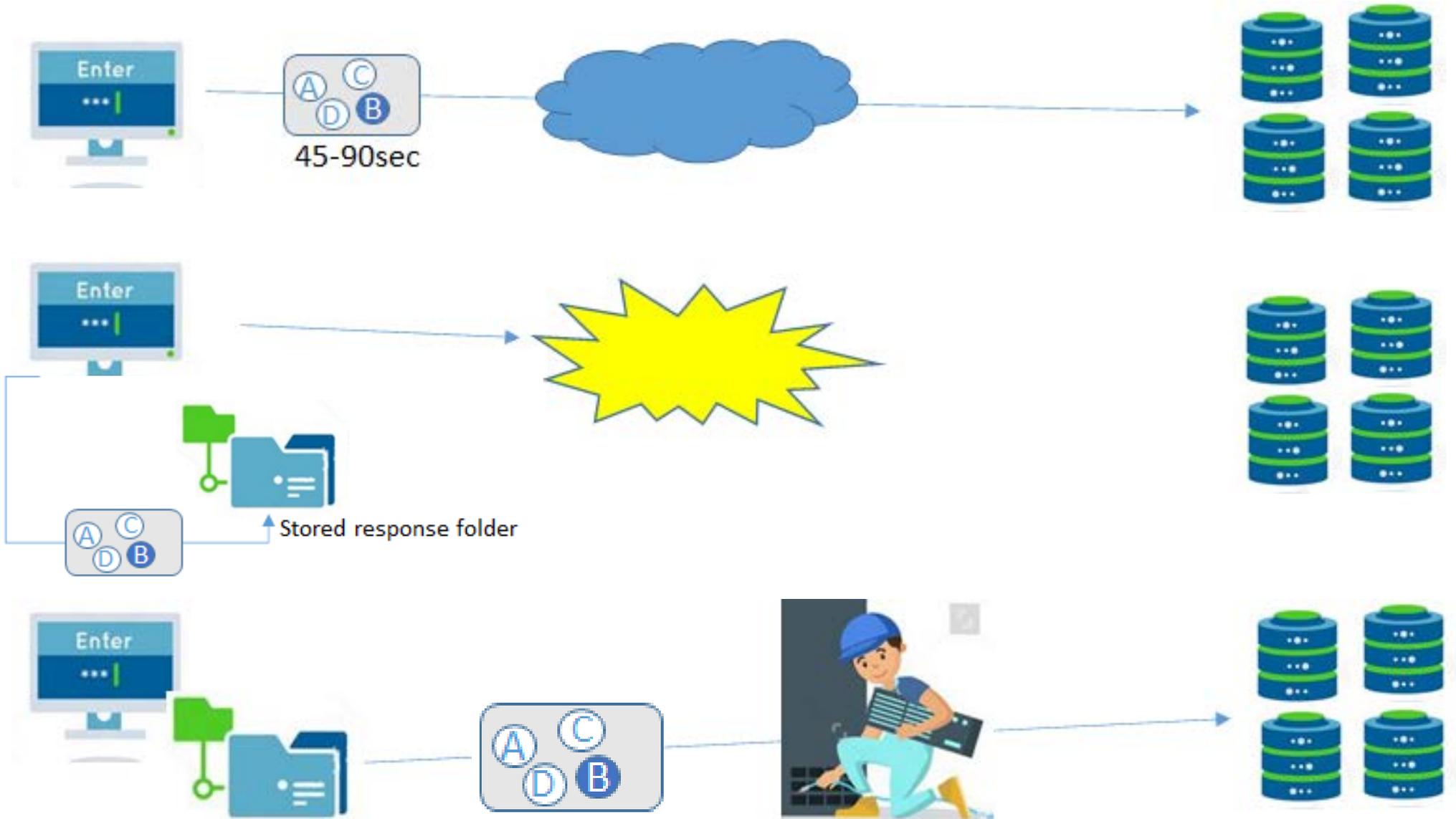
(D) 10.0

abc [moon icon] [color palette icon] [eraser icon] [pencil icon] [calculator icon] [document icon]

Clear Pause/Exit Back Next Finish

- Internet Connectivity is ON
- Internet Connectivity is OFF

What happens if a student loses network connection in the middle of a test?



What if a student finishes a test but has no network connection?

Please raise your hand and notify your proctor.

A connection to the network could not be established. Your test has been saved offline.



Proctor, this student's test responses have been stored locally on this device. When network connection is restored, you must re-launch the kiosk or mobile app from this device in order to send the stored responses to the servers, or you can also try to send responses by clicking "Send Responses" button.

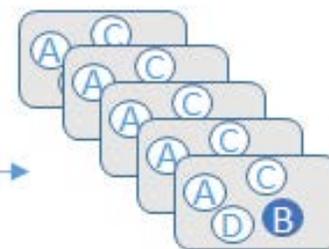
Send Responses

Do not move the student to a different device.

If you have any questions, please contact technical support immediately.

I have read this statement and understand that I must follow these directions or the student's responses may not be sent to the server and scored.

Accept and Exit Test



OSTP Kiosk Test Integrity

Loss of Network Connectivity Procedure Summary

- If a student loses network connectivity in the middle of a test:
 - Keep testing on that device
 - Test content and responses are stored securely on the test device
 - Responses will be sent when network is restored
- If student finishes and is ready to turn in test prior to network being restored:
 - Allow student to turn in test
 - Record the exact device the student is testing on
 - Ensure no network management tools or system maintenance will alter that devices files or configuration
 - When network connectivity is restored, return to that exact device and relaunch the kiosk
- If you are unsure of the status of the student responses, call the help desk



IMPORTANT! Stale Responses

- Students should test on one device.
- Switching devices during testing may result in stale responses.
- If a student absolutely must switch devices, contact the Service Desk first!
 - (866) 629-0220
 - oktechsupport@cognia.org

What's New in 2022 in OSTP Kiosk?

- Removal of the ability to copy text from the item or stimulus and paste into open ended box using the Highlighter tool
- Update to the color of the connection widget's connection lines to be WCAG compliant

Kiosk

- Logging In to the Kiosk
- Entering a Session
- Options page
- Directions
- Testing Interface
- Review and Turn In



Logging In to the Kiosk

The screenshot shows the Oklahoma Education kiosk interface. At the top left is the Oklahoma Education logo. The main area is titled "STUDENT SIGN IN" and contains a "Username" field (callout 1), a "Password" field (callout 2), and a blue "Sign In" button. Below the sign in button is a link "Access the Practice Test" with a pencil icon (callout 3). At the bottom left, there is a copyright notice: "Copyright © 2018 eMetric LLC", "Carrier: 3.9.0 #97027ad #035", "Title: v3.11.0-dev #04034e0 s227", and "osac.sacbe" (callout 4). To the right of the copyright notice is a language selection dropdown menu with "English" selected (callout 5). At the bottom right, there is a green "Exit" button (callout 7) and a red "Exit" button. A blue arrow points from the user profile overlay to the "Sign In" button. The user profile overlay on the right contains the following information: "Dean, Julie", "DOB: 12/1/2007", "Sample 6th Math Test", "Username: 1112223334", and "Password: 9f26bcf7". A small green callout with the number 6 is located in the top right corner of the kiosk interface. A speaker icon is visible in the bottom right corner of the overall image.

Entering a Session

Not Student Demo? 

Hello, Student Demo

1

01010101
State Student ID

3/10/1998
Date of Birth

Male
Gender

Grand Canyon High School
School Name

Role Teacher
Teacher

08
Grade

The following tests have been scheduled for you:

Demo Test 1

2

[Session 1](#) [Session 2](#) [Session 3](#) [Session 4](#)

Not Student Demo? 

Hello, Student Demo

01010101
State Student ID

3/10/1998
Date of Birth

Male
Gender

Grand Canyon High School
School Name

Role Teacher
Teacher

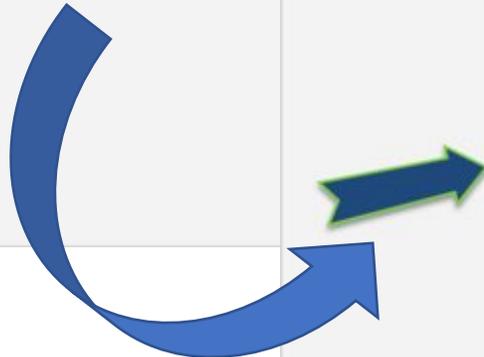
08
Grade

The following tests have been scheduled for you:

Demo Test 1

[Session 1](#) [Session 2](#) [Session 3](#) [Session 4](#)

Session Access Code: [Submit](#) [Cancel](#)



Options Page

Options

Text-to-Speech Volume: 100

Speed

Screen Zoom
The quick brown fox jumped over the lazy dog.

Reverse Contrast

Color Contrast

General Masking Enabled

Accessibility Mode Proctor Password

Note: Only those students with accommodations will see the Options page.

For more information about Accommodations please visit the [Oklahoma Help and Support Site.](#)



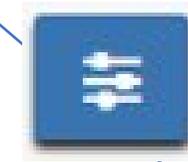
Directions Page

Text-to-Speech: 

Grades 4-5 Readiness Tool G4 ELA and Math Directions

This Readiness Tool contains questions in ELA and Math. Some of this material may not be familiar to you, but it is still important that you do your best answering the questions. Questions will be presented one at a time. Each multiple choice question will be followed by its possible answer choices. The computer will allow you to have only one answer selected at a time for each question. Sometimes you may be required to use the scroll bar that will appear on the right side in order to read a passage or see a question with all four answer choices. Be sure you have read all answer choices before making your selection.



Accommodations Options Overlay button allows a student to bring up the accommodation options page to change accommodation settings if needed.



Test & Item Navigation

Question **2** 1

Screen Zoom: Text-to-Speech:

The following passage is the first two pages and the Works Cited page from a student research paper. Read the passage. Compare the paper with the preceding reference guide. Then answer the question that follows.

1 Bormann 1
2 Reagan Bormann
3 Mrs. Cantu
4 English II
5 5 April 2011
6 The Health Benefits of Running
7 Running offers both physiological and psychological benefits. A significant
8 physiological benefit of running is improved joint health (Sieben, Lindeman 45).
9 Because running is an effective calorie burner, it is often an exercise
10 people use even to lose or maintain a healthy weight. The more a person
11 weighs, the more pressure joints experience, and this seems to increase the
12 breakdown of cartilage, the tissue that cushions joints (Groth p. 53).
13 Breakdown in cartilage is the cause of osteoarthritis, the most common form
14 of arthritis. Thus, running can decrease a person's chances of developing
15 osteoarthritis. In addition to reducing the stress that excess weight can cause
16 joints, running improves the function of the joints. When a person runs, the
17 cartilage in his or her joints compresses and expands, which brings oxygen
18 Bormann 2

What change, if any, should be made to the citation in line 12?

Hide All

A (Groth 53)
 B (Groth, 53)
 C (Groth, p. 53)
 D no change

2 3

Clear Pause/Exit Back Next Finish

Clear Pause/Exit Back Next Finish

Review and Turn In

Question 2

Screen Zoom: [magnifying glass icon]

Text-to-Speech: [play icon]

What change, if any, should be made to the citation in line 12?

Hide All

- (A) (Groth 53)
- (B) (Groth, 53)
- (C) (Groth, p. 53)
- (D) no change

1 Bormann 1
2 Reagan Bormann
3 Mrs. Cantu
4 English II
5 5 April 2011
6 The Health Benefits of Running
7 Running offers both physiological and psychological benefits. A significant
8 physiological benefit of running is improved joint health (Sieben, Lindeman 45).
9 Because running is an effective calorie burner, it is often an exercise
10 people use even to lose or maintain a healthy weight. The more a person
11 weighs, the more pressure joints experience, and this seems to increase the
12 breakdown of cartilage, the tissue that cushions joints (Groth p. 53).
13 Breakdown in cartilage is the cause of osteoarthritis, the most common form
14 of arthritis. Thus, running can decrease a person's chances of developing
15 osteoarthritis. In addition to reducing the stress that excess weight can cause
16 joints, running improves the function of the joints. When a person runs, the
17 cartilage in his or her joints compresses and expands

1

Clear Pause/Exit Back Next Finish

You have completed: 21 out of 28 question(s).

1 answered	2 answered	★ 3 answered
4 not answered	5 answered	★ 6 answered
7 not answered	8 not answered	9 answered
10 answered	11 not answered	12 answered
13 answered	14 answered	15 answered
16 answered	17 answered	18 not answered
★ 19 answered	20 not answered	★ 21 not answered
22 answered	23 answered	24 answered
25 answered	26 answered	27 answered
28 answered		

2

Return to test Turn In

3

Are you sure you want to turn in your test?

Turn In Cancel

Turning in your test...

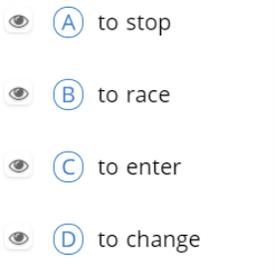
[refresh icon]

[speaker icon]



Universal Tools

Universal Tools are available to all students for online testing:

Name	Assessment / Content Area	Tool Icon	Supported Devices
Guideline	All		All
Answer Masking	All		All
Sketch	All		All
Highlighter	All		All

Item Level Tools

Calculators are available to all students for specific assessments and content areas:

Name	Assessment / Content Area	Tool Icon	Supported Devices
Basic Calculator	Grades 6-7 Math		All
Scientific Calculator	Grade 8 Math and Science		All
Graphing Calculator	Grade 11 Science		All



A Texas Instruments™ TI-108 elementary calculator, TI-30XS MultiView™ scientific calculator, and TI-84 Plus graphing calculator will be available on Practice Tests and Operational Tests

Accommodations

Text-to-Speech accommodations ordered for specific students:

Name	Assessment/Content Area	Tool Icon	Supported Devices
Text-to-Speech Mathematics	Grades 3-8 Math		Not supported on Linux
Text-to-Speech ELA Grades 3, 4, 6, & 7 NS1 (State approval is required); Grades 5 & 8 Writing Sections Only	Grades 3-8 ELA		Not supported on Linux
Text-to-Speech Science	Grades 5 & 8 Science		Not supported on Linux
Text-to-Speech US History	Grade 11 US History		Not supported on Linux



Accommodations

Text-to-Speech Accommodations ordered for specific students:

Name	Assessment / Content Area	Tool Icon	Supported Devices
Spanish Text-to-Speech Mathematics	Grades 3-8 Math		Windows, macOS, and Chrome OS
Spanish Text-to-Speech Science	Grade 5 & 8 Science		Windows, macOS, and Chrome OS
Spanish Text-to-Speech US History	Grade 11 US History		Windows, macOS, and Chrome OS

Text-to-Speech Voices

- Spanish voice is available on Windows, MacOS, and Chrome OS.

Windows & MacOS

- A Cepstral Spanish language pack must be installed on the student's device where Spanish version of the test will be taken using Text-to-Speech.
- The Spanish language pack must be requested from Cognia.

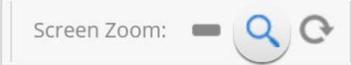
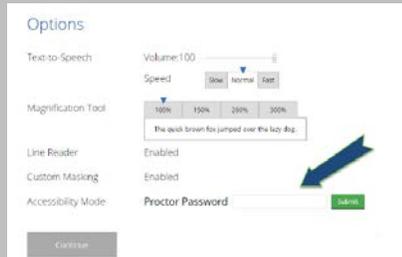
Chrome OS:

- There are no changes that need to be made to the device configuration; you just need to ensure the Spanish TTS accommodation has been selected in the portal.
- OSTP Kiosk uses the default voice set on the student's device.
 - See *Kiosk Installation Guide* for specific steps on how to change the default voice.
- Use the practice test to let the students hear the voice.
 - If the student does not like the voice, change the default voice setting on the device or try a device with a different operating system/voice pack.



Accommodations

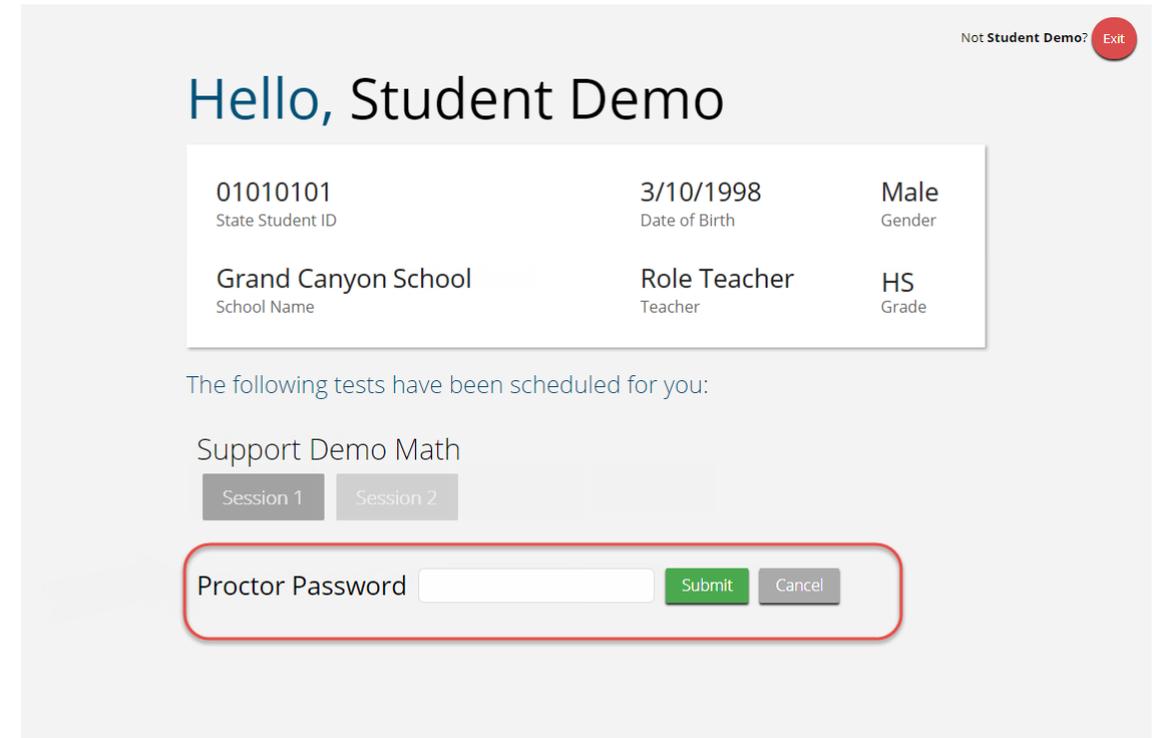
Accommodations ordered for specific students:

Name	Assessment / Content Area	Tool Icon	Supported Devices
Screen Zoom	All	100%, 150%, 200%, 300% 	All
Color Contrast	All		All
Reverse Contrast	All		All
General Masking	All		All
Turn Off All Universal Tools	All	Guideline, Answer Masking, Sketch and Highlighter not available	All
Allow Accessibility Mode Testing	All		All

Proctor Password

When is a proctor password required?

- Student pauses for longer than 20 minutes
- Student is inactive longer than 60 minutes
- On an abrupt closure of the OSTP Kiosk
- When a student submits a test offline



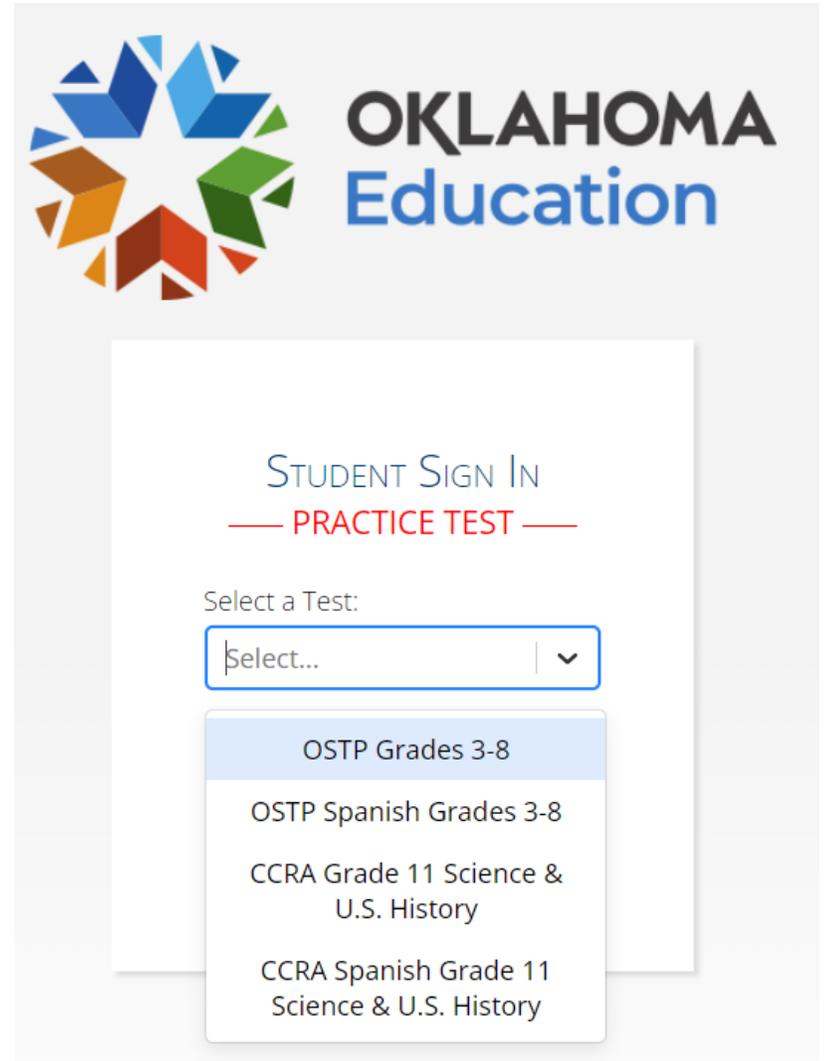
The screenshot shows a user interface for a student demo. At the top right, there is a red button labeled "Not Student Demo? Exit". The main heading is "Hello, Student Demo". Below this, a white box contains student information: State Student ID (01010101), Date of Birth (3/10/1998), Gender (Male), School Name (Grand Canyon School), Role (Teacher), and Grade (HS). Below the information box, a message states "The following tests have been scheduled for you:" followed by "Support Demo Math". There are two buttons for "Session 1" and "Session 2". At the bottom, a red-bordered box contains a "Proctor Password" input field, a green "Submit" button, and a grey "Cancel" button.

DTC users can access the Proctor Password on the Home page within the Administration component of the portal.

Online Practice Tests

<https://okpracticetest.cognia.org/student>

- The Practice Test can be taken on a browser or with the OSTP Kiosk or mobile apps.
- If a student needs screen zoom, they must use the Kiosk.
- Students should take the practice tests on the devices to be used for testing.
- Students will no longer need a username and password to access the practice tests.



Training Resources

OKLAHOMA Education Users [Demo DTC](#) [Help & Support](#) [Logout](#)

Welcome to the Oklahoma School Testing Program Portal
OSTP

Administration
Organize students for testing, schedule tests, and monitor testing progress.

Reporting
View summary and individual student results by test and content standards.

v3.17.4.6 Copyright © 2021 eMetric LLC [Contact Us](#) (866) 629-0220 [Terms of Use](#) [Privacy Policy](#)



Training Resources

Help & Support Site

- User Guides
- Tutorials

<https://oklahoma.onlinehelp.cognia.org/>

Tutorials

Coming Soon	Coming Soon	Coming Soon
Adding Students & Downloading School Rosters	Assigning Accommodations	Certifying Your Site
Coming Soon	Coming Soon	Coming Soon
Changing the Proctor Password	Creating Classes	Creating & Editing Portal User Accounts
Coming Soon	Coming Soon	Coming Soon
Deactivating & Reactivating Portal User Accounts	Exporting Testing Status	Printing Student Test Logins

Guides

There are two components of the OSTP and CCRA: Science & U.S. History online testing: **the Online Portal**, used by building and district administrators, and the Workstation Client, used by students for testing. The documentation below are how-to guides and helpful information for using this portal.

Note: These are living documents that will be updated as changes are made to the online system.

Quick Guide
OSTP Portal



OSTP/CCRA Kiosk User Guide
How to launch and log in to OSTP Kiosk

Guide
Environment



OSTP/CCRA Portal User Guide
Instructions for the OSTP online portal

ines
ifications

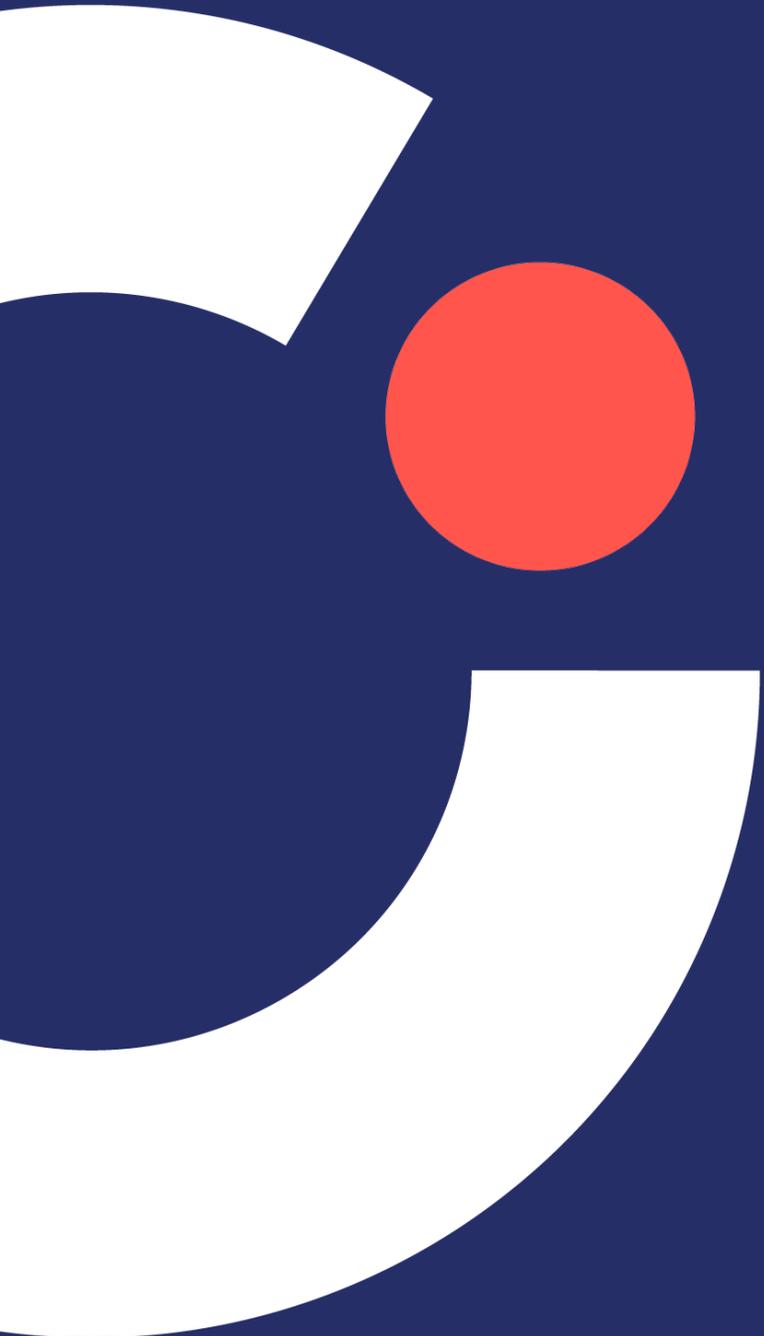


OSTP/CCRA Tools & Accommodations Quick Guide
A quick reference of the Accommodation tools available

Assistive Technology Guide

Thank You!





Break



Paper/pencil material





Agenda

- Alternate Forms
- Spanish Options
- Manuals
- Student Labels and Rosters
- When to Void a Booklet
- Receiving and Returning Material
- Security Checklists
- Test Security Forms in Qualtrics





Alternate Forms

- Large-Print and Braille are included in your initial shipment based on precode.
- Braille Kits include:
 - Braille materials, standard materials, administration note and Braille instructions
- Large Print Kits include:
 - Large Print materials, Standard materials, and administration note
- LP and Braille responses must be transcribed to a scannable standard test book or answer document.
 - All transcribed answer documents go in the regular scorable materials envelopes.



Spanish Translation Options

Grades 3-8 Math and Science and CCRA Science and U.S History Content:



- A Spanish version of the test will be available online and requires installation of Cepstral Spanish Voice Pack
- Spanish audio files are available to accompany English language paper forms
- Spanish audio files for TAM scripts are available for all grades and subjects.

Cepstral Spanish Voice Pack and Spanish Audio file request forms are available on the Help and Support Site



Cepstral Spanish Voice Pack

Who

- The school or district will only need to install a Cepstral Spanish language voice pack if student(s) meet the following requirements for read-aloud accommodations:
 1. Student(s) must have been using the Spanish read-aloud accommodation throughout the year.
 2. Student(s) must have the read-aloud accommodation specified as required on the ELAP.

How

- The Spanish version of the test uses the read-aloud accommodation, which requires a Cepstral Spanish language pack on the machine where the test is run.
- Licensing of this language pack is limited. Please stagger student testing through the same machine(s) in order to use as few computers as possible.
- Request form on the Help and Support Site





Manuals

Test Preparation Manual (3-8 and CCRA)

Test Administration Manual (3-5, 6-8, CCRA Science and U.S. History Content)

PSTGs

Spanish PSTGs

Spanish TAM scripts

- Electronic versions

Approved devices: Desktop Computer, Laptop Computer, Tablet, iPad

Not approved devices: Any cell phone device

- Controlled number of printed manuals

<http://oklahoma.onlinehelp.Cognia.org/>



Student Labels and Rosters

- Student labels will be provided for every student needing paper forms indicated through the Wave.

Student Last, First MI	DOB: 99/99/9999
SSID: 123456789	
	
School Name	District-School Code
	Gr: xx

- **Students with Labels:** Verify Student Information

- If any student demographic details are incorrect on the student label, still use the label **unless** there is a mistake in the main identifiers – **first name, last name, DOB, or State Student ID (SSID)**.
- If one or more of these identifiers is incorrect, do not use the label and bubble the student information on the demographic page of the answer document.
- If a school receives labels for students who are no longer enrolled, adhere the label to a blank student answer document and mark the reason in box Q.



Q IF THIS STUDENT WAS NOT TESTED, INDICATE THE REASON. Selections are subject to change based upon SDE review and validation.		
	ELA	MA
Did Not Attempt (DNA)	<input type="radio"/>	<input type="radio"/>
No Longer Enrolled (NLE)	<input type="radio"/>	<input type="radio"/>
Oklahoma Alternate Assessment Program (OAAP)	<input type="radio"/>	<input type="radio"/>

Student Labels and Rosters

- **Students without Labels:**
 - If a student does not have a label for any reason (e.g., label is missing, lost or damaged), bubble the student information carefully on the student demographic page of the answer document.
 - If student ID labels for an entire class are missing, students may bubble their own demographic information.



Void Bubble

V	VOID-DO NOT SCORE
<input type="radio"/>	Void this answer document.

- Voids are applicable when an answer document is damaged and/or not scoreable or a breach has been administered.
- Indicate void using box V.
- Testing Irregularity also submitted using Office of Assessment Google Form.
 - A testing irregularity does not mean an answer document needs to be voided.
- Opportunity to review during clean-up window.





Tracking Shipments

The Materials Management link in the Administration menu allows the user to view shipment history.



The user will be able to view additional details about the order by clicking View Details in the order's data row.

Note: Orders that have not been shipped will not appear on this list.



Ordering Additional Materials – Packing Slip



Cognia
22 Marin Way Unit 2B
Stratham, NH 03885

PACKING SLIP *Secure Material*

Ship To:

Cognia Ship Code:	00000000754662	Date Packed:	03/03/2022
Contract: 155900	Contract Name: OSTP	Administration:	2021-2022
County Code:	County Name:	SU Code:	Superintendent Unit Name:
District Code:	District Name:		
School Code:	School Name:	Grade:	Enrollment:
Box Label:	00000056494003		





Ordering Additional Materials



Ordering Additional Materials



Online Additional Materials 2021-2022 OSTP Grades 3-8 Operational

[Return to iServices](#)



Administration:

Order Level:

District: [Search](#)

School: [Search](#)

* MPShipCode:

Login

Note: Additional Material Requests received after 2:00 PM EST will be processed the following business day.

Instructions

1. Select Administration.
2. Select Order Level.
3. Select District.
4. Select School.
5. Enter MP Ship Code which is located at the top of your Material Summary.
6. Click Login.



Return Shipping Grades 3-8

Last Day for Materials Pick-up

* Districts are encouraged to schedule their own UPS pickup per the directions in the Test Preparation Manual. If you schedule your own UPS pickup, please contact Cognia to cancel the automatic pick up.

Grade 3-8

Phase 1: Grade 3 ELA for RSA

- If utilizing the self-schedule option that must be done by **4/27/2022**
- Cognia scheduled a 1-day pickup on **4/28/2022**

Phase 2: All scorable and non-scorable material

- If utilizing the self-schedule option that must be done by **5/3/2022**
- Cognia scheduled a 1-day pickup on **5/5/2022**



Returning Materials OSTP

Two phased approach:

Phase 1

**Scheduled pickup date:
4/28/22**

**Scorable Material Only
for:**

- Grade 3 ELA
(for early RSA reporting)

Phase 2

**Scheduled pickup date:
5/5/22**

**Scorable & Nonscorable
Material for:**

- Grades 3–8 all contents
(includes Grade 3 ELA
not returned for early
RSA reporting)



Returning Materials OSTP

Please retain the boxes received with your test material shipment to reuse for returning test materials to Cognia.

Packing for Phase 1 & Phase 2

Shipping Label

Apply the UPS Return Shipping Label for the correct district/school to the top of the box. This information is printed as the return address on the label.

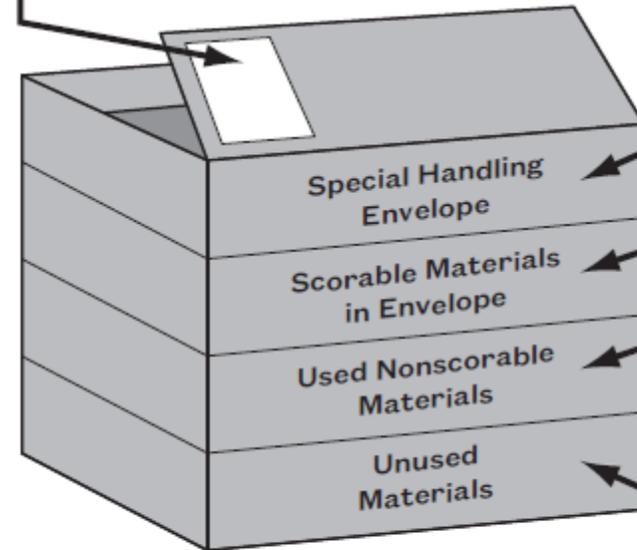
DISTRICT TEST COORDINATOR Phone: School Name District Street Address Street City ST Zip	25 LBS	1 OF 1
RS		
SHIP LOGIN MANAGER (603) 740-0102		
TO: Cognia 22 BARNEN WAY STRATHAM, NH 03885		
NH 038 0-02		
UPS Ground TRACKING # 1Z 0001 76X 77 7377 7377		
SAMPLE		
Shipping ID: OFFIC. ADMIN DESCRIPTION RETURN SERVICE REF. 1: Admin. Code REF. 2: Box ID Number		

©2011 UPS Message 16/01/02/06

Special Handling Envelope

This envelope should include:

- Typed responses with student answer documents.
- Notes on school letterhead with explanation of damaged and contaminated booklets. Notes must include: Student's full name, State Student ID (STN), grade level, content area, district code, and school code.
- Please DO NOT include contaminated material.



Scorable Materials

Answer documents and integrated test booklets must be placed inside the Return Used Answer Document Envelope. This includes any transcribed answer documents or integrated test booklets. These envelopes are labeled by grade and/or content. (e.g., Grade 4 Math)

Used Nonscorable Materials

- Test Booklets
- Large Print Test Booklets
- Braille Test Booklets

Unused Materials

- Test Booklets
- Answer Documents
- Integrated Test Booklets





Return Shipping CCRA Science & U.S. History

Last Day for Materials Pick-up

* Districts are encouraged to schedule their own UPS pickup per the directions in the Test Preparation Manual. If you schedule your own UPS pickup, please contact Cognia to cancel the automatic pick up.

CCRA Science & U.S. History: All scorable and non-scorable materials

- If utilizing the self-schedule option that must be done by **4/15/2022**
- Cognia scheduled a 1-day pickup on **4/18/2022**



Returning Materials CCRA

Please retain the boxes received with your test material shipment to reuse for returning test materials to Cognia.

Packing of CCRA Materials

Shipping Label

Apply the UPS Return Shipping Label for the correct district/school to the top of the box. This information is printed as the return address on the label.

DISTRICT TEST COORDINATOR	25 LBS	1 OF 1
Phone	RS	
School Name		
Street Street Address		
Street City ST ZIP		
SHP LOGIN MANAGER		
TO: (603) 740-9102		
Cognia		
22 WARREN VALLEY		
STRATHAM, NH 03085		

NH 038 0-02

UPS Ground
TRACKING # 1Z 003 TKA 77 7377 7372

SAMPLE

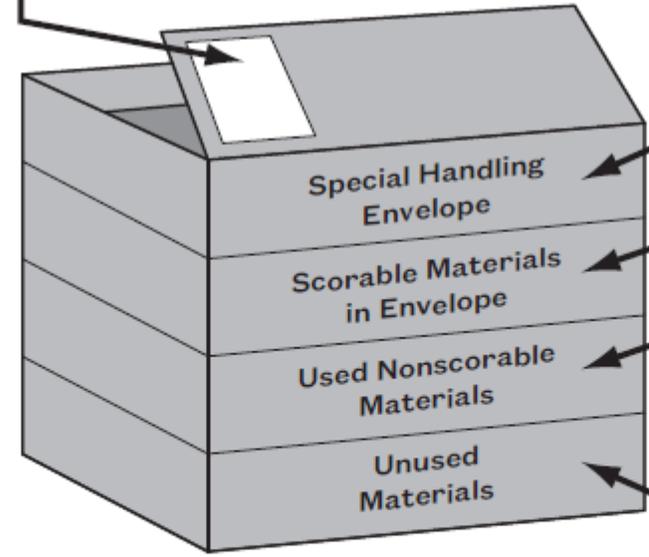
DATE TIME ZONE
DATE: ADMIN DESCRIPTION
RETURN SERVICE
REF 1: Admin Code
REF 2: Box ID Number

03/11/18 Message 76.0V10206

Special Handling Envelope

This envelope should include:

- Typed responses with student answer documents.
- Notes on school letterhead with explanation of damaged and contaminated booklets. Notes must include: Student's full name, State Student ID (STN), grade level, content area, district code, and school code.
- Please DO NOT include contaminated material.



Scorable Materials

Answer documents and integrated test booklets must be placed inside the Return Used Answer Document Envelope. This includes any transcribed answer documents or integrated test booklets. These envelopes are labeled by grade and/or content (e.g., CCRA Grade 11 Science).

Used Nonscorable Materials

- Test Booklets
- Large Print Test Booklets
- Braille Test Booklets

Unused Materials

- Test Booklets
- Answer Documents
- Integrated Test Booklets





Return Shipping Labels

Return shipping labels are district, school, 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.

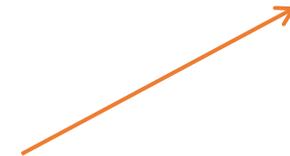
- OSTP Grade 3-8 Materials will be returned using a UPS Next Day Air Service Label
- CCRA: Science and U.S. History materials will be returned using a UPS Ground Service Label.





UPS Pickup – Self Schedule

The Materials Management link in the Administration menu will be used to schedule the UPS pick up at the end of testing.



Clicking on UPS Pick UP Request will send users to the Cognia UPS pick up site.



UPS Pickup Option – Self Schedule



OKLAHOMA
Education

[Return to iServices](#)



Administration :

* RS Tracking #

NOTE: Requests placed before 2:00 PM EST will be scheduled for the following business day. Requests placed after 2:00 PM EST will be scheduled for the second business day.

Instructions

1. Select Administration.
2. Enter RS Tracking # (located on your UPS return service label). You only need to identify one tracking number regardless of the number of boxes being returned.
3. Click Login.



UPS Pickup – Automatic

- UPS will automatically pickup from any district that has not scheduled their own pick up.
- OSTP Grade 3-8
 - Phase 1 – **4/28/2022** Grade 3 ELA for early RSA reporting
 - Phase 2 – **5/5/2022** Grade 3-8 All Scorable and nonscorable Material
- CCRA
 - **4/18/2022** – All Scorable and nonscorable materials for Science and U.S. History
- Everything must be ready for pickup prior to UPS arriving at the district.
- If you are self-scheduling, alert Cognia Oklahoma Service Desk 866-629-0220





Security Checklists

- Grades 3-8 and CCRA Science & U.S. History
 - School boxes will contain a paper version.
 - Districts will receive electronic versions via the SFTP site.
 - Additional materials orders will only receive paper versions.



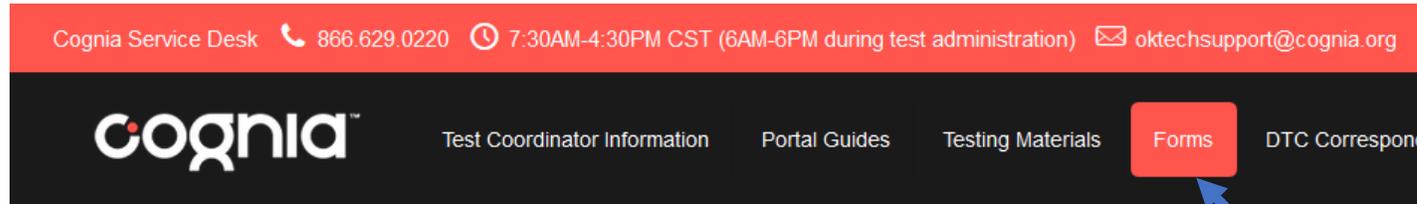


Test Security Forms 2022

- DocuSign is gone!
- **Qualtrics** is our new test security form software.
- **Five** forms for electronic signature
 1. District Superintendent Test Security Form
 2. District Test Coordinator Test Security Form
 3. Building Principal Test Security Form
 4. Building Test Coordinator Test Security Form
 5. Test Administrator Test Security Form and NDA
- Step by step instructions will be on the Help and Support Site



Qualtrics Test Security Forms



Where:

1. Oklahoma Help & Support Page
2. Forms tab
3. Links will be provided for every form!

How to get to forms:

The OK Help & Support Page will contain links to each of the five forms under the Forms tab.

Who should fill out forms:

Each person who holds one of the five roles during test administration (District Superintendent, DTC, Building Principal, BTC, and TA) must click the link and fill out their form individually when test administration is completed.



Qualtrics Test Security Forms

Qualtrics test security forms are easy to fill out like online surveys.

- If you fulfill one of the five roles listed during test administration, you will go to the Oklahoma Help & Support Page to click on your form link to fill out.
- You will fill out the form like you were filling out an online survey.
- You will receive a message thanking you for filling out the form with a summary of your responses.
- At that point, you may download a PDF of your responses.
- An email containing your responses with a link to download the PDF will automatically be sent to the official school email address you entered.
- The PDF of your response serves as official record that you have complete the form. You must share this PDF with the proper school personnel.



District Test Security Form

Oklahoma School Testing Program (OSTP)

DISTRICT LEVEL TEST SECURITY FORM

This form must be electronically signed by the **District Test Coordinator** to certify that the security measures identified below have been maintained at the district level.

One form per district must be completed at the conclusion of all testing. Failure to electronically sign and submit this form can result in the invalidation or suppression of OSTP/CCRA scores for the district. Once submitted, share your electronic confirmation with the District Superintendent. Instructions for electronically signing and distributing security forms are found on the Oklahoma Help and Support Site on the forms page, <https://oklahoma.onlinehelp.cognia.org/forms>.

Official District Name and Code

District

District Test Coordinator Legal Name

First

Last

Official School Email Address

Educator's Oklahoma Teacher Certification Number

(This six-digit number can be found in the Oklahoma Educator Credentialing System (OECS) application in Single Sign-On. After logging into your OECS account, click "My Credentials" and your teacher number will appear under your name at the top of the page.)

- DTC clicks link on OK H&S page to begin signing the form.
- Official District Names and Codes are now in a drop-down menu for easy selection.
- Enter your Official School Email Address
- Enter your Educators OK Teaching Certification number



District Test Security Form

I hereby certify that:

- All Building Test Coordinators, Proctors (i.e., Test Proctors and Roving Proctors) have met the training requirements outlined in the Test Preparation Manual for administering Oklahoma School Testing Program (OSTP) assessments.
- To the best of my knowledge, all OSTP testing sessions in my school district were monitored by persons other than the Test Administrator (e.g., Test Proctor or Roving Proctor).
- To the best of my knowledge, the DTC and BTC(s) did not administer an assessment as a Test Administrator while other test sessions were occurring.
- To the best of my knowledge, all Test Administrators, Test Proctors, and Roving Proctors of the OSTP are 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 pertain to maintaining test security, adhering to proper test administration, and the penalties for violations of testing procedures.
- To the best of my knowledge, no reproductions of the test books, online tests, or any secure materials related to the testing program have been made in my school district. All original test books, scorable documents, and related test materials (both used and unused) have been packaged as per directions in the District Test Coordinator's section of the Test Preparation Manual and returned to Cognia.
- To the best of my knowledge, all scratch paper, test tickets, and reference sheets (if applicable) have been destroyed by the Building Test Coordinators.
- I have read and understood the preceding statements. Further, I understand that violation of the OSTP rules can result in revocation of teaching and/or administrative certificate(s).

- Read requirements and select certification button. Then click finish.

District Test Coordinator Certification

I certify the above stipulations have been met.

The above conditions have not been met.

FINISH

- Enter initials to certify.

District Test Coordinator Initials

(This is the final entry for your security form. Ensure the form is correct prior to clicking FINISH.)

<<

FINISH



District Test Security Form

Step 8: You will receive a message thanking you for filling out the form with a summary of your responses. At this point, you may download a PDF of your responses. An email containing your responses with a link to download the PDF will automatically be sent to the official school email address you entered during Step 5. The PDF of your response serves as official record that you have complete the form. **You must share this PDF with the proper school personnel.**



Thank you for completing the District Test Coordinator Test Security Form for Spring 2022. Please make sure to download the PDF to either print or save for your records.
Regards,
OSTP Program Management

Below is a summary of your responses

[Download PDF](#)

Step 9: Receive email

Completed District Test Coordinator Test Security Form Spring 2022



Qualtrics Survey Software <noreply@qemai1server.com>
To: Elizabeth Garcia

Retention Policy: Cognia_Inbox (7 years)

Expires: 11/6/2028

[Reply](#) [Reply All](#) [Forward](#) [Print](#) [More](#)

Mon 11/8/2021 10:11 AM

This Message originated outside your organization.

Thank you for completing the form. Your response has been received. Please be sure to forward your form responses to the correct school and district personnel as needed.

Regards,
OSTP Program Management Team

[Download as PDF](#)

- Receive message thanking you for filling out the form with a summary of your responses.
- You may download the PDF summary of responses to forward.

OR

- You may forward the response email you receive to the proper school personnel.



Qualtrics Reminders

- Forms will now be filled out by the person who fulfills that role during testing. Forms will no longer be sent automatically via email to sign.
- **Five** forms for electronic signature
 1. District Superintendent Test Security Form
 2. District Test Coordinator Test Security Form
 3. Building Test Coordinator Test Security Form
 4. Building Principal Test Security Form
 5. Test Administrator Test Security Form and NDA
- When you receive the email form receipt, you must forward it to the proper school personnel. Emails will no longer be automatically forwarded for spring 2022.
 1. District Superintendent- forward to DTC
 2. District Test Coordinator Test Security Form
 3. Building Test Coordinator – forward to DTC
 4. Building Principal – forward to BTC
 5. Test Administrator-forward to BTC



Qualtrics Reminders

- Cognia will host a Qualtrics Webinar to go over each of the five spring 2022 test security forms on a date to be announced soon.
- Cognia will host a Qualtrics Test Security Form sandbox time where educators can click links and practice filling out each form.
- The Qualtrics Test Security form sandbox links along with detailed, step by step directions on how to fill out each form will be posted on the OK H&S Site after the DTC training commences.
- Qualtrics Test Security Form examples are included in the Test Prep Manual.



Thank you!



Recap Reminders

- To receive early RSA reporting for grade 3 ELA testing must be completed by April 27th.
- TA and TP training will be available in late February.
- Roving test proctors are allowable again this year. They can cover up to 5 rooms as long as each room can be visited every 15 to 20 minutes.
- Presentation slides will be available after all the roadshow presentations are completed.
- Participants without any high schools can drop off the webinar at this point. CCRA information is next.



Oklahoma Digital CCRA: SAT with Essay



SAT School Day Digital

Digital Testing Windows	April
Testing Window	April 13 – 15 & April 19 - 20
Accommodated	April 13 – 26
Makeup Date	April 26



Flexible Administration Policies 2022



Flexible start times -

Schools can start testing earlier and/or later than usual and split their students into different testing groups on a single day.

- All testing must start before the first group to test completes testing; no group of students can begin testing after another group has completed the test.
- Refer to the Spring 2022 Digital SAT School Day Coordinator Manual for more details.

Pre-Essay Lunch Break Policy



Students may have lunch prior to completing the essay section of the SAT

- Policies and guidelines for the lunch break are the same as for other breaks as described in the SAT School Day Coordinator Manual.
- Students may bring a packed lunch with them into the testing room, but it must be placed under their desk or to the side of the room during testing.
- Students should eat lunch together in the testing room or another secure designated lunch area(s).
- If food is consumed in the testing room, all testing materials must be collected to avoid potential damage to answer sheets.
- The lunch break should be no longer than 30 minutes and all testing must be completed in a single day.
- Students must be supervised by room monitor(s) or other testing staff during the lunch break.



Test Coordinator SAT School Day Digital Training



Approximately 6 weeks prior to test day, all test coordinators will receive an email notification with a link to access the online training.

The training will be available through your College Board Professional Account.

Share the link with other staff, as necessary

Training	April Administration
Online Test Day Training (required training)	March 2, 2022



Implementation Key Dates – April Administration

Activities	April 13 – 15 & 19 – 20 Administration
Request Accommodations for SAT	Through February 22, 2022
EL Time and One Half (+50%) Support Requests deadline	February 22, 2022
Material Delivery Window	March 8 - 10



Implementation Key Dates – April Administration

Activities	April 13 – 15 & 19-20 Administration
Online Test Day Training Launches	March 2
TIDE Provisioning for Test Coordinators	March 2
Weekly Digital Readiness Checks Begin	March 14
Test Administration	April 13 – 15 & 19 - 20
Accommodated Test Administration (Eligible Students Only)	April 13 – 26, 2022
Makeup Test Administration	April 26, 2022

SAT School Day Score Release - Students

Student Access to Scores

1. Students will need a College Board account to view their scores.*
2. Direct students to <https://studentscores.collegeboard.org> and log in.
3. Click sign up to register for an account if they don't already have one.

Digital Testing Window	Student Score Release Beginning on
April 13-15 & 19 - 20	TBD

Some scores may be released later for reasons that may include participation in the accommodated testing window or investigation of a test day irregularity that requires additional attention. Additional scores will be released on a rolling basis.



SAT School Day Score Release - Educators

Educator Access to Scores in the College Board Reporting Portal

Educators will be able to view SAT scores through the College Board K-12 Reporting Portal. The reporting portal consists of two areas:

- **Report Center:** allows educators to configure and run online reports, apply filters for data analysis, print student reports, and find student registration information
- **Download Center:** provides access to downloadable files of scores

Digital Testing Window	Educator Score Release Beginning On
April 13 – 15 & 19-20	TBD

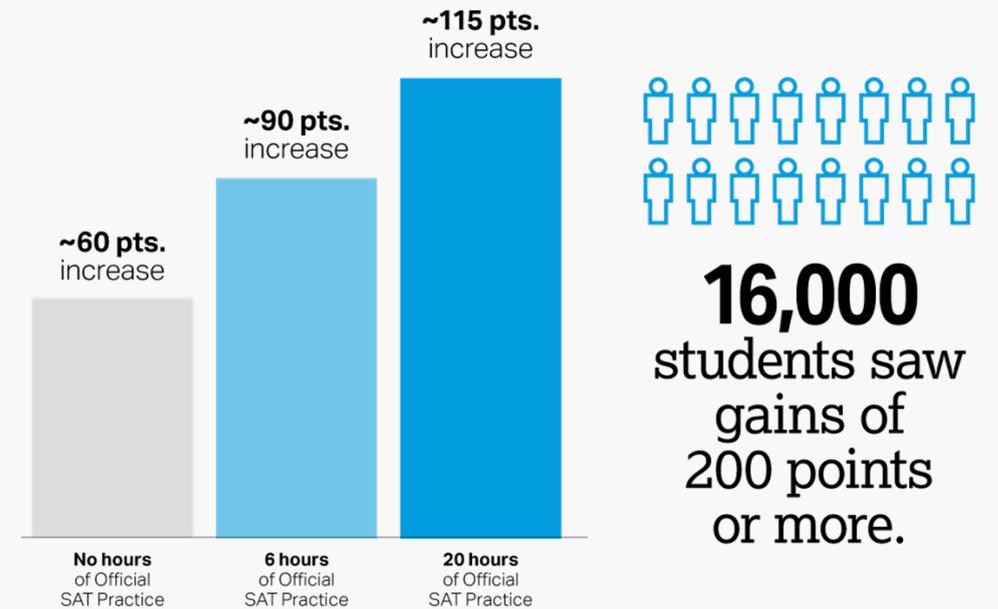
Educator scores cannot be released until the Oklahoma State Department of Education has a chance to review preliminary student information. This ensures that students are reported to the correct schools for accountability purposes.





Official SAT Practice on Khan Academy

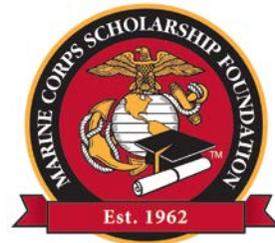
- **20 hours of practice** on Official SAT Practice is associated with a 115-point PSAT- to- SAT gain.
- Remind students to **link their College Board and Khan Academy accounts** to access their personalized practice plan.
- Free Counselor Resources:
 - **Official SAT Practice Coaching Tools**
 - **Official SAT Practice Educator E-Module**



Free, personalized SAT practice from the makers of the SAT and Khan Academy.



Connection to Over \$350M in Scholarships



College Board Representatives
& Support

OKSAT@collegeboard.org

Joshua Romberg: Director K-12
jromberg@collegeboard.org

Peter Griffin: Director, Outreach and
Implementation
pgriffin@collegeboard.org





The **ACT**[®]

**Getting Ready for the ACT[®]
Test Administration
Oklahoma
District Assessment Coordinator Training**



What's New?

New This Cycle Test Date Terminology

We used to say:
**Manage
Participation**

NOW we say:
**Test Date
Selection**



New This Cycle: Accommodations Terminology

We used to say:

Late

Consideration

NOW we say:

Qualified

Exceptions to

the Deadline

Reminder: Test Date Terminology

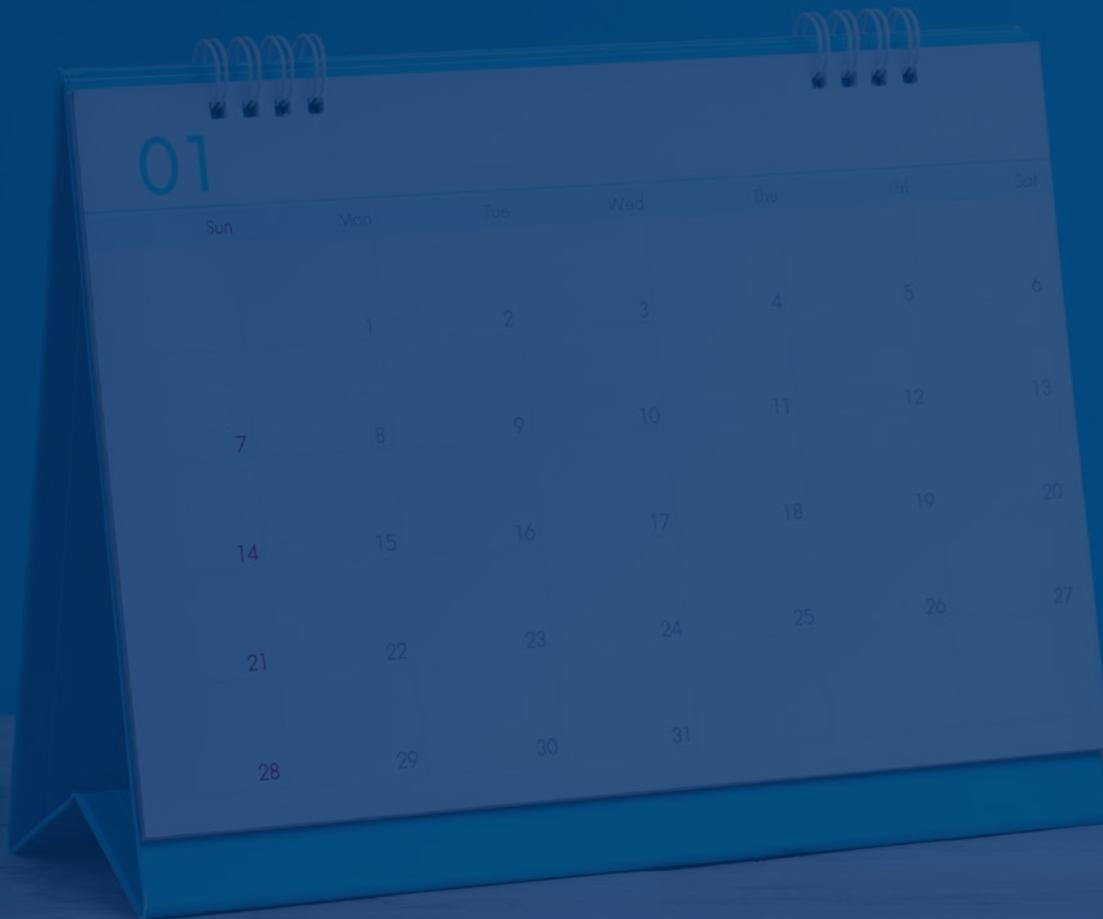
We used to say:

**Initial and
Makeup**

NOW we say:

**Test Window 1
and
Test Window 2**

What Dates Do I Need to remember?





Test Days

Administration	Standard Time Paper *Must have OSDE approval	Accommodations Paper Testing Window	Online Testing Window (Standard time and Accommodations)
Test Window 1	April 5, 2022	April 5 - 15	April 5 - 14



Important Dates

December 3



Test Date
Selection And
Manage Contacts

February 4



Request
Accommodations

Feb 23



Online Site
Readiness

Feb 14 – April 1



Request
Qualified
Exceptions
to the Deadline

February 18



Verify Student
Information
in PearsonAccess^{next}

Feb 28 – Mar 25



Additional Order
Window

**Week of March 7
or March 14**



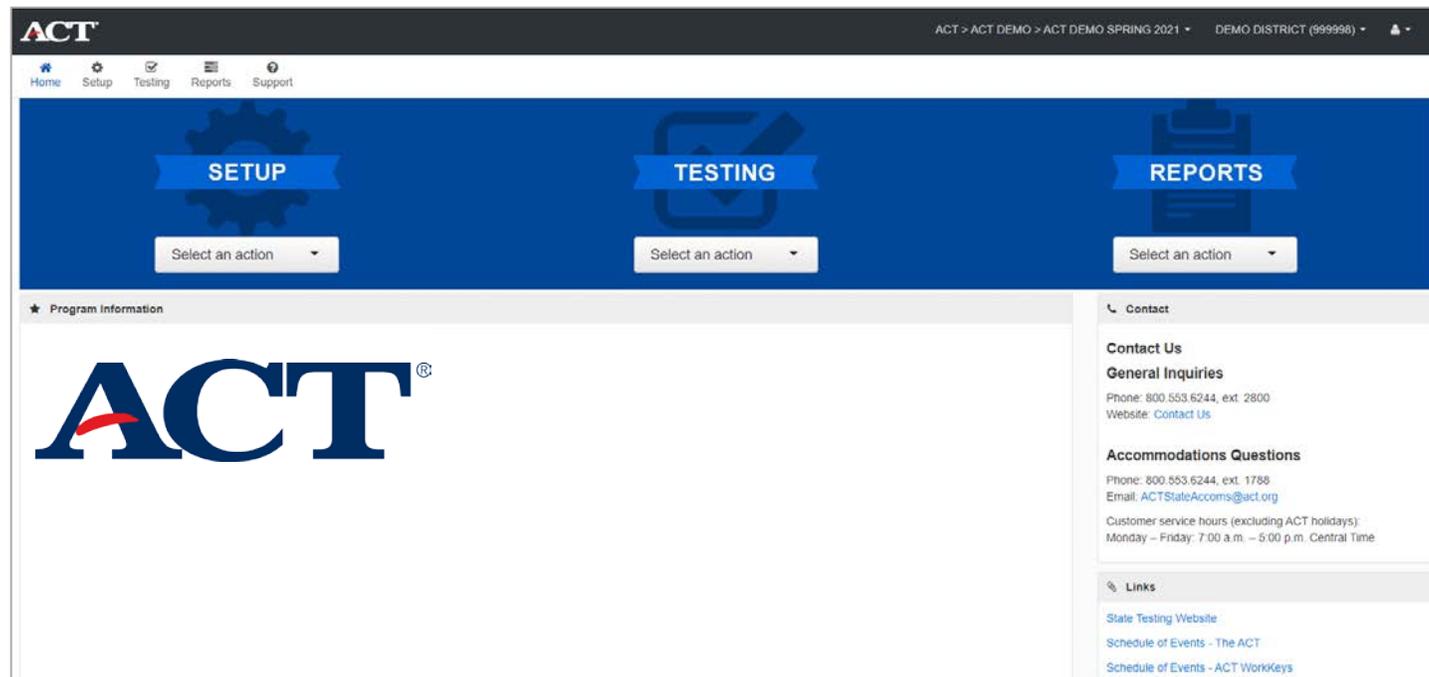
Receive
Test
Materials



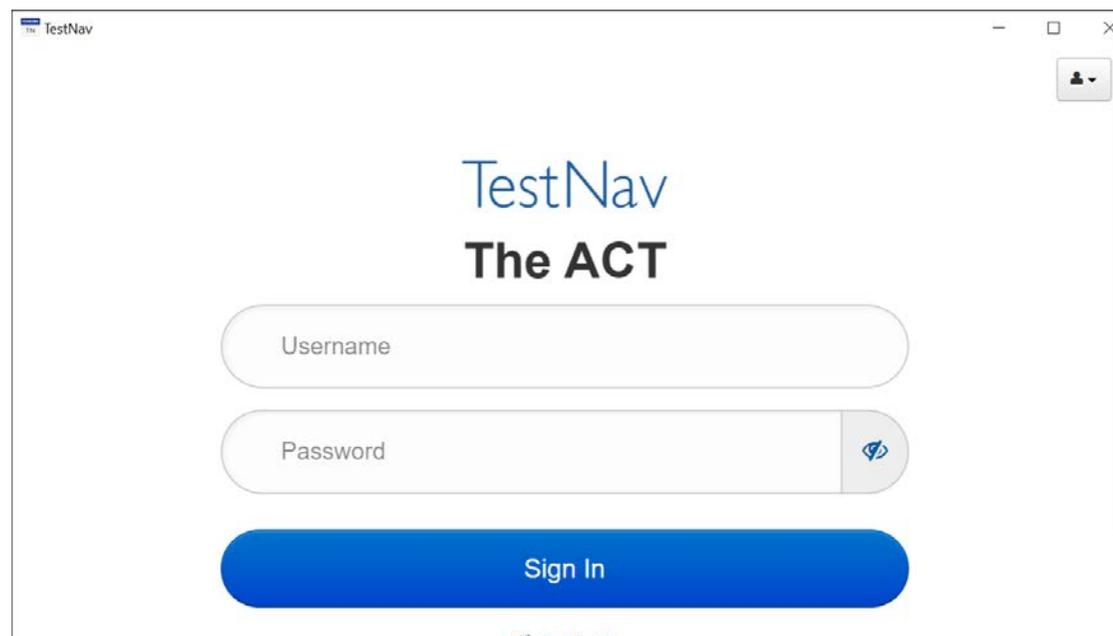
ACT Systems



PearsonAccess^{next} (testadmin.act.org) Testing Staff



TestNav (tn.actonline.act.org) Examinees



Success.act.org

ACT



Cases

Knowledge Hub



Search...



Anitra Traynor



Resources



Helpful Tools

-  [Test Accessibility and Accommodations](#)
-  [Materials Ordering](#)
-  [Manage My Access](#)

Important Messages

You're all set!

[Contact Support](#)

Your ACT Hosted Webpage

The ACT Test: Your Program

[Next Steps](#) | [Important Dates](#) | [Help and Contact](#)

Test Administration Process Next Steps

Select your current phase of the test administration process to see resources related to that phase.

1

[Step 1](#)

2

[Step 2](#)

3

[Step 3](#)

4

[Step 4](#)

5

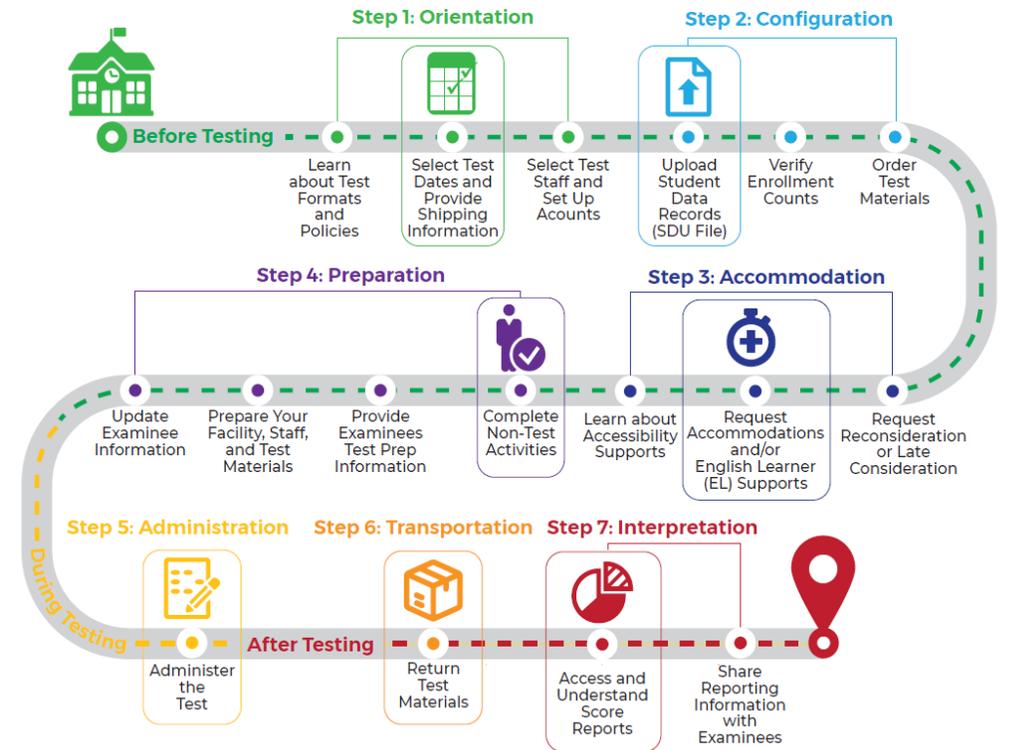
[Step 5](#)

6

[Step 6](#)

7

[Step 7](#)





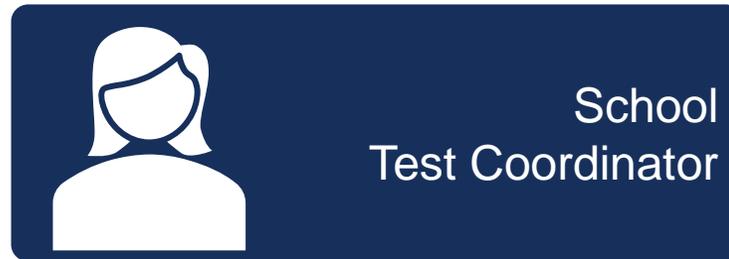
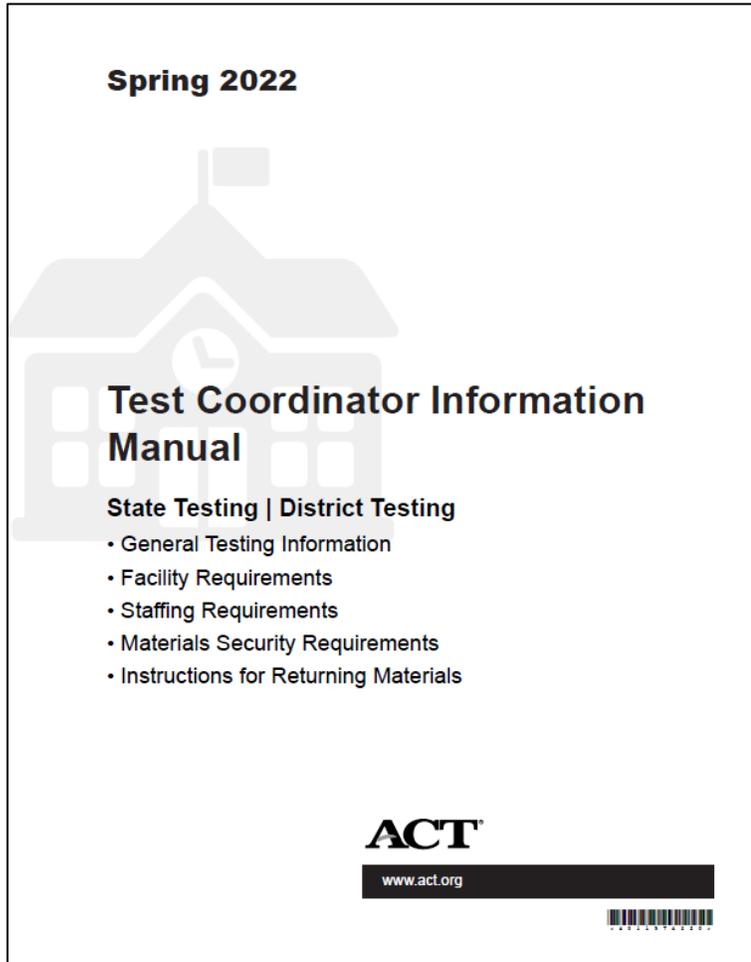
Pre-Test Activities?



Pre-test activities

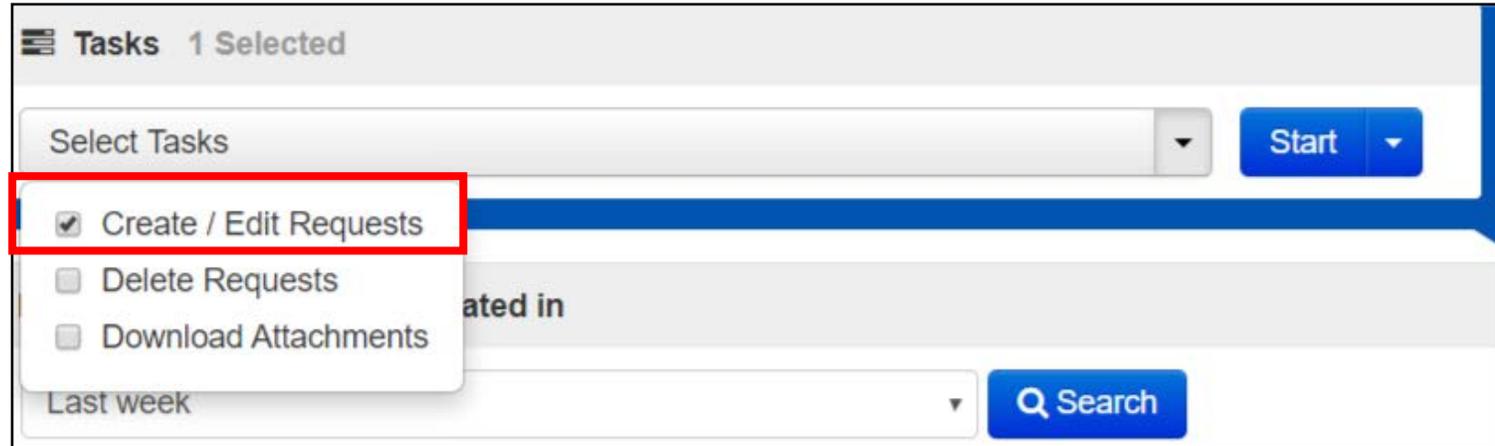
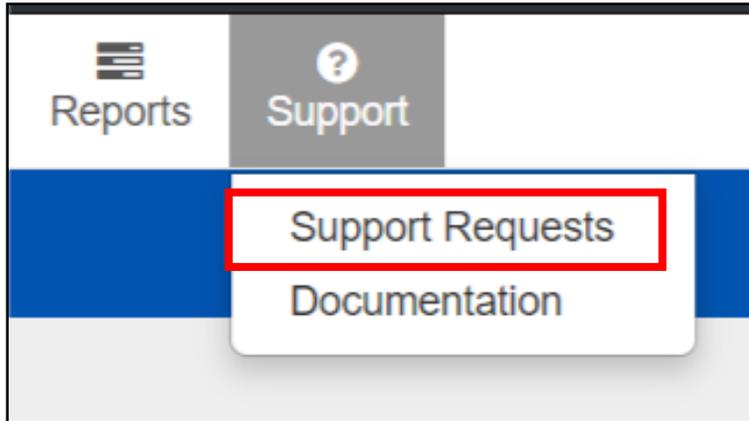
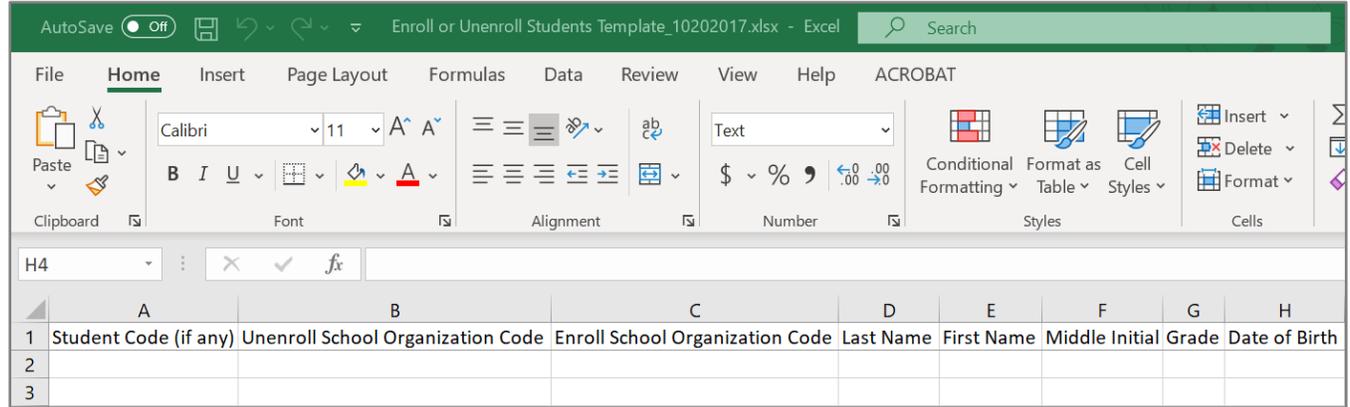
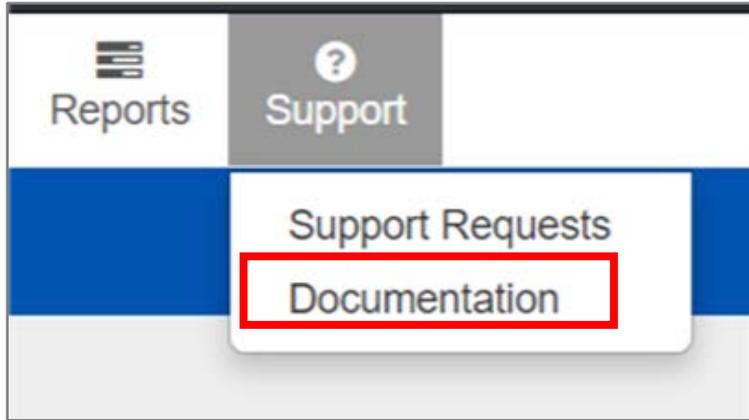
Select Qualified Staff & Complete Mandatory Training

Use the guidelines in the Test Coordinator Information Manual



Step 2 - Configuration

Enroll and Unenroll Examinees





Step 2 – Configuration

Verify Enrollment for Test materials

ACT > DISTRICT TESTING FALL > ACT

Home Setup Testing Reports Support

Organizations

Tasks 1 Selected

Select Tasks Start

Organizations 1 Selected Clear

Manage

- Create / Edit Organizations
- Test Administration
 - Manage Participation
 - Edit Enrollment Counts
 - Manage Completion Statuses
- Manage Contacts
- Delete Organizations

Select one or more

Organization Name

Starts with

Organization Code

Starts with

[Toggle secondary filters](#)

Organization Type

Select one or more

Standard Time Testing

	No Writing	Plus Writing
	Paper	Paper
Standard Time	98 Calc: 98	
Total Count	98	

« 1 »

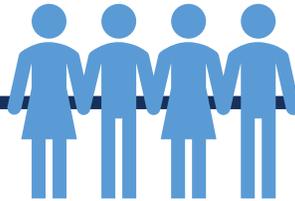
Step 3 - Accommodation

Grouping Students



Individual testing:

- Breaks as needed
- Reader (Human)
- Scribe
- Other approved accommodations may apply



Group Testing:

- Same timing with similar accommodations/ supports
- Pre-recorded audio with individual computers and headsets
- Other approved accommodations may apply

Spring 2022

Test Center	_____
Test Room	_____
Room Supervisor	_____
High School Name	_____

The ACT® Test

Administration Manual

State Testing | District Testing

- Accommodations & English Learner Supports
- Paper Testing

ACT

www.act.org



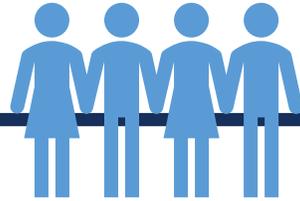


Step 3 - Accommodation Grouping Students



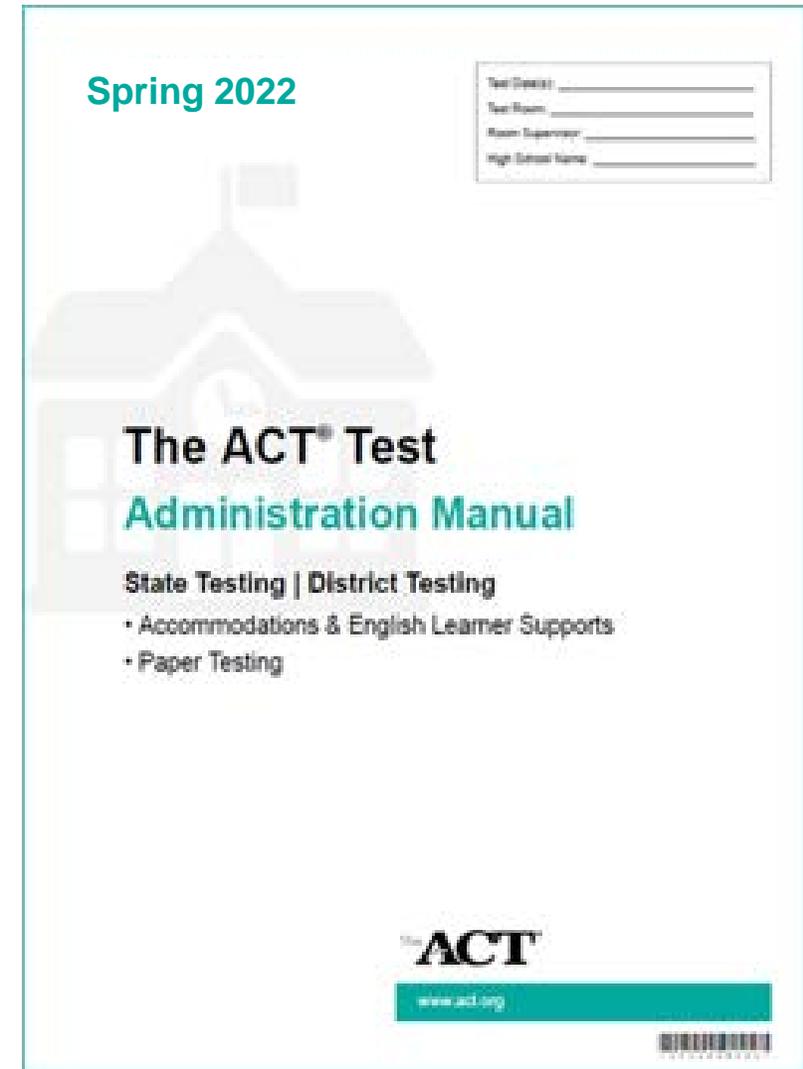
Individual testing:

- Voice activated software



Group Testing:

- Computer (word processing software)
- Braille





Step 4 - Preparing Materials

Ordering Additional Materials

Home Setup Testing Reports Support

Orders & Shipment Tracking

Tasks 0 Selected

Select Tasks Start Manage

Find Orders Placed or Updated in

Last 30 days Search

All Tasks
Orders
Shipments

Filters Clear Hide No Results



Step 4 - Preparation

Tracking Material Shipments

Order Details ↗ ✕

Order # 45923	Sales Order # / Line # 6647056 / 1
-------------------------	--

[Details & Status](#) [Ship To](#) [Materials Order \(10\)](#) **[Shipments \(1\)](#)**

Shipment 1

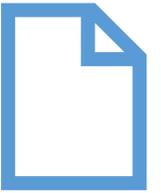
Box Number	Status	Expected Arrival	Delivery Date	Tracking Number
1	delivered	03/14/2018	03/15/2018	433845350253

[Close](#)



Step 4 – Preparing Examinees

Students Complete Non-Test Information in MyACT



Deadline is two days after examinees complete testing

30 minutes (approximately)

Each examinee will need:

Personalized copy of the Non-Test Instructions for Students

One copy of the Taking the ACT booklet

Examinees will answer questions at [MyACT.org](https://myact.org)



Step 4 - Preparing Your Examinees

Taking the ACT

- Instructions for completing non-test information
- Checklist for taking the ACT
- Acceptable forms of ID
- Prohibited calculators
- Receiving and sending your scores
- Testing rules and policies for the ACT test

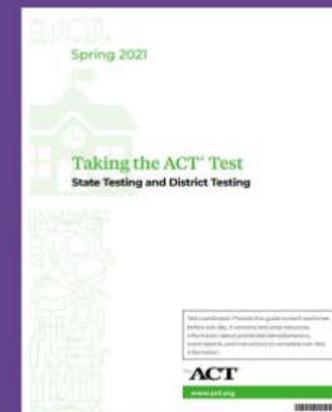
[Taking the ACT \(PDF\)](#)

[MyACT Quick Start Guide \(PDF\)](#)

[MyACT User Guide for Students \(PDF\)](#)

[MyACT Profile](#)

[MyACT Account Setup - State & District Testing \(Video\)](#)



FREE Practice for the ACT Test

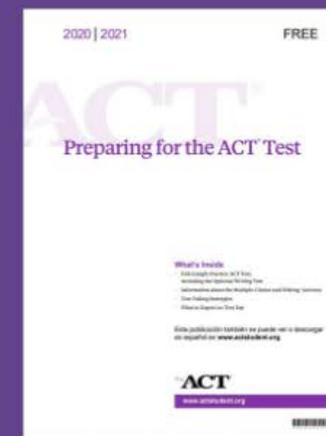
Get a taste of the ACT test with practice questions (and answers) found in this free study guide.

- An overview of the ACT test and what to expect on test day
- A full-length practice ACT test (including writing prompt)
- Answers and a scoring key for each test section
- A breakdown of the content covered in each test section
- General test-taking strategies
- Ways to approach each section of the ACT

[Get the Practice Test in English](#)

[Get the Practice Test in Spanish](#)

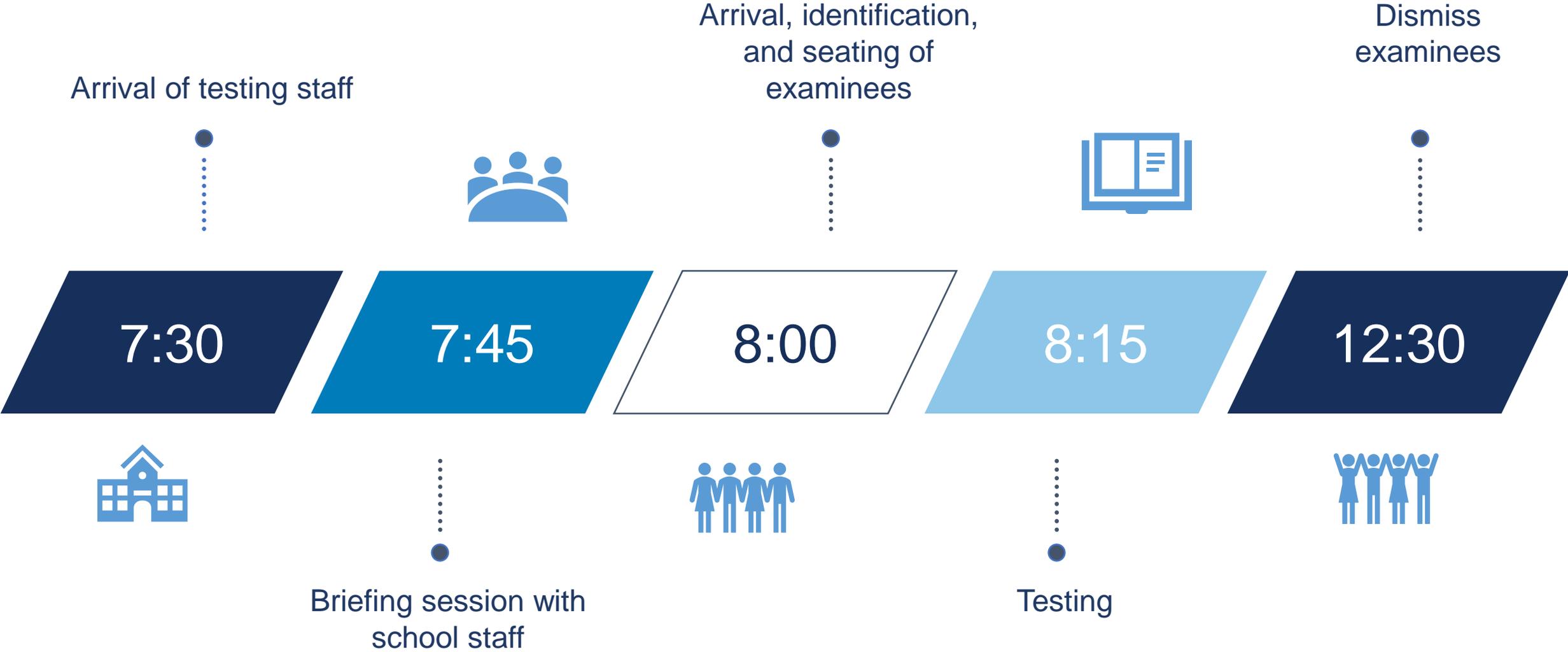
[MyACT Practice Test Guide](#)





Step 5 - Administration

(Standard-time with writing testing sample test day schedule)





Preparation for **ONLINE** Testing

Create Test Sessions



SESSIONS (1)

+ Create Session

Sample Session

DETAILS

Sample Session

Session Name*

Sample Session

Session Status

Not Prepared

Test & Form

Test

The ACT with Writing

Proctor Reads Aloud

Password*

1C8E95

Form Group Type*

February 27 (Tuesday) x ▾

Use Custom TestNav Settings

Precaching Computer*

Add ▾

A pre-caching computer is required when there is one or more available.

Organization

DEMO SCHOOL (123456)

Actual Start Date

Session has not been started

Scheduling

Scheduled Start Date*

02/20/2019



Scheduled Start Time

01:00 AM

CST ⌵

Lab Location



Add Examinees to Test Sessions

Students in Sessions [Go to Sessions »](#)

Tasks 0 Selected

Select Tasks ▼ **Start** ▼ Manage

Session List Add a Session

- Sample Session ×

Sample Session

Not Prepared

- All Tasks
- Student Test Statuses
- Students** 
- Student Tests



Add Examinees to Test Sessions

Add Students to Sessions

Session Find available students within **SAMPLE HIGH SCHOOL** ▾

Sample Session 1 (The ACT with Writ ▾) Last Name starts with **Q Search** ▾

3 available student(s) found

<input type="checkbox"/>	Student	Organization
<input type="checkbox"/>	STUDENT, NEW (567054332) ⓘ	SAMPLE HIGH SCHOOL (0)
<input type="checkbox"/>	STUDENT, NEW (489973540) ⓘ	SAMPLE HIGH SCHOOL (0)
<input type="checkbox"/>	STUDENT, NEW (898104980) ⓘ	SAMPLE HIGH SCHOOL (0)

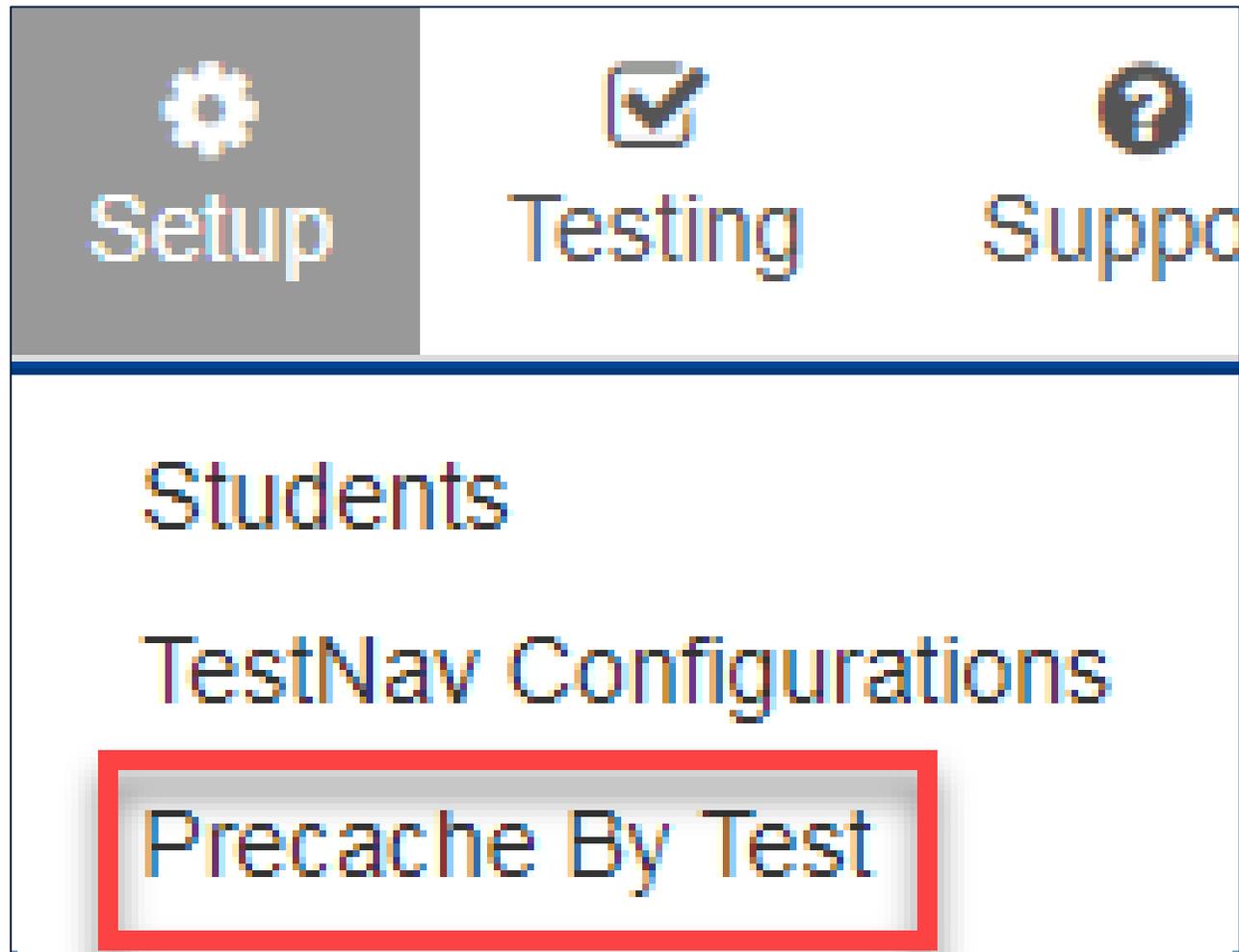
« 1 »

* Required

Add



Precache Test Content



The screenshot shows a navigation menu with three tabs: 'Setup' (gear icon), 'Testing' (checkbox icon), and 'Support' (question mark icon). Below the tabs, the 'Testing' section is expanded to show three options: 'Students', 'TestNav Configurations', and 'Precache By Test'. The 'Precache By Test' option is highlighted with a red rectangular border.

- Setup
- Testing
- Support

- Students
- TestNav Configurations
- Precache By Test**

Prepare your Sessions



Session List

Add a Session

- Combined View
- Sample Session 1
- Sample Session 2

2 Sessions | [Clear](#)

Sample Session 1

Not Prepared

[Resources](#) [Details](#) [Edit](#)

[Prepare Session](#) [Refresh](#)

Find Students [In the selected session\(s\) above](#)

[Search](#)

Filters

[Clear](#) [Hide](#)

Organization

Student Code

State Student ID

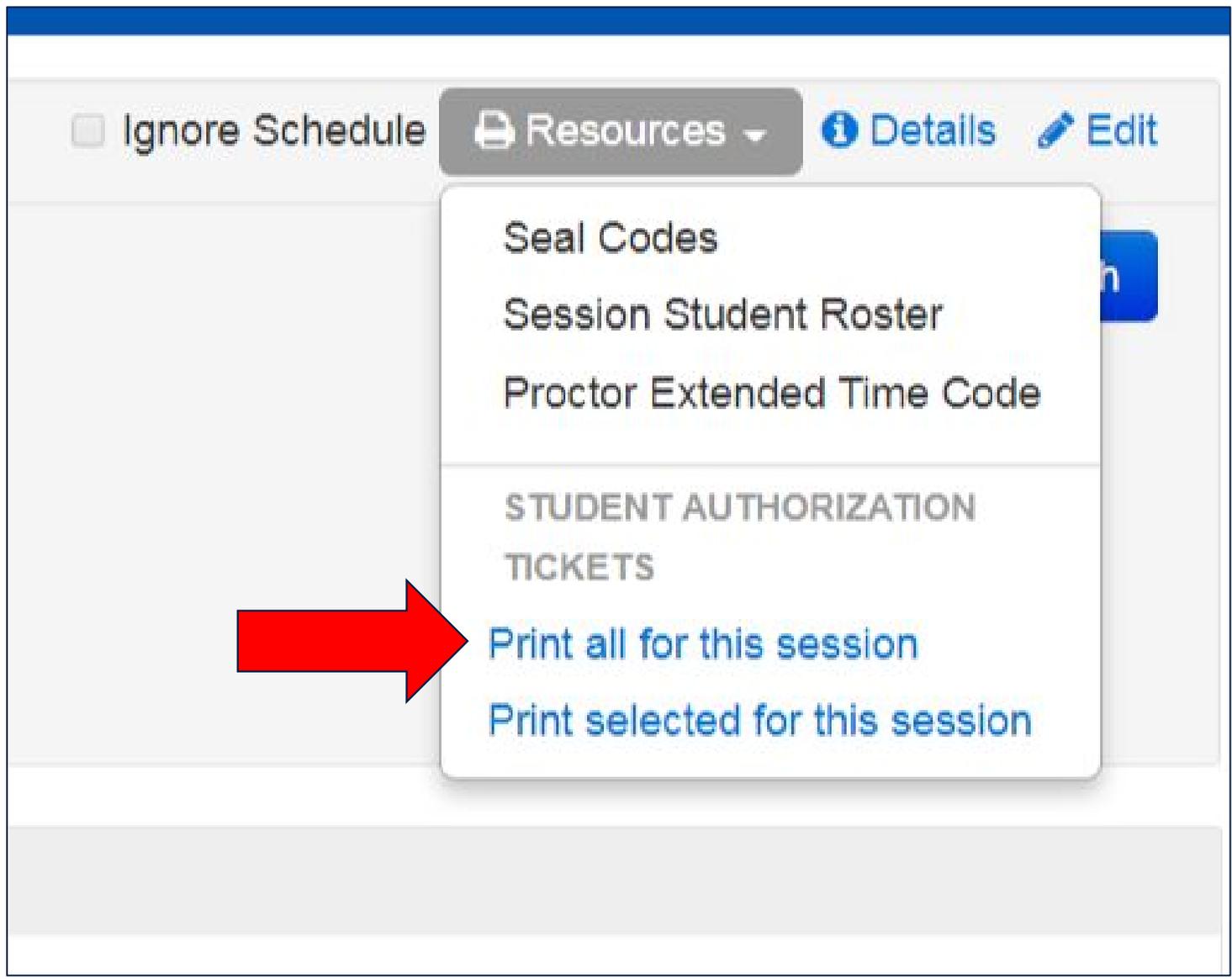
3 Results

Displaying 25 [Manage Columns](#)

<input type="checkbox"/>	Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type
<input checked="" type="checkbox"/>	383755222 i	STUDENT	NEW		1625616623	<input type="radio"/> Sample Session 1 (The ACT with Writing)	Ready	Mock Administration
<input checked="" type="checkbox"/>	406338445 i	STUDENT	NEW		6411880394	<input type="radio"/> Sample Session 1 (The ACT with Writing)	Ready	Mock Administration
<input checked="" type="checkbox"/>	548925238 i	STUDENT	NEW		0535657248	<input type="radio"/> Sample Session 1 (The ACT with Writing)	Ready	Mock Administration



Print Authorization Tickets

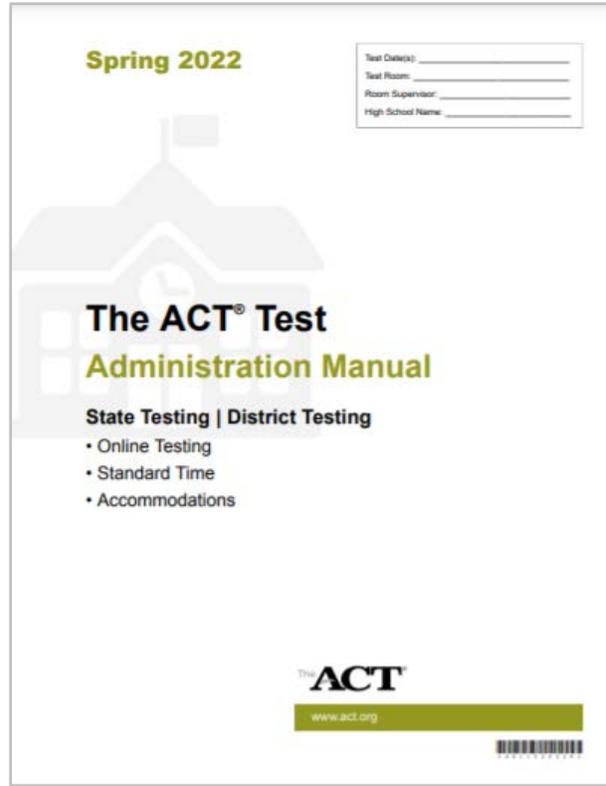


The screenshot shows a software interface with a top navigation bar. On the left, there is a checkbox labeled "Ignore Schedule". In the center, a "Resources" dropdown menu is open, displaying several options: "Seal Codes", "Session Student Roster", "Proctor Extended Time Code", "STUDENT AUTHORIZATION TICKETS", "Print all for this session", and "Print selected for this session". A red arrow points to the "Print all for this session" option. To the right of the "Resources" menu are two buttons: "Details" (with an information icon) and "Edit" (with a pencil icon).



Step 4 – Preparing Materials

Testing Rooms



ACT **Test Administration Forms** **Standard Time, Online** **S**

Test Room Report

ACT High School Code _____ State _____ Type: No Writing Writing

School Name _____ Test Date _____

Room Supervisor _____ Room _____

Testing at school Testing off-site—provide off-site location name and address:
 Location Name _____
 Address/City _____

Number of Examinees Seated in This Room _____ Number of Staff in This Room _____
 If two or more, complete the Seating Diagram.

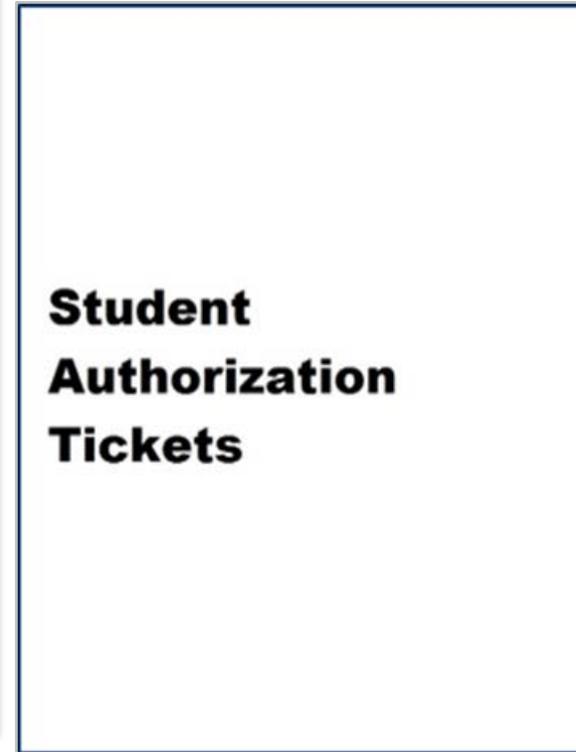
Test Coordinator—After testing, mark (R) as you confirm counts and completeness/correctness of documents that apply to this room.

Student Authorization Tickets	Used Scratch Paper	Test Room Report	Seating Diagram	Reader	ACT ID Forms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there an Irregularity Report regarding timing? Yes No

Test Coordinator—Return this completed folder in the OLIVE envelope. Keep all pages together (do not separate).

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Pre-test activities

Prepare Testing Rooms (online testing)



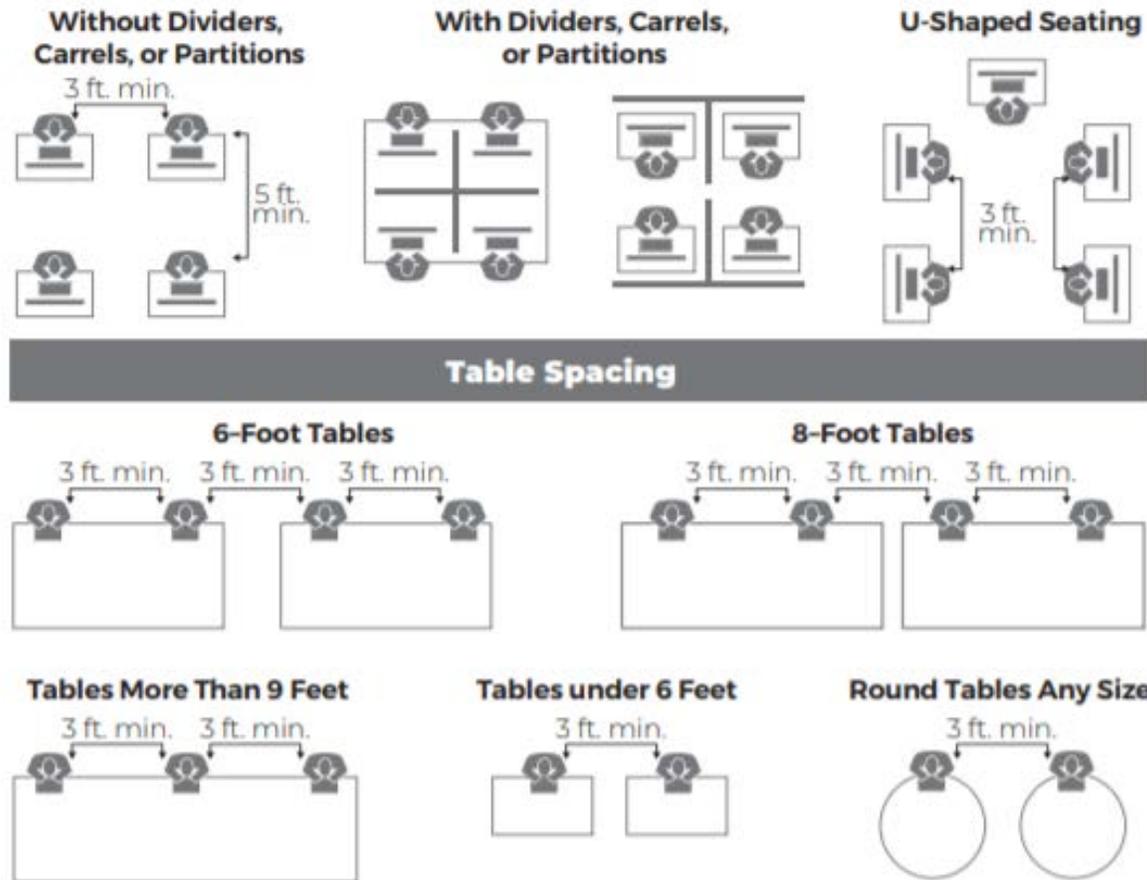
Allow 15 – 30 standard-time examinees to each room

Single-level classrooms

Plan appropriately for students with local and/or ACT-authorized accommodations

Cover test-related bulletin boards

Acceptable





What Are My Test Administration Activities for ONLINE Testing?



Step 5 - Administration

Writing test only extended break



Extended break for lunch or snack before writing test may be offered



All rooms testing school-wide that day must participate



Must maintain security of test materials



Continually monitor examinees for prohibited behaviors



Step 5 - Administration

Standard Time Testing Late Start Policy

- If starting after 9:00 a.m. complete an irregularity report
- Testing must begin before 10:30 a.m.
- Do not alter the sequence or timing of tests
- Administer breaks as outlined in the manual
- Do not take lunch during the break after test 2





Test Day Activities

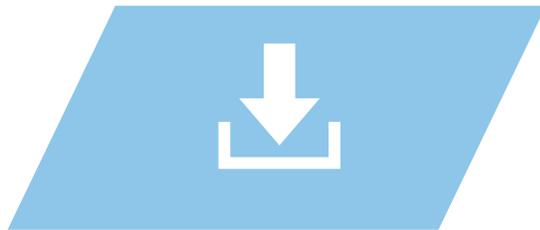
(During testing)



..... ● Prepare and start sessions in PearsonAccess^{next}



..... ● Distribute authorization tickets



..... ● Retrieve Seal Codes



..... ● Move around room as students are testing to monitor for/discourage prohibited behavior



Start your Sessions



The screenshot shows a web interface with a blue header bar. Below the header, there is a control bar containing the following elements from left to right: an unchecked checkbox labeled 'Ignore Schedule', a printer icon followed by the text 'Resources' and a downward arrow, an information icon followed by the text 'Details', and a pencil icon followed by the text 'Edit'. Below this control bar, there are two buttons: a green button labeled 'Start Session' and a blue button labeled 'Refresh' with a circular refresh icon. The 'Start Session' button is highlighted with a red oval.



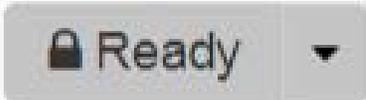
Provide Seal Codes - Online



The screenshot shows a software interface with a top navigation bar. On the left, there is a checkbox labeled 'Ignore Schedule'. In the center, a 'Resources' dropdown menu is open, displaying a list of options: 'Seal Codes', 'Session Student Roster', and 'Proctor Extended Time Code'. A red arrow points to the 'Seal Codes' option. Below these options, there is a section header 'STUDENT AUTHORIZATION TICKETS' followed by two blue links: 'Print all for this session' and 'Print selected for this session'. To the right of the 'Resources' dropdown, there are icons for 'Details' (an information icon) and 'Edit' (a pencil icon).



Monitoring Online Testing

	Student Test Status
he ACT with	
he ACT with	
he ACT with	
he ACT with	



Test Room Report - Online



The ACT[®] **Test Administration Forms**
Standard Time, Online 
Test Room Report

ACT High School Code _____ State _____ Type: No Writing Writing

School Name _____ Test Date _____

Room Supervisor _____ Room _____

Testing at school Testing off-site—provide off-site location name and address:
Location Name _____
Address/City _____

Number of Examinees Seated in This Room _____ Number of Staff in This Room _____
If two or more, complete the Seating Diagram.

Test Coordinator—After testing, mark (☑) as you confirm counts and completeness/correctness of documents that apply to this room.

Student Authorization Tickets	Used Scratch Paper	Test Room Report	Seating Diagram	Roster	ACT ID Forms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there an Irregularity Report regarding timing? Yes No

Test Coordinator—Return this completed folder in the OLIVE envelope.
Keep all pages together (do not separate).



Seating Diagram - Online



The ACT[®]

**Test Administration Forms
Standard Time, Online**

Seating Diagram

Instructions:

- Complete blocks 1 through 4 during testing.
- In block 4, sketch the room setup and enter the name of each examinee to indicate the workstation where he or she is seated. Show the direction examinees are facing, any partitions/dividers, and walls.

See the Administration Manual for acceptable seating arrangements.

1 Seating Type

Desks Tables Carrels

Other _____

2 Partitions between Examinees

Yes No

3 Distance between Examinees

Shoulder-to-Shoulder: _____ ft.

Head-to-Head: _____ ft.

Minimum 3 ft.

Minimum 5 ft. if no partitions

4 Diagram of Room Setup and Seating



Roster - Online



Test Administration Forms Standard Time, Online

Roster

Page ____ of ____

Attach extra pages as required.

Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the type of ID.

Type of ID

- P** = Photo ID
- F** = ACT Student Identification Form
- R** and Staff Initials = Recognized
- = Absent

Examinee's Name (please print) List all examinees scheduled to test in this room.	Mark attendance by noting type of ID.			
	P	F	R and Initials	-
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				



Step 5 – Administration

Watch for and Document Irregularities

**Prohibited Behavior
by Students**

**Individual
Irregularities**

Group Irregularities

Misadministrations can result in cancelled scores



Test Day Activities



Irregularity Reports (online testing)

Manage Irregularities

Irregularity Date/Time 

Irregularity Type

Comment

Apply to Selected

1 items selected

<input checked="" type="checkbox"/>	Student Name	Organization	Test	Type	Status	Irregularity Date/Time
<input checked="" type="checkbox"/>	Student, Sample (100075062)	SAMPLE HIGH SCHOOL (0)	The ACT with Writing	paper	assign	<input type="text"/> 

Save



Test Day Activities

Collect Test room Documents (online testing)



The screenshot displays the ACT Test Administration Forms Standard Time, Online Test Room Report interface. The top navigation bar includes Home, Setup, Testing, Reports, Support, and Contract Management. The main content area features three large buttons: SETUP, TESTING, and REPORTS, each with a 'Select an action' dropdown. Below these are sections for Program Information and Contact. The text 'Irregularity Report' is overlaid in blue on the Program Information section. At the bottom, there is a 'Test Room Report' section with a barcode and a green bar.

The ACT Test Administration Forms Standard Time, Online Test Room Report

ACT High School Code: _____ State: _____ Type: No Writing Writing _____

ACT ACT > ACT DEMO > ACT DEMO ACT (ACT)

Home Setup Testing Reports Support Contract Management

SETUP Select an action

TESTING Select an action

REPORTS Select an action

★ Program Information

Irregularity Report

Contact

Contact Us

General Inquiries

Phone: 800.553.6244, ext. 2800
Website: [Contact Us](#)

Accommodations Questions

Phone: 800.553.6244, ext. 1788
Email: ACTStateAccoms@act.org

Customer service hours (excluding ACT holidays):
Monday – Friday: 7:00 a.m. – 5:00 p.m. Central Time

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Test Room Report

al



Test Day Activities

If you did not test



Mark “Did Not Test”
in
PearsonAccess^{next}

Discard the unused
Site Header
(paper testing only)

Place Processing
Envelope in the
polymailer

Prepare materials
for return



What Are My Post-Test Activities?

Post-test Activities

Determine student eligibility for makeup testing

Student:

- Was Absent on test window 1
- Arrived too late to begin testing
- Began but did not complete testing (must retake entire battery)

Yes

Student:

- Completed Testing
- Was dismissed for prohibited behavior

No



Post-test Activities

Test Window 2 (Online Testing)



Create a new test session



Move examinees from original session to new session



Close original session



Print new student authorization ticket





Purge Cached Test Content



t35t1n6



1. Go to a proctor caching computer.
2. Open the shortcut to ProtorCache
3. Select the tests tab.
4. Check the box next to the tests to purge.
5. Select the purge button.
6. Enter the proctor password in the popup window.
7. Repeat these steps on each proctor caching computer.



Step 7 – Interpretation

Reporting Schedule

Source	Student Score Report	Student Online Scores	High School Checklist Report	High School Report	Student Score Labels	Student College Report	Online Reports Portal
Recipient	Student	Student	School	School	School	College	School, District, State
Timeline	3-8 weeks	3-8 weeks	3-8 weeks	3-8 weeks	3-8 weeks	3-8 weeks	3-8 weeks
Description	Paper Report	Online account	List of Examinees	Paper Report	Record Labels	College Reportable Scores	Dynamic Online Reporting

ACT Contact Information

Test Administration



800-553-6244 ext 2800



319-337-1599 press 1



statetesting@act.org

Accommodations and Supports



800-553-6244 ext 1788



319-337-1599 press 2



ACTStateAccoms@act.org



act.org/stateanddistrict/oklahoma

Knowledge is Opportunity



Cognia is a global nonprofit that has the knowledge to help schools improve outcomes for all learners.

