



2021-2022 OSTP & CCRA General Information - Test Administrator (TA) and Test Proctor (TP) Training Modules

This document is intended for use by DTCs

Available Guides & Resources:

For DTCs:

[*Inviting TAs and TPs to Enroll in a Module*](#)

[*Accessing Training Records for Your District*](#)

[*Training Module Redemption Codes*](#)

For DTCs, BTCs, TAs, & TPs:

[*Creating an OKEdge Account*](#)

[*Enrolling in a Module with a Redemption Code*](#)

[*Completing a Module & Downloading Your Certificate*](#)

First Steps:

For Spring 2022, OSTP & CCRA, the Test Administrator, and Test Proctor/Roving Proctor Training Modules will be accessible through the [Oklahoma Edge Online Learning Community \(OKEdge\)](#).

District Test Coordinators (DTCs) will be required to have an OKEdge account.

- If you do not have an OKEdge account, please see the *Creating an OKEdge Account* guide for information on creating one.
- Once you have created an OKEdge account and completed the [Oklahoma Edge-DTC Account Information](#) Google Form, you will be added as a Facilitator to your district's modules.



Your District's Modules:

Each district will have two modules for training all TAs and TPs within their district. The naming conventions for these modules are:

Course Name	Course Identifier
<i>District Name - OSTP Test Administrator Training Module</i>	<i>OSTP-TA-District Code</i>
<i>District Name - OSTP Test Proctor Training Module</i>	<i>OSTP-TP-District Code</i>

When you log in to your OKEdge account, you will see your district's modules listed under "Administered Modules."

- If your district's modules are not listed under "Administered Modules," please email Assessments@sde.ok.gov.

BTC Access to Training Records:

For the 2022 OSTP Administration, OKEdge OSTP Training Module record access cannot be limited to a building level.

However, if you want your BTCs to have district-wide training record access, that is allowed.

This would require:

1. BTCs to create an OKEdge account.
2. BTCs share their newly created or existing OKEdge username with the DTC.
3. After the DTC has logged into their OKEdge account, the DTC will go into the training module, click the information tab, scroll to the bottom of the page to the facilitator section, click "Edit" next to the "Facilitators" title, click "Add a facilitator." You will notice existing facilitators. Please do not remove these users. If you prefer that BTCs do not have district-wide training record access, then BTCs would not be required to have an OKEdge account.
4. Use the BTC's username to search for the BTC. Once you have selected the BTC, set the BTC's role to "Grading Access." The BTC will be hidden from learners by default. Click the "Add" button once the selections have been made. Make sure to click "Save" at the bottom of the facilitator section.



TA & TP Enrollment in a Module:

All Test Administrators and Test Proctors will be required to have an OKEdge account to enroll in and complete a training module.

TAs and TPs must use the same name on their OKEdge account and the Test Administrator Test Security Form & Nondisclosure Agreement/Test Proctor ObservationLog sheet.

TAs and TPs must complete the module associated with their district. If they complete a training module associated with another district, the Office of Assessments will be unable to match their training record with their signed TA Test Security Form & Nondisclosure Agreement/Test Proctor Observation Log.

In order to enroll in a module, a TA or TP must have:

1. An OKEdge account
- And
2. A redemption code

Instructions for these processes can be found in the following guides:

Inviting TAs and TPs to Enroll in a Module

Enrolling in a Module with a Redemption Code

Unique redemption codes for each district's OSTP TA and TP Training Modules can be found on the Training Module Redemption Code list. Please locate your district's codes and share them with your BTCs.