

# 2023–2024 CCRA Test Preparation Manual

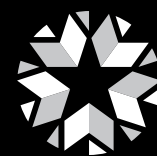
## Grade 11 College- and Career-Readiness Assessment: Science and U.S. History Content



OKLAHOMA STATE DEPARTMENT OF EDUCATION

**Important Note:**

Please read this manual before distributing materials and administering the tests. It contains before-testing, during-testing and after-testing instructions.



**OKLAHOMA**  
Education

# Contact Information

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For information regarding College- and Career-Readiness Assessment (CCRA) policies and procedures, contact the Office of Assessments at the Oklahoma State Department of Education.



**Oklahoma State Department of Education**

**[www.sde.ok.gov](http://www.sde.ok.gov)**

**Office of Assessments**

Phone: 405-521-3341

Fax: 405-522-6272

**State Special Education Office**

405-521-3351

Questions regarding the CCRA test materials, online or paper testing, and receipt and pickup of materials should be made by the District Test Coordinator and directed to the Cognia Oklahoma Service Desk.



**Cognia Oklahoma Service Desk**

**[oktechsupport@cognia.org](mailto:oktechsupport@cognia.org)**

Phone: (866) 629-0220

**Cognia Oklahoma Help & Support Site:**

**[oklahoma.onlinehelp.cognia.org](http://oklahoma.onlinehelp.cognia.org)**

**No person is to read or view the contents of a test book or an online test at any time, except the student taking the test at the time of testing.**

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# 2023–2024 Testing Dates

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**Grade 11 CCRA  
Science and U.S. History Content**

**Online Testing Window  
April 1–25, 2024**

**Paper Testing\* Window  
April 1–12, 2024**

\*under special circumstances only

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# General Guidance

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## Introduction

Cognia is pleased to serve as the vendor for the Grade 11 College- and Career-Readiness Assessment (CCRA): Science and U.S. History Content. It is important that the guidelines within the *Test Preparation Manual* are adhered to as schools administer the assessment program.

## Contents of the Test Preparation Manual

The *Test Preparation Manual* (TPM) is designed to provide an overview of the College- and Career-Readiness Assessment for those involved in the administration of these assessments. This manual explains the responsibilities for the District Test Coordinator (DTC), Building Test Coordinator (BTC), Test Administrator (TA), Test Proctor (TP), and Roving Proctor with regard to ordering, ensuring security, distributing, collecting, and returning test materials to Cognia for scoring and student accountability purposes. Instructions for administering the tests are found in the *Test Administration Manuals* (TAMs).

## Rationale and Purpose for the College- and Career-Readiness Assessment

The purpose of the CCRA is to assess students on their level of mastery of the OAS.

The United States Department of Education, per the Every Student Succeeds Act (ESSA) of 2015, requires each state, in consultation with Local Education Agencies (LEAs), to implement a set of high-quality academic assessments in mathematics, reading or language arts, and science that measure the achievement of all students and are aligned with the state academic standards. The CCRA US History Content Assessment is required by 70 O.S. § 1210.508 ([www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=437512](http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=437512)). States may provide alternate assessments based on alternate academic achievement standards (AA-AAAS) for students with the most significant cognitive disabilities and adaptive behavior deficits.

Every student enrolled in an Oklahoma public school in an assessed content and grade level must participate in testing. All students will be administered either

- the CCRA general assessment with or without accommodations or
- the alternate assessment based on alternate academic achievement standards
  - [Oklahoma Alternate Assessment Program \(OAAP\)](#)

## CCRA Spring Assessments

CCRA Grade 11	Science	U.S. History
Section 1	33 questions*	30 questions
Section 2	33 questions*	30 questions

\*Item counts and points are approximate and may vary slightly.

All assessments are administered online unless an allowable accommodation requires a paper administration.

## OSTP Portal

The OSTP Portal is the primary point of access used for managing the CCRA online assessments for grade 11 Science and U.S. History. Information on all students is managed through the OSTP Portal. The portal is used to manage student information for testing, organize classes, schedule test sessions, print student test login tickets, monitor student testing progress, and view dynamic reports. It is also the source for materials management, including shipment tracking, ordering additional materials, and scheduling a UPS pickup after testing is complete.

DTCs should meet with district and building personnel prior to test preparation to determine the tasks each user will be assigned. Portal access limitations are different for each user role. Detailed instructions for portal tasks can be found in the *Oklahoma School Testing Program (OSTP) Data Portal User Guide*. The DTC and BTC should review the guide and become familiar with the different components of the portal they will use before, during, and after testing.

**[Click here to open the OSTP Data Portal User Guide](https://oklahoma.onlinehelp.cognia.org/guides/)**  
**[oklahoma.onlinehelp.cognia.org/guides/](https://oklahoma.onlinehelp.cognia.org/guides/)**

## Precode and Demographic Overlay

Precode is an enrollment process that either places a student into the OSTP Portal for a specified online test, or produces precode labels and testing materials for paper testers. Precode also determines the initial amount of paper test materials to be shipped to each location. Student data are reviewed during the Precode window through the Accountability Reporting Application in Single Sign On. The DTC is responsible for ensuring that all student data are correct at the close of the Precode window. Manual registration is available for those students entering a school district after the Precode window has closed. Individual students may be entered into the OSTP Portal and assigned to a class.

Student labels will be based on the Precode data provided to Cognia for CCRA: Science & U.S. History assessments. Testing materials for paper tests are packaged by school and shipped to the district.

Reviewing and ensuring student demographic data are correct via the Accountability Reporting Application by the established deadline will allow for the transfer of student records to Cognia for fulfillment and shipment activities. If you have questions regarding Precode, please contact the Oklahoma State Department of Education (SDE) for additional information and guidance.

It is vital to keep student records up to date in your Student Information System throughout the school year and throughout the testing window. The Accountability Reporting Application allows users to view student demographics for online, paper/pencil, and OAAP participants. If a district is unable to resolve a conflict in the Accountability Reporting Application through their Student Information System, they should notify SDE as soon as possible. In addition, districts will have an opportunity to ensure student demographic data are correct in applicable Demographic Overlay windows during the testing window. Any additional corrections that need to be made after testing will occur in the data corrections window.

## Testing All Eligible Students

Oklahoma law states that tests shall be administered to every student enrolled in a tested grade or content in the public schools of Oklahoma. All students, including students with disabilities, students with suspected disabilities, and English Learners, will be administered all the state-designated tests, with or without accommodations. All students with disabilities shall have on file an appropriate statement in his/her Individualized Education Program (IEP) or Section 504 Plan requiring administration of the CCRA: Science & U.S. History Assessments or the OAAP. **For accountability purposes, Federal and State laws require that no less than 95% of students enrolled be tested.**

### **Absent Students (see Make-up Test and Special Handling of Materials Section)**

Students who are absent during the district-wide test administration must be administered the tests upon their return to school within the state's testing window. **Please provide every absent student an opportunity to make up tests within the state's testing window.**



If a student is not tested due to Did Not Attempt (DNA), No Longer Enrolled (NLE), was administered the alternate assessment (OAAP), or any other reason, the student demographic information must still be provided to Cognia. This will allow every student who is enrolled in an assessed content and grade level to be accounted for during testing.

### **Suspended Students**

Administrative code no longer requires or permits districts to drop students who are suspended. Instead, suspended students will remain **enrolled** in the district and will be expected to participate in state assessments.

### **Emergency Exemptions**

In the case of a documented significant medical emergency that would prevent a student from participating in the CCRA: Science & U.S. History Assessment, an exemption request may be electronically submitted through the SDE Single Sign-on Accountability Reporting Application. Requests must be made no later than 5:00 PM CST on the last day of the testing window. This request must be approved by the Office of Assessments. Please refer to the Oklahoma Administrative Code (OAC): [sde.ok.gov/sites/ok.gov.sde/files/text%20of%20rule%20only,%20210.10-13-23.pdf](https://sde.ok.gov/sites/ok.gov.sde/files/text%20of%20rule%20only,%20210.10-13-23.pdf).

### **IEP and Section 504 Students**

The right of a student with a disability to receive allowable accommodations on the CCRA: Science & U.S. History Assessment is protected by both Federal and State laws. Accommodations received on the CCRA assessment must be regularly utilized within the classroom setting and documented in the IEP/504 Plan as a classroom accommodation. Those accommodations which are not normally employed in the classroom may result in invalidation of the assessment.

### **Alternate Formats – Large-Print and Braille Available**

For each alternate test format ordered, you must have a copy of the section of the Student’s IEP or 504 Plan that indicates the need for the visual accommodation (Large-Print or Braille) and the medical documentation stating that the student is visually impaired. This applies to both paper and online testing. Standard Large-Print forms are printed in size 18 and 24 and are available on request.

Large-Print and Braille Kits Include:

	<b>Large-Print/Braille Test Booklet</b>
	<b>Standard Test Booklet</b>
	<b>Standard Answer Document</b>
	<b>Administrator Notes</b>
	<b>Large-Print/Braille Instructions</b>



**IMPORTANT TRANSCRIBING NOTE:** *In order for a student to receive a score, the student’s response must be transcribed into a standard scorable answer document by administrative personnel before returning them to Cognia.*

**For further guidance and requirements, please see the [OSTP IEP/504 Accommodations Manual](#).**

### **English Learners (EL)**

This term applies to any student who has not passed the English Language Proficiency Assessment (ELPA).

### **English Learners (EL)**

This term applies to any student who has not passed the English Language Proficiency Assessment (ELPA).

#### **State Testing Accommodations for Monitored English Learners**

English learners who have tested as proficient in English and entered their monitoring period may continue to be eligible for state testing accommodations for ELs during their first two years of monitoring if they meet certain criteria.

Eligibility for testing accommodations is dependent upon OSTP ELA test performance, first in the same year that the student demonstrates proficiency in English, and then in their initial monitor year. Possible scenarios are as follows:

1. In the same year that an EL student demonstrates proficiency in English, the student scores *Proficient* or *Advanced* on their OSTP ELA test. In this case, the student **may be offered or not offered**, at district discretion, state OSTP EL testing accommodations in their first monitor year.
2. In the same year that an EL student demonstrates proficiency in English, the student scores *Basic* or *Below Basic* on their OSTP ELA test. In this case, the student **will be eligible** for state OSTP EL testing accommodations in their first monitor year.
3. In their first monitor year, a former EL scores *Proficient* or *Advanced* on their OSTP ELA test. In this case, the student **may be offered or not offered**, at district discretion, state OSTP EL testing accommodations in their second monitor year.
4. In their first monitor year, a former EL scores *Basic* or *Below Basic* on their OSTP ELA test. In this case, the student **will be eligible** for state OSTP EL testing accommodations in their second monitor year.
5. In their second monitor year, a former EL scores *Proficient* or *Advanced* on their OSTP ELA test. In this case, the student **will not be eligible** for state OSTP EL testing accommodations in the subsequent year. **No monitored EL is eligible for state testing accommodations past their second monitor year.**
6. In their second monitor year, a former EL scores *Basic* or *Below Basic* on their OSTP ELA test. In this case, the student **will not be eligible** for state testing accommodations. **No monitored EL is eligible for state testing accommodations past their second monitor year.**

**For further guidance and requirements, please see the *OSTP EL Accommodations Manual*.**

<https://sde.ok.gov/documents/ostp-accommodation-manuals-companion-documents>

# Preparations for Test Administration

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The administration of tests is an important professional responsibility. It requires the same seriousness of purpose and quality of preparation as any other important instructional activity.

## Prepare Students

Provide each student and parent with access to the *Parent, Student, and Teacher Guide*. Students should be encouraged to discuss the contents of the guide and to ask questions about the nature and purposes of the assessments.

Ensure that online testers have the opportunity to complete the online practice questions, which will simulate the testing environment and allow students to familiarize themselves with the tools and navigation of the testing platform. These questions should not be used as predictors of performance on the operational assessment.

Allow students access to the online practice questions either in the classroom through the OSTP Kiosk Client using the desktop icon, or through the browser version that can be accessed at home by students and parents. Students can also use the mobile apps for Chromebooks and iPads for practice testing. Please note the supported browser versions listed in the Technology Guide on the [Cognia Oklahoma Help & Support Site](#).

Access the practice questions by using either of the following options:

**Website:** Go to [okpracticetest.cognia.org/student/login/](http://okpracticetest.cognia.org/student/login/). Select the desired practice test from the drop-down menu and click **Go**.

**Kiosk:** Double-click the desktop icon of the OSTP Kiosk Client on the student workstation. When using the kiosk, students will have to click on the “Access the Practice Test” link on the login screen. Select the desired practice test from the drop-down menu and click **Go**.

## Prepare the Testing Schedule

**UNDER NO CIRCUMSTANCES SHOULD YOU BEGIN A TEST UNLESS THERE IS ENOUGH TIME TO COMPLETE IT.** The tables in this section list approximate total times required to complete each section of the assessments. These approximations are to be used solely for scheduling purposes.

Ideally, each content test should be administered on a separate day. If more than one content test is administered on the same day, students should be given a rest break between test sessions.

Tests may be administered so that sections are completed in a single session, in separate sessions on the same day, or on consecutive instructional days. If sections are completed on separate days, they **MUST** be administered on consecutive instructional days.

All test sections **MUST** be administered in sequential order. **Students who are absent during testing must still test in sequential order during a make-up session upon their return.**

Students who have not finished at the end of the scheduled testing session should be given additional time. This time must be given as an immediate extension of the current testing session; it is not available as a separate session or at another time. It is highly recommended to only extend the testing session by double the maximum times recommended in the tables.

Paper Versions, Large-Print, and Braille alternate forms of the test are available for those students with accommodations and will follow the same time estimates.

## Grade 11 Online Administration

### CCRA Grade 11 Science Content Online Test Time Schedule

Distributing login information	Approximately 5 minutes
Test instructions/tutorial and reviewing sample items	Approximately 20 minutes
Administering Section 1 of the G11 Science Online Test	Approximately 65–85 minutes
Administering Section 2 of the G11 Science Online Test	Approximately 65–85 minutes
Total testing time (Suggested Maximum Time: 390 minutes)	Approximately 155–195 minutes

### CCRA Grade 11 U.S. History Content Online Test Time Schedule

Distributing login information	Approximately 5 minutes
Test instructions/tutorial and reviewing sample items	Approximately 15 minutes
Administering Section 1 of the U.S. History Online Test	Approximately 50 minutes
Administering Section 2 of the U.S. History Online test	Approximately 50 minutes
Total testing time (Suggested Maximum Time: 240 minutes)	Approximately 120 minutes

## Prepare Classrooms/Testing Sites

- Arrangements for rooms should be made in advance in order to eliminate confusion when testing begins.
- The room where students take the test should be as free from outside disturbance as possible.
- Visual aids and clues should be removed or covered and remain hidden throughout the administration.
- Testing in a setting familiar to students is recommended.
- Students should have enough room so that they will not attempt to look at another student's test. **The use of dividers or testing carrels between students is encouraged.**
- Students testing on paper should have writing surfaces large enough to accommodate an open test booklet.
- Testing must be conducted in-person, at a physical location, and in the presence of a Test Administrator and Test Proctor or Roving Proctor. Testing at an alternate site of instruction requires prior approval by OSDE. Remote or virtual test administration is not allowed and will automatically result in an invalidation and possible revocation of education credentials.

## Prepare Testing Staff

### Test Security

All personnel involved in testing share the responsibility for ensuring that all materials and student responses are handled in a secure and confidential manner and in accordance with security mandates and other general procedures. **Test materials should never be left out in unattended areas, reproduced in any manner, or removed from the school building without written consent from the SDE.** Violation of the regulations below may result in revocation of a person's teaching, counseling, administrative, and/or other certificates. For a listing of the Testing and Security rules, see [Appendix A](#).

- The tests, student login tickets, and all other materials associated with these tests are considered secure materials. It is important not to provide an opportunity for any student to have access to the tests and thus have an advantage over other students before the administration of the tests. Prior exposure to the tests will result in an invalidation.
- The materials associated with these tests may not be photocopied or reproduced in any other fashion, including paraphrasing. To do so is in violation of copyright law.
- The materials may not be provided to any person except those conducting the testing process and those being tested.
- Test questions may not be taught in part or in whole before, during, or after testing. Assistance with test content or answers may not be provided to students verbally, in writing, or in any other fashion. Answers may not be erased or altered by anyone except the student during the course of taking the test.
- Paper test documents are not to be opened before the test session by anyone. Only students being tested are allowed to break the seal and open the documents at the time of testing. Once a test document is opened during test administration, no one other than the student taking the test is allowed to look inside the document. The only exception to this rule is in the case of a Test Administrator who is directed by the student's IEP/504 Plan to read or sign the test to the student.
- Test Administrators must ensure that testing materials are not left unattended or unsecured. No testing materials are to be removed from the school building except under special conditions described in this manual.
- All personnel involved in testing will be required to sign and date an appropriate security form, as described below.

### **District Level Test Security Form (Appendix E)**

All security forms will be completed and submitted electronically. Please see the instructions posted on the [\*\*Cognia Oklahoma Help & Support Site\*\*](#) to complete the tasks listed below.

- The electronic form must be completed and submitted by the DTC and the district superintendent.
- If you have not met the criteria on this form, you must describe the measures undertaken to resolve the situation.
- **This form should only be signed after all testing has been completed in the district.**

### **Building Level Test Security Form (Appendix F)**

All security forms will be completed and submitted electronically. Please see the instructions posted on the [\*\*Cognia Oklahoma Help & Support Site\*\*](#) to complete the tasks listed below.

- The electronic form must be completed and submitted by the BTC and building principal.
- If you have not met the criteria on this form, you must describe the measures undertaken to resolve the situation.
- **This form should only be signed after all testing has been completed at the site.**

### **Test Administrator Test Security Form & Nondisclosure Agreement (Appendix F)**

All security forms will be completed and submitted electronically. Please see the instructions posted on the [\*\*Cognia Oklahoma Help & Support Site\*\*](#) to complete the tasks listed below.

- The electronic form must be completed and submitted by the TA.
- Test Proctors and Roving Proctors must complete and sign the Test Proctor Observation Log, which includes a Nondisclosure Agreement. This will be kept at the local level for five years. All CCRA U.S. History and CCRA Science testing sessions must be documented using Test Proctor Observation Logs. This form can be found on the [\*\*Cognia Oklahoma Help & Support Site\*\*](#).

**IMPORTANT NOTE:** Districts are required to retain local copies of all applicable Test Security Forms in order to comply with audits or other test security inquiries for five years. These files can be saved electronically or as paper copies. Please see the instructions posted on the [\*\*Cognia Oklahoma Help & Support Site\*\*](#).

## Prepare Paper Testing Booklets

This is for students with an authorized accommodation for paper testing.

### Using Student Labels

Every school will receive student labels for its paper testers. These labels will contain data from the Accountability Reporting Application in Single Sign On. For online testers, student information will be loaded into the OSTP Portal. The labels should be placed in the designated area provided on the scorable answer documents/test booklets.

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

Not all student information will be present on the student labels. Demographic information not provided on the label is captured through the Accountability Reporting Application and provided to Cognia. Any edits to the data must be made in your district's Student Information System. Your district also will receive a student roster including paper testers according to Accountability Reporting Application data. Student demographics for online testers can be reviewed through the OSTP Portal; any edits must be made through your district's Student Information System.

**IMPORTANT NOTE: If the complete Student Name, Student Testing Number (STN), and Date of Birth (DOB) on the label are correct, then USE THE LABEL, even if other demographic information is incorrect.**

**DO NOT BUBBLE in corrections or missing information. Corrections to student data must be made through your district's Student Information System.**

The demographic details listed on the student label are

- Student Name,
- Student Testing Number (STN),
- Date of Birth (DOB),
- District and School Code,
- School Name, and
- Grade.

**Do not bubble any additional information.**

If you have a student label for a student who will not be tested due to Did Not Attempt (DNA), No Longer Enrolled (NLE), participating in the alternate assessment (OAAP), or any other reason, adhere the label on a blank answer document and mark the reason the student will not be tested in Box Q on the answer document.

### No Student Label

For students who do not have a student label, grid the student demographic page completely using a No. 2 pencil.

## Completing the Student Demographic Pages

The Student Demographic Page is located on the front cover of the scorable answer document/test booklet.

Use the descriptions in the following table to ensure you grid the Student Demographic Page accurately.

When you check this . . .	look for this:	and fill or bubble in this box
<b>Teacher's Name</b> <b>School Name</b> <b>District Name</b> <b>County Name</b> <b>(Required)</b>	Names must be printed in the appropriate spaces. All students must use the name of their official home school.	A–D
<b>IEP Braille</b>	Fill in the bubble for IEP Braille if student is taking Braille. Braille is an accommodation afforded to some students. The Test Administrator must transcribe Braille responses to the standard scorable answer document/test book that was provided in the Braille kit and be sure to complete the student demographic information on the standard scorable answer document/test book.	E
<b>Gender</b>	<b>If the student does not have a label:</b> Fill in the bubble to indicate the gender of the student testing.	F
<b>Student's Last Name</b> <b>First Name,</b> <b>Middle Initial</b> <b>(Required)</b>	<b>If the student does not have a label:</b> Letters must be printed, one per box. Under each box, the bubble with the same letter must be filled in.	G
<b>Student Testing Number</b> <b>(Required)</b>	<b>If the student does not have a label:</b> Numbers must be printed, one per box, above the numbered bubbles. Under each box, the bubble with the same number must be filled in.	H
<b>Date of Birth (Required)</b>	<b>If the student does not have a label:</b> Numbers must be printed, one per box, above the numbered bubbles. Under the box, bubbles corresponding to the date of birth must be filled in. (If the "day" is not a two-digit number, the number should be preceded by a zero.)	I
<b>Date Test Taken (Required)</b>	Fill in the correct bubbles to indicate the date the test is taken. If the test is given over two consecutive days, record the first day of test taking.	K
<b>IEP</b>	This applies to any student for whom there is verification on file of an Individual Education Program prior to testing.	M
<b>504</b>	This applies to any student for whom there is verification on file of a Section 504 Plan prior to testing.	
<b>IEP or 504</b> <b>Accommodation</b>	If a student used an accommodation, bubble "with accommodations" for each applicable subject. The accommodation(s) must be specified in the student plan on file.	N
<b>EL</b>	An English Learner (EL) is a student who has a primary language other than English and is not proficient in listening, speaking, reading, writing, or comprehension in the English speaking classroom as determined by a language assessment instrument. A student is required to pass a language proficiency assessment as "proficient" to exit EL status.	O

When you check this . . .	look for this:	and fill or bubble in this box	
<b>EL Accommodation</b>	If student used an accommodation, bubble “with accommodations” for each applicable subject. The accommodation(s) must be specified in the student plan on file.	P	
<b>Did Not Attempt (DNA)</b>	This applies to students who are absent on the day of testing and are not able to take the test prior to the end of the testing window. The school should make every effort to provide make-up days for these students within the state testing window.	Q	
<b>No Longer Enrolled (NLE)</b>	This applies to students who are no longer enrolled on the day of testing. <b>Please note:</b> If a student exits <b>during</b> the testing window, the record can only be marked NLE if: Student was enrolled for less than 50% of testing window OR Student exited prior to the scheduled testing date. If student was enrolled when majority of grade-level tests were administered, record should be DNA, not NLE. Administrative code no longer requires or permits districts to drop students who are suspended. Instead, suspended students will remain <b>enrolled</b> in the district and will be expected to participate in state assessments.		
<b>Oklahoma Alternate Assessment Program (OAAP)</b>	This applies to students who are participating in the Oklahoma Alternate Assessment Program (OAAP). The OAAP is an assessment developed for a small population of students with significant cognitive disabilities for whom the Individualized Education Program (IEP) team has determined to be unable to participate in the general assessment, even with accommodations.		
<b>Local Student I.D. Number (Optional)</b>	Enter the student’s local Student I.D. Number in the field provided. This field is optional.	R	
<b>VOID–DO NOT SCORE</b>	A paper answer document may only be voided if a student’s answer document is damaged and/or not scannable, or if a breach form was administered. A voided answer document will not be scored or counted as an attempt. A testing irregularity must be submitted through the Office of Assessment Google Form. Write “void” on the front cover of the answer document, and bubble in VOID on the back cover.	V	
<b>SDE Approval Required</b>	<b>Emergency Exempt</b>	This designation covers situations where a documented medical emergency prevents the student from participating in testing during the state’s testing window.	(Go to the Accountability Reporting Application on the Single Sign-On to request one of these designations.)
	<b>Invalidation (Breach)</b>	Student’s test will not be scored. Students may be eligible for a Breach Test form, if available.	
<b>Additional Demographic Information</b>	Please note: Student demographic information for CCRA assessments is verified through the Accountability Reporting application in Single Sign-On.	T	



# Responsibility Checklists

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## District Test Coordinator (DTC)

The DTC is the Oklahoma State Department of Education's contact for all testing activities. In general, the DTC is responsible for making all arrangements for testing, handling and maintaining the secure distribution and collection of test materials, and training Building Test Coordinators (BTC), Test Administrators (TAs), Test Proctors (TPs), Roving Proctors, and other key staff.

### Before Testing:

- Attend the mandatory annual District Test Coordinator Training conducted by the SDE and Cognia.
- Determine the testing dates within the testing window for all building sites within the district.
- Administer Test Preparation In-Service training for BTCs or have BTCs attend training for DTCs provided by SDE, Cognia, etc.
- Ensure that all personnel that may be assigned to testing are adequately trained in proper test administration and test security throughout the district.
- Maintain records of training for all testing personnel. This training is provided via the Test Administrator/Test Proctor Modules in Canvas; individual certificates indicating successful completion of the module must be retained at the district level as the record of training.
- Serve as the contact and liaison for all BTCs, Cognia, and the SDE.
- Distribute or electronically provide all manuals (i.e., *Test Administration Manuals* and *Parent, Student, and Teacher Guides*) that need to be distributed to the BTCs at the testing sites.
- Check District and Building Test Material Shipments against the packing lists upon receipt from vendor; distribute Building Test Material Shipments to BTCs at testing sites.

### Online:

- Review the ***OSTP Data Portal User Guide***.
- Ensure that Assessment Technology Coordinators have performed **Site Readiness** tests and certified the sites for online testing. Instructions to complete Site Readiness test can be found in the ***Kiosk Installation Guide*** on the Cognia Oklahoma Help & Support Site.
- Create portal user accounts for designated district and site users.
- Work with the BTCs to ensure proper computer space is available.
- Work with the BTCs to ensure all students are in the portal and have been assigned to classes, and that all classes have been scheduled for a test session. Instructional information can be accessed in the ***OSTP Data Portal User Guide***.
- Work with the BTCs to ensure appropriate IEP, 504 Plan, and ELAP state accommodations have been added within the OSTP Portal.

### Paper:

- Check the test booklet ID numbers printed on the booklets against the Security Checklist **upon receipt**. If there are discrepancies, contact the Cognia Oklahoma Service Desk.  

The security checklist is used to inventory the material received in schools and districts. School level boxes will contain a paper version of the checklist. Districts will receive an electronic version that can also be shared with schools.
- Order additional materials, if needed, through the OSTP Portal.
- Distribute testing materials to each building site that is testing.

### During Testing:

- Ensure that all test security is maintained throughout the test administration window (paper tests and online tests).
- Document all emergencies and unexpected circumstances. If the DTC is unable to determine if an unexpected circumstance is a test irregularity or a test breach, the DTC should call SDE for guidance.
- Use the Testing Status Application in Single Sign On to request Emergency Exemptions and Invalidations (Breach Forms) that require SDE approval. The SDE will order Breach Forms, if appropriate.
- Ensure Test Irregularity Forms are completed for each incident in the district. A Testing Irregularity must be submitted through the Office of Assessment Google Form.
- Be available to answer any questions the BTCs may have during testing.
- If more than one testing session is underway within your district, the DTC must not act as a TA, TP, or Roving Proctor.

### Online:

- If the site technology support person is unable to fix a technical issue, notify the Cognia Oklahoma Service Desk as soon as possible at 866-629-0220.
- Complete a Test Irregularity Form for technical issues.

### After Testing:

- Ensure the completion of the electronic Building Level and Test Administrator Test Security Forms and the Test Proctor Observation Logs ([Appendices F and G](#)). Download or print copies for district documentation. Please see the instructions posted on the **Cognia Oklahoma Help & Support Site**.
- Complete the electronic District Level Test Security Form ([Appendix E](#)). The DTC and superintendent must complete this form. Download or print a copy for district documentation. Please see the instructions posted on the **Cognia Oklahoma Help & Support Site**.
- Collect all secure test materials from schools immediately after testing; verify that all materials have been accounted for and assembled correctly according to Cognia requirements.
- Verify that all Test Irregularity Forms have been submitted to the SDE Office of Assessments.
- Prepare shipment for return to Cognia according to the instructions in the **Collecting and Returning Materials** on page 32 and schedule a UPS pickup in the OSTP Portal.
- Notify Cognia immediately if UPS fails to pick up the return shipment on the date scheduled.
- Maintain testing records (or ensure BTC maintains records) **for a minimum of 5 years**. This shall include:
  - Training records
  - Electronic or hard copies of security forms
  - Security checklists
  - Test Proctor Observation Log sheets

## Building Test Coordinator (BTC)

The BTC is the liaison between the DTC and all TAs and TPs. The BTC is responsible for making all arrangements for testing, including handling and maintaining the secure distribution and collection of test materials at the specific building site. BTCs also schedule make-up tests and ensure that all tests are administered only by qualified TAs and TPs/Roving Proctors who have been approved by the building principal.

### Before Testing:

- The BTC may attend the annual DTC training provided by the SDE, or they must be trained by their DTC.
- Ensure all Test Administrators and Test Proctors have been trained prior to administering and/or proctoring tests. Individual certificates indicating successful completion of the module must be retained at the district level as the record of training. The training modules are required; however, districts may provide additional training.
  - **Note: Training modules are available in Canvas, as shown on the Cognia help and support site: [oklahoma.onlinehelp.cognia.org/lostp-tatp-and-tp-module-trainings](https://oklahoma.onlinehelp.cognia.org/lostp-tatp-and-tp-module-trainings)**
- Create a site testing schedule for all participating students. Within the schedule allow for specific accommodation requirements to meet the needs of all testers. The schedule must include testing days, times, room assignments, number of students in each testing room, and full name of TAs and TPs/Roving Proctors assigned to each room. A template will be available on the **Cognia Oklahoma Help & Support Site**.
- Provide each participating student and parent with access to the **Parent, Student, and Teacher Guide**.
- Serve as the contact for the District Test Coordinator and for all Test Administrators and Test Proctors/Roving Proctors.
- Implement testing procedures at the building site to address:
  - A detailed, written plan describing your specific procedures to maintain the security of test booklets, test tickets, answer documents, and access codes when not in use.
  - A detailed, written plan for the transfer of secure testing documents to and from an Alternate Site of Instruction (e.g., hospital, juvenile detention center, homebound, etc.). This plan is required, even if your site does not use an alternate site during testing.
  - A plan for implementing the **state calculator policy** (e.g., who is responsible for clearing calculator memory before and after each testing session). The plan must include how the calculator is used, which faculty member is in charge of implementation, and how students have access to calculators.
  - A detailed, written communication plan in case of emergencies (e.g., student illness, power failure, fire/tornado alarm, and evacuation of building). This must include what will be done with secure test materials, what will be done to ensure security of the testing environment, who will complete the Test Irregularity form, and how this will be communicated with SDE. Each scenario listed above needs to be specifically addressed in the written school plan.
  - A detailed, written school plan and procedures for providing testing accommodations for students on an IEP, 504 Plan, or ELAP.
  - A detailed, written school plan and procedures for providing extra testing time. Any students needing extra time (with or without accommodations) are allowed an immediate extension of the testing window. A plan must be in place for those students needing extra time to include the location where students will continue testing, how materials are transferred/handled to said location, and how the secure testing environment will be maintained during the transition.
  - A detailed, written school plan and procedures for handling, documenting, and communicating test security breaches/invalidations.
  - A plan for self-reporting test irregularities using the Test Irregularity Form. This plan must include who is assigned to report test irregularities to the SDE and an explanation of how test security irregularities will be handled at the district level.
  - A plan for implementation of Emergency Accommodations.
  - A plan for proper implementation of Nonstandard Accommodations (ELA/Reading Test Read-Aloud & Unique). This is required even if your site did not these accommodation types.
- Post a sign over each copy machine that reads: *The Federal Copyright Law prohibits the photocopying of any part of the student test booklet.*

### Online:

- Review the ***OSTP Data Portal User Guide*** for directions on student data management, creating classes, scheduling test sessions, and printing student test login tickets.
- Review the ***OSTP Kiosk User Guide*** for directions on launching the student testing application and responding to error messages.
- Verify that all students are in the portal. Enroll, edit, or unenroll students in the portal as needed.
- Verify that the appropriate accommodations are selected in the portal for those students with documented IEPs, 504 plans, or ELAPs.
- Create classes in the portal and assign all students to a class.
- Schedule test sessions for classes.
- Provide Test Administrators with student test login tickets and summary page for their testing group. Include approved accommodations that students will be receiving in the test group. These are secure testing materials, and should be handled appropriately.
- Ensure that Assessment Technology Coordinators have performed site readiness tests and certified the sites and devices for online testing.
- A periodic table is available as a resource for grade 11 CCRA Science in the online testing platform. If preferred, online testers may be provided a printed copy of the OSDE-approved periodic table found on the **Cognia Oklahoma Help & Support Site**.

### Paper:

- Check test materials received against the packing lists.
- Check and document the test booklet ID numbers against the Security Checklist upon receipt.
- If additional materials are needed, or there are any discrepancies, contact the DTC.
- Apply student labels to answer documents or complete student demographic pages if no label is received.
- Identify students needing special accommodations or alternate paper tests and make sure there are enough of the same test forms for students with Human Reader or Sign Language Interpretation.
- Store all materials in a secure, locked location before and after testing each day.
- On the day of testing:** Distribute test booklets (using the Security Checklist) to the TA. Instruct the Test Administrator to use the electronic Classroom Security Form to track the secure test booklets for their students.
- The BTC must track the ID number range assigned to each school for each subject area by using the electronic Security Checklists, which are broken down by school (building site).
- The BTC should initial the “OUT” column on the Security Checklist to indicate a booklet was assigned to a Test Administrator, and initial the “IN” column when the Test Administrator returns the secure materials.
- BTCs will need to distribute the Security Checklist to aid the Test Administrators with tracking the test booklets. Test Administrators should mark the “OUT” and “IN” columns to indicate a booklet was assigned to and collected from a student.

## During Testing:

- Ensure that all test security is maintained throughout the test administration.
- Contact the DTC
  - if a proctor password is needed.
  - with any test-related issues or questions.
  - to report any unforeseen emergencies and unexpected circumstances.
  - to report any test irregularities and complete documentation.
  - to report a violation of test security regulations and complete documentation.
- Arrange for students who were absent on the day of testing to take the make-up test before the close of the state testing window. The make-up session should be scheduled for the day the student returns to school.
- If more than one testing session is underway within your building, the BTC must not act as a TA, TP, or Roving Proctor.

## After Testing:

- Collect all secure materials from the TAs immediately following each test session.
- Destroy all scratch and unmarked grid paper used for testing.
  - This includes collecting all printed periodic tables for grade 11 CCRA Science.
- Confirm the electronic Test Administrator Test Security Forms have been signed and dated. Be sure to download or print a copy for your building documentation. Please see the instructions posted on the Cognia Oklahoma Help & Support Site: [oklahoma.onlinehelp.cognia.org](http://oklahoma.onlinehelp.cognia.org)
- Confirm a Test Proctor Observation log has been completely filled out and signed by the TP or Roving Proctor for every test session. A TP should complete at least one row for every test session proctored. The columns in each row must also be completed.
- Confirm that the electronic Building Level Test Security Form ([Appendix F](#)) has been signed and dated by the BTC and building principal. Be sure to download or print a copy for your building documentation. Please see the instructions posted on the Cognia Oklahoma Help & Support Site: [oklahoma.onlinehelp.cognia.org](http://oklahoma.onlinehelp.cognia.org)
- Assemble and pack all test materials according to Cognia’s requirements and return them to the DTC immediately after testing is complete.

## Online:

- Ensure all student test login tickets, scratch paper, or approved reference materials (periodic table, formula sheets, writer’s checklist) for online tests have been received from Test Administrators and securely destroyed.

## Paper:

- Ensure all Classroom Security Checklists have been filled out correctly by TAs, matching students’ names with test booklet ID numbers.
- Check student demographic pages to verify all information is completed or a precode label is applied.

## Test Administrator (TA)

The Test Administrator (TA) must be a certified employee of the school district and cannot be related to the Test Proctor (TP), Roving Proctor, or any student in the test session. The TA must be trained via the Test Administration Module prior to testing to ensure standardization across administrations.

### Before Day of Testing:

- Complete training provided via the Online Test Administrator/Test Proctor Module; individual certificates indicating successful completion of the module must be retained at the district level as the record of training.
  - ***Note: Training modules are available in Canvas, as shown on the Cognia help and support site: [oklahoma.onlinehelp.cognia.org/lostp-tatp-and-tp-module-trainings](https://oklahoma.onlinehelp.cognia.org/lostp-tatp-and-tp-module-trainings)***
- Review [Appendix A](#), Test Security and Validity Rules.
- Remove or cover bulletin boards or posters in the testing site that contain visual aids.
- Preview the *Test Administration Manual* several days prior to testing.
- Review both the *OSTP IEP/504 Accommodations Manual* and the *OSTP EL Accommodations Manual* for guidance and procedural requirements.

### Before Start of Testing:

- Secure additional materials needed for testing (e.g., pencils, scratch paper or unmarked grid paper, and periodic table for grade 11 CCRA Science).
- Ensure all proper policies are followed for students who require special accommodations. These policies are outlined in the *Test Administration Manual* (TAM).
- Ensure the script from the TAM is read verbatim.
- Ensure electronic communication devices are not present while in the test administration site (e.g., cell phones, cameras, smartwatches, etc.)
- Ensure all desks are cleared and that each student has two sharpened No. 2 pencils with erasers.
- Approved calculators may be used by Grade 11 Science students. Ensure that the memory has been cleared and/or programs have been disabled. (See [Appendix D](#): Calculator Policy.)
- Confirm that enough Test Proctors are present for the test administration site.
  - 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
- Place a “TESTING: DO NOT DISTURB” sign on all doors to the classroom to minimize interruptions.

### Paper:

- Inventory test materials received from the BTC using the electronic Classroom Security Form.
- Complete the electronic Classroom Security Form with *Student Name*, *Unique Test Book ID Number*, and *Form Number*.
- Student labels should be applied to the appropriate answer documents. If you did not receive a student label, the student’s Name, Date of Birth (DOB), and Student Testing Number (STN) and demographic information must be bubbled on the answer document.

**During Testing:**

- TAs must remain in the testing session at all times to maintain and oversee security of tests. TPs/Roving Proctors must be actively observing testing sessions. If test items are being read aloud, a TA and TP are required in the room at all times to ensure test security.
- Notify the BTC of any possible test invalidations, violations, or irregularities.
- Actively monitor students to ensure that students are working productively and maintaining test security.

**Online:**

- Ensure that students are able to log in to their scheduled test and that they understand how to navigate through the test.
- Notify the BTC of any technical issues as soon as they occur.

**After Testing:**

- Collect all test materials (booklets, answer documents or student login test tickets and scratch paper) from students after each testing session.
- Ensure that the calculator memory has been cleared. (See [Appendix D](#): Calculator Policy.)
- Move students who need additional time to the predetermined location according to your building's plan for providing additional time for unaccommodated students.
- Sign the electronic Test Administrator Test Security Form. Please see the instructions posted on the Cognia Oklahoma Help & Support Site: [oklahoma.onlinehelp.cognia.org](https://oklahoma.onlinehelp.cognia.org)
- Return all test materials to your BTC.

**Paper:**

- Verify test book ID numbers against the electronic Classroom Security Form.
- Separate scorable and nonscorable test materials.
  - **Scorable test materials:**
    - CCRA used answer documents
    - Any booklets/documents transcribed from Braille, Large-Print, R1 Accommodation (mark answers in test booklet), or R3 Accommodation (typed responses).
  - **Nonscorable test materials:**
    - CCRA unused answer documents
    - CCRA used and unused test booklets
    - CCRA used and unused Braille and Large-Print test booklets
    - Student Login Test Tickets (These are considered secure materials.)
    - Scratch and/or unmarked grid paper
    - This includes all printed periodic tables.

## In the presence of a Test Proctor:

- Inspect each scorable answer document/test booklet to confirm:
  - it has a student label, or the demographic information is bubbled properly,
  - it has no stray marks that would hinder the machine scoring, and
  - it is in good condition, free of eraser bits, rough drafts, scratch paper or additional writing pages.
- Transcribe student responses from accommodated tests to standard scorable answer documents/test booklets, and place the original student response in the inside front cover of the scorable answer document/test booklet or,
- For Large-Print and Braille, the student responses must be transcribed into the standard scorable answer documents/test booklet provided in the kits. Return the original Large-Print and Braille test documents with the nonscorable materials.
- Verify test booklet ID number to Student Name on the Classroom Security Form.
- Count the number of used standard answer documents you are returning separately for each grade. As you count, arrange the answer documents so that the student name grids on the front covers are facing up (the booklets do not need to be alphabetized).
- Do not use paperclips, rubber bands, or any other fasteners that might damage the edges of the answer documents.
- Ensure that sticky notes were not placed on any scorable materials. If sticky notes were placed on an answer document, please remove them.

***This is extremely important since any damage will interfere with proper machine scanning.***

## Test Invalidations

Reasons for possible test invalidations include, but are not limited to:

- Cheating
- Security violation
- Testing outside the test window

## Test Irregularities

Reasons for possible test irregularities include, but are not limited to:

- Student requires redirection
- Technical problems
- Sudden illness
- Power failure

For a more detailed explanation of test invalidations and irregularities, please refer to [Appendix K](#).

Invalidations and irregularities must be immediately reported to the BTC.



## Test Proctor (TP)

The Test Proctor (TP) is an adult (18+) other than the Test Administrator (TA) who monitors the test administration. This adult must be approved by the building principal and can be a member of the faculty or community, but does not have to possess an Oklahoma Teaching Certificate. The TP cannot be a student and cannot be related to the Test Administrator or any student in the testing session. A TP is required for every testing session. **For an accommodated test session utilizing a human reader, the TP must be employed by the school district and remain in the room during the entire testing session.**

It is the responsibility of the DTC, BTCs, and TAs to inform TPs of their duties during the test administration. Prior to testing, the TA must confirm that enough TPs are present for the test administration site. The main job of the Test Proctor is to observe that testing procedures are followed and to report any potential invalidations, irregularities, or violations in testing to the TA and BTC. For online test administration sites, one TP is required for 1–100 students. For online test administration sites with more than 100 students, additional TPs are required.

Buildings may use Roving Proctors when simultaneous test sessions are occurring, in lieu of using a TP for every testing session. 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, and keeping the hallways quiet during testing. The Roving Proctor must always be available to TAs and to the BTC during testing. The Roving Proctor must meet the same training requirements and credentials as a TP.

### Before Day of Testing:

- Complete training provided via the Online Test Administrator/Test Proctor Module; individual certificates indicating successful completion of the module must be retained at the district level as the record of training. Contact the BTC or DTC with any test-related issues or questions.
  - **Note: Training modules are available in Canvas, as shown on the Cognia help and support site: [oklahoma.onlinehelp.cognia.org/lostp-tatp-and-tp-module-trainings](https://oklahoma.onlinehelp.cognia.org/lostp-tatp-and-tp-module-trainings)**
- Review [Appendix A](#), Test Security and Validity Rules and Instructions for TPs found in the *Test Administration Manual*.

### Before Start of Testing:

- Arrive at least fifteen minutes before the first test is administered.
- Observe that all posters and visual aids have been covered or removed within the testing site.
- Ensure electronic communication devices are not present while in the test administration site (e.g., cell phones, cameras, smartwatches, etc.)
- Ensure all desks are cleared and that each student has pencils with erasers.
- Assist in maintaining the security of all test materials.

### During Testing:

- TPs and Roving Proctors may help with distributing test materials to students under the guidance of the TA.
- Observe that the directions have been read from a script provided in the *Test Administration Manual*.
  - **NOTE:** All directions are to be given at the **beginning** of the session for each test. Students are allowed to ask questions **after** directions are given and **before** the signal is given for students to begin. Such questions are allowed to ensure that clarification of test directions is accomplished.
- Closely monitor the test administration and record observations in the Test Proctor Observation Log.

- If test irregularities occur, the TP or Roving Proctor should inform the TA as silently and unobtrusively as possible. In addition, the proctors may assist the TA with finding solutions as needed. Such irregularities may include, but are not limited to, the following examples:
  - Marking answers without reading test questions
  - Talking to another student (or other similarly disruptive behaviors)
  - Becoming ill and having to leave the room
  - Testing environment disruptions (e.g., technical issues, fire/tornado alarm sounded, loss of power)
- Looking at another student’s test booklet/answer document or computer screen is a violation of test security regulations.
  - This is an example of cheating and would result in invalidation. See [Appendix K](#) for details.
- TAs and TPs must remain in the testing session at all times to maintain and oversee security of tests by:
  - Ensuring that no person reads or views the contents of a test at any time except the student taking the test at the time of testing.
  - Verifying that test materials are locked in a storage area at all times when not in use for official test administration purposes.
  - Reporting breaches of test security regulations to the TA and the BTC.
- The TP is to refrain from talking to the TA and/or students while students are reading and responding to test items. During this time, it is preferable that the TP sit quietly and observe as unobtrusively as possible.

### **After Testing:**

- Help collect and organize test materials for return to the BTC.
- Report any unusual circumstances or breaches of test security regulations to the TA, BTC, and/or the building principal.
- Observe and assist TA checking test booklets for random marks.
- Observe TA transcribe responses from accommodated tests to standard scorable documents/test booklets.
- Help organize test materials for return to the BTC.
  - Test Proctors must complete and sign the Test Proctor Observation Log. Please note that the Test Proctor Observation Log includes a Nondisclosure Agreement. A TP should complete at least one row for every test session proctored. The columns in each row must also be completed.

# Administering the Assessments

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## Important Procedures for Test Administration

7. A Test Proctor or Roving Proctor is required for each test session, including any individualized test administrations offered as an approved accommodation. Never administer a test without a proctor. If the proctor fails to appear, do not test until your BTC provides a replacement. Make sure that there is no talking between the proctor and the TA or the students during the test session. Be sure these instructions are clear before testing begins. Test Proctors and Roving Proctors must complete training prior to testing and must follow the TP Responsibilities Checklist section provided in this manual.
8. TAs are responsible for ensuring each test booklet ID number on the electronic Classroom Security Checklist has the student's name assigned to that booklet. **It is critical that each booklet ID number be matched to a student's name.** If the booklet is unassigned, an explanation should be written where the student's name would appear on the Classroom Security Checklist. Make sure you have a complete list of students' names matched to their test booklet IDs to return to the BTC. Have students print their names on the front cover of the test booklet. Please retain a copy of the checklist for your records.
9. A standardized test must be administered according to the detailed directions. Please follow the instructions in the *Test Administration Manual* **EXACTLY**.
10. Every reasonable precaution should be taken at all times to protect the security of the tests. Under no circumstances should anyone have prior access to the tests, advance information about specific test items, or access to test content after testing. Test materials should be stored in a locked, secure place at all times when not being used. **The student is the only person allowed to open and/or view the contents of his/her test booklet.** (This is both a security and test validity issue that must be strictly observed.)
11. Test directions should be read verbatim.
12. TAs should ensure each student has two sharpened No. 2 pencils, an eraser, and a library book, but no other materials for the testing session. Students are allowed scratch paper and/or unmarked grid paper which should be collected after testing and turned in to the BTC to be destroyed. The TA should have a supply of sharpened No. 2 pencils on hand. All pencil sharpening should be done prior to beginning each test. Each student's desk should be clear of materials other than those mentioned above or any allowed due to an accommodation.
13. After directions are completed, TAs should make sure that students
  - fully understand all directions and, if applicable, understand the online tools available;
  - are knowledgeable of the suggested time period and the fact that they may have additional time if needed;
  - are clear on expected behavior (i.e., to refrain from talking, moving about the room, and other distracting behavior); and
  - know what to do if they complete the test before other students.
14. During administration of the test, students should never be allowed to receive assistance from any person. Be alert to the student who marks answers without reading the items, and log this.
15. Students leaving the room during a test session can disturb other students. Tell students that if they must leave the room (e.g., a physical emergency), to raise their hands, be acknowledged by the teacher, and leave as quietly and unobtrusively as possible. The students should return in the same manner. If at all possible, no student should leave the room during a test. During testing, only one student at a time may be allowed to leave the room. Log any instances of a student leaving during a test. For online testing, if a student does not return within 15 minutes, he or she will be automatically logged out of their online test. If the student becomes logged out, contact your BTC. The BTC will call the DTC for a proctor password.
16. Students who finish tests early can become a distraction to those who are still working. TAs should follow the site plan set by the BTC for students who finish early (read library book, dismissal, etc.). Once students close their test booklets, they may not reopen them. TAs should collect test booklets as students finish.

17. If a student becomes ill during test administration and cannot finish a test, notify your BTC, who will make arrangements to have the students complete his/her test administered during a closely monitored make-up session upon the student's return to school within the testing window. See page 24 for instruction on make-up testing. Let the BTC know of this test irregularity.
18. If a student is suspected of cheating, talk privately with the student about his or her behavior and note the behavior. Report the behavior to the BTC.

# Unique Testing Situations

## Students Who Receive Instruction Away from Sites of Official Enrollment

Students who are officially enrolled in a district but attend alternate sites for instruction within or outside of the resident district may be tested at their alternate sites with prior approval from the Office of Assessments. Alternate sites of instruction include special education consortiums, alternative education cooperatives, inter-locals, hospital placement, juvenile detention centers, and homebound placement. Testing a student at an alternate site does not relinquish district and site of enrollment accountability for the test scores. Districts of Enrollment must adhere to the following guidelines to ensure test security in the transport of testing materials from the site of enrollment to the site of instruction:

DTC – RESPONSIBILITIES (SITE OF ENROLLMENT)	
	1. No fewer than thirty days prior to testing, request permission in writing from the Office of Assessments at <a href="mailto:assessments@sde.ok.gov">assessments@sde.ok.gov</a> to assess certain students at their site of instruction, rather than at their site of enrollment.
	2. Order all necessary test materials for students who receive instruction away from sites of official enrollment.
	3. Deliver all testing materials to the BTC of the site of official enrollment.
	4. Collect all testing materials from the BTC of the site of official enrollment.
	5. Upon receipt of scores, send the reports to the BTC of the site of official enrollment.
BTC – RESPONSIBILITIES (SITE OF ENROLLMENT)	
	1. Receive and record all testing materials for offsite administration from DTC.
	2. For online testing, the BTC may manually register a student through the OSTP Portal if the student demographic information is not uploaded through the Accountability Reporting Application. Once the student is in the system, place the student in a testing session; print a student test login ticket and deliver the student test login ticket to the site of instruction.
	3. Arrange secure transportation of testing materials by a certified employee of the district, to the BTC at the site of instruction, before and after testing.
	4. Ensure that the BTC at the site of instruction is trained in the procedures for administering the tests and trained in all test security rules and regulations.
	5. Ensure that the TA is a certified employee of the district of enrollment or instruction.
	6. Ensure that the TA is trained in the procedures for administering the tests and trained in all test security rules and regulations.
	7. Include these test booklets and answer documents with the onsite materials that are returned to the DTC.
	8. Upon receipt of score reports from the DTC, make arrangements for a secure transportation of the Student Score Reports to the sites of instruction for distribution to the students, teachers, and parents.

BTC – RESPONSIBILITIES (SITE OF INSTRUCTION)	
	1. Receive all testing materials for administration from BTC (site of enrollment).
	2. Ensure that the TA is a certified employee of the district of enrollment or instruction.
	3. Ensure that the TA is trained in the procedures for administering the tests and trained in all test security rules and regulations.
	4. Ensure all testing materials are kept in a secure and locked location before and after testing.
	5. Collect testing materials after administration and return materials to the BTC at the site of enrollment through scheduled secure transportation.
	6. Verify that the TA, BTC, and the building principal at the site of instruction have signed the electronic Test Security Forms. Verify that the TP has signed the Test Proctor Observation Log (kept at the local level). Please see the instructions posted on the Cognia Oklahoma Help & Support Site: <a href="http://oklahoma.onlinehelp.cognia.org">oklahoma.onlinehelp.cognia.org</a> .
TA & TP – RESPONSIBILITIES (SITE OF INSTRUCTION)	
	Follow the responsibilities listed on page 16 and page 19.

## Make-Up Testing and Special Handling of Materials

### Online and Paper Make-up Testing

Students who are absent during a scheduled operational test **MUST** be scheduled for a closely monitored make-up session upon their return. Under no circumstances should you begin a test unless there is enough time for the student(s) to complete it. Make-up tests may be administered any time after the scheduled testing date and before the end of the test administration window. Make-up tests **MUST** be administered in sequential order.

**Note:** Students not finished at the end of the scheduled testing session should be given additional time. This time must be given as an immediate extension of the correct testing session; it is not available as a separate session or at another time. It is highly recommended to only extend the testing session by double the maximum times recommended in the tables.

### Student Becomes Sick During Testing

#### Online testing:

- If a student testing online becomes ill during a test and is unable to complete the session, he or she can use the same log-in and password generated for their originally scheduled test to complete the test in a make-up session. The make-up session should be scheduled for the day the student returns to school.
- The BTC will need to contact their DTC and request a proctor password and ensure the irregularity has been documented. After the student logs into the test, the TA will be required to enter this proctor password to allow the student access to the test. The student will not be able to view or change answers to any previously answered questions.

#### Paper testing:

- If a student becomes ill during a test and is unable to complete the session, the TA should note what question the student last answered and document this on the Classroom Security Form. The BTC will then need to ensure the irregularity has been documented and schedule the student for a closely monitored make-up session to complete **only** the questions or writing prompt he or she has not yet answered. The make-up session should be scheduled for the day the student returns to school. During the make-up session, students may not change answers or review responses to any questions that they completed before leaving the testing space.

## Contaminated or Damaged Test Booklet (Paper)

- If a test booklet needs to be replaced due to contamination or damage (ripped, torn, or biohazard), contact the DTC for a replacement booklet and provide the following information:
  - Reason for the replacement of contaminated or damaged material.
  - Content area and form number of the test booklet.
  - Student’s full name, Student Testing Number (STN), Grade, and Date of Birth (DOB).
  - Test booklet identification number located in the lower left hand corner of the test booklet.
- Contaminated test materials need to be destroyed by the BTC or DTC and should NOT be sent back to the testing vendor.
- If the DTC does not have the proper grade, content area, and test form number available in their coverage to replace the damaged booklet, then the DTC must contact the Cognia Oklahoma Service Desk with the information provided by the BTC or TA. Cognia will process an order for the replacement test booklet(s) that will be shipped to the district.

## Contaminated or Damaged Materials

Damaged or contaminated scorable material must be transcribed into a new booklet.

**Contaminated Materials** are materials that have been damaged by bodily fluids and must be destroyed by the district. **DO NOT RETURN** contaminated materials to the testing vendor.

**Damaged Materials** are materials that have been ripped, torn, etc. and are rendered unusable. These materials **must** be returned to the testing vendor. Place these materials in a Special Handling envelope for return.

If test materials become contaminated or damaged, the following procedures **must** be followed by the BTC and DTC:

### **BTC must provide the following information to the DTC:**

1. Test Booklet or answer document number and content area (e.g., Mathematics, English Language Arts, Science), reason for the contamination or damage, and student information (Full Name, State Identification Number, Grade, and Date of Birth).
2. Indicate the Test Booklet Number on the electronic security checklist as contaminated.
3. Request a replacement Test Booklet or answer document if applicable from the DTC.
4. **Contaminated:** Destroy the Test Booklet or answer document following the protocol set by your State Department for the disposal of hazardous materials. **Do Not Return Hazardous Materials to Cognia.** Send the DTC a note on school letterhead containing the reason for the contamination, the test booklet or answer document number and student information (Name, STN, Grade, and Date of Birth).
5. **Damaged:** Make sure the damaged booklet is returned to the DTC accompanied by a note on school letterhead containing the reason for the damaged booklet, the test booklet or answer document number, and student information (Full Name, Student Testing Number (STN), Grade, and Date of Birth).

# Accommodated Assessments

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## Transcribe Answer Documents for Students Taking Large-Print and Braille Versions of the Test

After testing, the TA should prepare the standard answer document that was provided in the Large-Print or Braille kit for each student taking the Large-Print or Braille version of the test.

- Apply the student's label to the standard answer document. If the student does not have a student label, bubble in the demographic information page on the answer document.
- For students taking the contracted Braille version, fill in the IEP Braille bubble in Box E.
- Then transfer the student's test answers from the Large-Print or Braille test book to the standard answer document.
- The standard answer documents for the Large-Print and Braille tests should then be included with the other student answer documents.
- The original Large-Print and Braille test books and answer documents that were used to transcribe from should be returned with the nonscorable test materials.



# Receiving, Inventorying, and Distributing Materials

School test materials are packed by school and grade and shipped to the DTC at the shipping addresses provided to the SDE. Test materials should be distributed to all BTCs within a reasonable time frame so that they may inventory materials in a timely manner. Test booklets should be available in advance to staff as needed per specific accommodations, and the security of the test booklets must be properly maintained at all times.

*Test Preparation Manuals* (TPMs) are shipped separately to districts. The quantity of these materials received by each district is predetermined. Additional copies of these materials can be downloaded from the Cognia Oklahoma Help & Support Site: [oklahoma.onlinehelp.cognia.org](http://oklahoma.onlinehelp.cognia.org). SDE approval is required for additional printed orders of the TPMs to be shipped to districts/schools from Cognia.

## District Overage Test Materials

Each district will receive a predetermined quantity of additional test materials. These additional test materials may be distributed **only** to schools within your district. In case of a shortage, DTCs may request additional test materials using the OSTP Portal. This shipment will arrive in box(es) labeled for the DTC during the testing administration window.

## District Test Administration Materials Shipment

Upon receipt, check the boxes for the following items:

District Manual Shipment Box(es)		
✓	Item	Notes
	<b>Test Coordinator Memo</b>	This memo contains general information for Test Coordinators.
	<b>Packing Slip</b>	Use the Packing Slip to inventory materials received. If materials are allocated to school(s) within your district, use this form to document the information.
	<b>Test Preparation Manual</b>	Additional copies at the school/district must be downloaded from the Cognia Oklahoma Help & Support Site: <a href="http://oklahoma.onlinehelp.cognia.org">oklahoma.onlinehelp.cognia.org</a> .
	<b>UPS Return Service Labels</b>	UPS return shipping labels are provided for each school in your district that received paper test materials. Affix these labels to the top of each box over the original label for returning test materials. Note: the labels are school specific and specific to the material being returned. Please follow return shipping instructions.
	<b>Return Packing/Shipping Instructions (included for paper tests)</b>	This outlines all steps for preparing materials for UPS pickup.

Electronic Forms		
✓	Item	Notes
	<b>District Level Test Security Form (Electronic)</b>	The DTC and the District Superintendent must sign the electronic form through Qualtrics. Please see the instructions posted on the Cognia Oklahoma Help & Support Site to complete this task. <a href="http://oklahoma.onlinehelp.cognia.org">oklahoma.onlinehelp.cognia.org</a> <b>(Download a copy for your records)</b>
	<b>Security Checklist (School)</b>	Digital copies of the schools Security Checklist will be posted to the district FTP site. Please provide electronic copies to the schools to inventory materials and allocate materials to the Test Administrator.
	<b>Security Checklist (District)</b>	Digital copies of the security checklist will be posted to the district FTP site. Use these electronic versions of the Security Checklist to inventory the district overage test materials. If materials are allocated to a school, use this form to document the information.

## School Test Administration Materials Shipment

Upon receipt, check the boxes for the following items:

School Test Materials Shipment Box(es)		
✓	Item	Notes
	<b>Building Test Coordinator Memo</b>	This memo contains general information for Building Test Coordinators.
	<b>Packing Slips</b>	This document will provide the quantity of test materials shipped per box. The packing slip <b>does not</b> need to be returned to Cognia.
	<b>White Plastic Envelopes (Only included if paper tests are shipped.)</b>	White plastic envelopes labeled as follows: <ul style="list-style-type: none"> <li>• <b>“For Return of Used Answer Documents Only”</b>: Use by subject area for the return of used scorable materials.</li> <li>• <b>“Special Handling”</b>: Use for any paper test materials needing special attention. Include an explanatory note on school letterhead with any test materials returned in this envelope.</li> </ul> <p><b>Do not write directly on, apply sticky notes, staple/tape paper notes directly to answer documents. Doing so prohibits the ability to scan the documents.</b></p>
	<b>Student Labels (Only included if paper tests are shipped.)</b>	For districts that prepared Accountability Reporting Application data for export, student labels are provided for students taking the pencil/paper tests. The labels must be placed on the front cover of the answer document prior to test materials being distributed to Test Administrators.
	<b>Shrink-Wrapped Packs of Test Booklets and Answer Documents</b>	See below for a list of shrink-wrapped test booklets and answer documents for each administration.
	<b>Parent, Student, Teacher Guide</b>	Any Student scheduled to take a Braille or Large Print test will receive a Braille or Large Print <i>Parent, Student, Teacher Guide</i> . The standard version of the <i>Parent, Student, Teacher Guide</i> must be downloaded from the Cognia Oklahoma Help & Support Site: <a href="http://oklahoma.onlinehelp.cognia.org">oklahoma.onlinehelp.cognia.org</a> .

School Test Materials Shipment Box(es)		
✓	Item	Notes
	<b>Test Preparation Manual</b>	Additional copies at the school/district must be downloaded from the Cognia Oklahoma Help & Support Site: <a href="http://oklahoma.onlinehelp.cognia.org">oklahoma.onlinehelp.cognia.org</a> .
	<b>Return Packing/ Shipping Instructions (included for paper tests)</b>	This outlines all steps for preparing materials for UPS pickup.
	<b>Security Checklist</b>	Use the Security Checklist to inventory paper test materials when they arrive, and to assign them to Test Administrators. This form is returned to your District Test Coordinator with test materials after testing.

Electronic Forms		
✓	Item	Notes
	<b>Test Administration Manual (Electronic only)</b>	The <i>Test Administration Manual</i> will not be shipped. It must be downloaded from the Cognia Oklahoma Help & Support Site: <a href="http://oklahoma.onlinehelp.cognia.org">oklahoma.onlinehelp.cognia.org</a> .
	<b>Building Level Test Security Form</b>	The BTC and the School Principal must sign the electronic form through Qualtrics. Please see the instructions posted on the Cognia Oklahoma Help & Support Site to complete this task. <a href="http://oklahoma.onlinehelp.cognia.org">oklahoma.onlinehelp.cognia.org</a> *Note: These documents will be posted by March 1.
	<b>Test Administrator Test Security Form</b>	TAs must sign the electronic form through Qualtrics. Please see the instructions on the Cognia Oklahoma Help & Support Site to complete this task. <a href="http://oklahoma.onlinehelp.cognia.org">oklahoma.onlinehelp.cognia.org</a> <b>(Download a copy for your records)</b> *Note: These documents will be posted by March 1. TPs must sign the Test Proctor Observation Log, which will be retained at the local level.
	<b>Nondisclosure Agreement for Test Administrators</b>	The Nondisclosure Agreement (NDA) is incorporated into the Test Administrator Test Security Form. The requirement to fill out the NDA form if questions were read aloud to or by any student or transcribed as an approved accommodation is now included in the one form. Make sure to save the TA Test Security Form once it has been completed. Please see instructions on the Cognia Oklahoma Help & Support Site to complete this task. <a href="http://oklahoma.onlinehelp.cognia.org">oklahoma.onlinehelp.cognia.org</a> <b>(Download a copy for your records)</b> *Note: These documents will be posted by March 1. Test Proctor NDAs will be included in the training certificate and the Test Proctor Observation Log.
	<b>Classroom Security Forms (Applies only if paper tests are shipped.)</b>	Use this form for tracking paper test materials in the classroom. This completed form should be kept for school records. Additional copies may be made at the school/district. The Classroom Security Forms do not need to be returned to Cognia. Download from the Cognia Oklahoma Help & Support Site: <a href="http://oklahoma.onlinehelp.cognia.org">oklahoma.onlinehelp.cognia.org</a>
	<b>Record of Tests Missed and Made-Up</b>	Use the Record of Tests Missed and Made-Up to track student make-up tests. This form does not need to be returned to Cognia. Keep this form for your records. Download from the Cognia Oklahoma Help & Support Site: <a href="http://oklahoma.onlinehelp.cognia.org">oklahoma.onlinehelp.cognia.org</a>

The shrink-wrapped packs of five test booklets and answer documents include the following CCRA materials. (Do not rearrange the order of the test booklets within the packs):

A paper test booklet will be sent based on the precode data received for those students indicated as needing a paper format for online assessments due to a documented IEP, 504 Plan, or EL accommodation.

#### Grade 11 CCRA

- CCRA Science Test Booklet
- CCRA Science Answer Document
- CCRA U.S. History Test Booklet
- CCRA U.S. History Answer Document

A Braille and/or Large-Print test booklet will be sent based on the precode data received, for those students indicated as having an IEP or 504 Plan with a Braille or Large-Print accommodation.

	Large-Print/Braille Test Booklet
	Standard Test Booklet
	Standard Answer Document
	Administrator Notes
	Large-Print/Braille Instructions

### DTC Inventory of Test Materials

1. **Immediately** open Box 1 to obtain the Packing List.
2. **Immediately** check the total shipment received against the items shown on the Packing List. Check the test booklet ID numbers printed on the test booklets against the electronic Security Checklist. If you notice any missing materials or discrepancies, please contact the Cognia Oklahoma Service Desk.
3. **Immediately** compare the quantity of each item received with the quantity required to complete testing in your district.
4. If additional materials are needed, determine the quantity of each item you need. Additional orders may be placed by the DTC through the OSTP Portal.
5. **Keep all shipping boxes in which testing materials were received.** These boxes will be used for returning all documents after testing to Cognia. Each box from Cognia carries a pre-printed barcode label identifying the school. The information on these labels will expedite the tracking of returned materials, so please do not remove, destroy, or deface them.
6. The DTC will provide BTCs with the appropriate quantities of the PSTGs and TAMs. If needed, download additional copies of the PSTGs and TAMs from the **Cognia Oklahoma Help & Support Site**.
7. As soon as possible before testing, distribute and/or provide access to the PSTGs to use with students and to provide to parents.
8. Distribute the TAMs to your TAs.

### BTC Electronic Security Checklist/Inventory of Test Materials

The Electronic Security Checklist ([Appendix J](#)) provides a list of secure materials shipped to your school.

- The packing slip documents provide a list of the contents of each box. Secure test materials are listed on the Packing Slip Detail “Secure Materials.”
- Unique ID numbers have been printed on student test booklets. These unique ID numbers are printed on the electronic Security Checklist.
- The remaining materials are considered non-secure and are listed on separate packing slips.

- Any discrepancy between what is listed on your electronic Security Checklist and the actual count, or between the packing slip documents and materials received, must be reported immediately to your DTC.
  - All test booklets must be returned to the District Test Coordinator for inventory purposes and must be accounted for with 100% accuracy.
  - There will be one copy of the Security Checklist for the school. You are allowed to make copies of the checklist. After testing, retain one copy at the school, and return all other copies to the District Test Coordinator.
1. **Immediately** check the total building shipment received against the items shown on the Packing List. Check the test booklet ID numbers printed on the test booklets against the electronic Security Checklist. If you notice any missing materials or discrepancies, please contact the DTC.
  2. **Immediately** compare the quantity of each item received with the quantity required to complete testing in your building.
  3. If additional materials are needed, determine the quantity of each item you need. Additional orders may be placed by the DTC through the OSTP Portal.
  4. **Keep all shipping boxes in which testing materials were received.** These boxes will be used for returning all documents after testing to your DTC. Each box from Cognia carries a pre-printed barcode label identifying the school. The information on these labels will expedite the tracking of returned materials, so please do not remove, destroy, or deface them.
  5. Verify the appropriate quantities of the PSTGs and TAMs received. If additional materials are needed contact the DTC or download additional copies from the **Cognia Oklahoma Help & Support Site**.
  6. As soon as possible before testing, distribute the PSTGs to your teachers to use with their students and to send home to parents.
  7. At the same time, distribute the TAMs to your TAs.

**The distribution of test booklets to Test Administrators is prohibited prior to the first day of testing.**

## Ordering Additional Materials

### Before Testing Window Opens

All test materials are intended for use during the testing window as needed to ensure that all students are tested at the scheduled times. If a shortage is identified prior to the first day of testing, you should order additional materials by school through the OSTP Portal. Refer to “Materials Management” in the ***OSTP Data Portal User Guide***.

### During Testing Window

When placing an order for additional materials, the DTC must include information about the school for which the order is intended, as all test materials will be tracked by individual schools. Orders must be placed online by 1:00 p.m. Central Time to be included in that day’s shipment. After you place an order, an order confirmation number will appear. Please keep a record of this number until your order is received.

### Last Week of Testing Window

If there is not sufficient time to order additional materials for a school, materials from the district overage shipment may be allocated to a school. These overage materials must be returned with that school’s return shipment and the DTC must notate the allocation on the district level electronic Security Checklist. The District Test Coordinator should replace “Test Administrator” with “School” on the electronic Security Checklist, fill in the school name, make a copy of the Security Checklist and include the copy in the envelope containing the District Level Test Security Form.

**Do not share test materials from one school to another (even if the schools are within the same district), as all test materials are assigned to individual schools. Such an exchange may result in a discrepancy when materials are returned.**

## Collecting and Returning Materials

- It is essential that the BTCs return all of their materials to the DTCs immediately after paper testing is completed.
- All materials should be returned to a central location, following procedures established by the district. DTCs must return individual school materials to Cognia as soon as possible to help facilitate Cognia’s posting of preliminary reports.
- All paper test materials must be packaged, sealed, and promptly scheduled for pickup following the last day of paper testing in the district.
- Failure to return tests according to the designated schedule may result in extra costs to the district, invalidation of the test scores, and/or not receiving reports.
- The District Test Coordinator Test Security Forms, Building Test Coordinator Security Form, and Test Administrator Test Security Form & Nondisclosure Agreement must be completed electronically using Qualtrics. Please see the instructions posted on the *OSTP Data Portal User Guide*: [oklahoma.onlinehelp.cognia.org](https://oklahoma.onlinehelp.cognia.org) to complete this task. **(Download copies for your records.)**

## Preparing for Return of Materials

### Scorable Materials

#### Scorable test materials are the following:

- Used answer documents for the Grade 11 CCRA: Science and U.S. History Content
- All booklets/documents transcribed from Braille, Large-Print, R1 Accommodation (mark answers in test booklet), or R3 Accommodation (typed responses)
- Verify that the scorable test materials from each building are separated by subject/content.
- Verify that the Test Booklet ID numbers on the Security Checklist match the numbers on the test booklets and that all are accounted for.
- Verify that you have a scorable answer document for each student.
- Verify that the same subject/content is returned in the appropriate return used answer document envelope. **Do not mix subject/content areas within a single envelope.**
- Do not use paperclips, rubber bands, or any other fasteners that might damage the edges of the scorable answer documents. **This is extremely important since any damage will interfere with proper machine scanning.**
- Ensure that sticky notes were **not** placed on any scorable answer document. If sticky notes were used, please remove them.

### Nonscorable Materials

#### Nonscorable test materials are the following:

- CCRA unused answer documents
- CCRA used and unused test booklets
- CCRA used and unused Braille and Large-Print test booklets
- Scorable and nonscorable materials will be shipped together, but they should be packaged as instructed on page 35 to avoid delays in score reporting.**

## Contaminated or Damaged Materials

Damaged or contaminated scorable material must be transcribed into a new booklet.

**Contaminated Materials** are materials that have been damaged by bodily fluids and must be destroyed by the district. **DO NOT RETURN** contaminated materials to the testing vendor.

**Damaged Materials** are materials that have been ripped, torn, etc. and are rendered unusable. These materials **must** be returned to the testing vendor using the Special Handling envelope provided.

If test materials become contaminated or damaged, the following procedures **must** be followed by the BTC and DTC:

### **BTC must provide the following information to the DTC:**

1. Test Booklet or answer document number and content area (i.e. Mathematics, English Language Arts, Science, etc.), reason for the contamination or damage, and student information (Full Name, State Identification Number, Grade, and Date of Birth).
2. Indicate the Test Booklet Number on the security checklist as contaminated.
3. Request a replacement Test Booklet or answer document if applicable from the DTC.
4. **Contaminated:** Destroy the Test Booklet or answer document following the protocol set by your State Department for the disposal of hazardous materials. **Do Not Return Hazardous Materials to Cognia.** Send the DTC a note on school letterhead containing the reason for the contamination, the test booklet or answer document number, and student information (Name, STN, Grade, and Date of Birth).
5. **Damaged:** Make sure the damaged booklet is returned to the DTC accompanied by a note on school letterhead containing the reason for the damaged booklet, the test booklet or answer document number, and student information (Full Name, Student Testing Number, Grade, and Date of Birth).

### **DTC must provide the following information to Cognia:**

1. Test Booklet or answer document number and content area (i.e. Mathematics, English Language Arts, Science, etc.), reason for the contamination or damage, and student information (Name (first and last), Student Testing Number, Grade, and Date of Birth).
2. Indicate the Test Booklet Number on the security checklist as contaminated.
3. Request a replacement Test Booklet or answer document if applicable from Cognia at 866-629-0220.
4. **Contaminated: Destroy the Test Booklet or answer document following the protocol set by your State Department for the disposal of hazardous materials. Do Not Return Hazardous Materials to Cognia. Send Cognia a note on school letterhead containing the reason for the contamination, the test booklet and/or answer document number, and student information (Full Name, STN, Grade, and Date of Birth).**
5. **Damaged:** Make sure the damaged booklet is returned to Cognia in the Special Handling envelope provided, accompanied by a note on school letterhead containing the reason for the damaged booklet, the test booklet or answer document number, and student information (Full Name, Student Testing Number, Grade, and Date of Birth).

### **The following materials do not need to be returned to Cognia:**

#### **Materials to Be Discarded**

- District Test Coordinator or Building Test Coordinator memos
- *Test Administration Manuals*
- *Test Preparation Manuals*
- *Parent, Student, and Teacher Guides*
- Return Packing/Shipping Instructions

### Materials to be Shredded or Destroyed

- students’ rough drafts, scratch paper, and unmarked grid paper
- locally printed periodic tables
- unused UPS return shipping labels
- unused envelopes
- student test login tickets
- contaminated materials

### Scheduling Return of Materials

To help facilitate the return of your testing materials, Cognia has established automatic one-day UPS pick-ups on the dates outlined below. If your District does not choose to return materials on one or more of these dates, please contact the Cognia Oklahoma Service Desk by 12:00 p.m. two days prior to the automatic pickup date(s) in question.

DTCs are also encouraged to send materials back earlier than those dates—as soon as testing is completed for each content area—by utilizing the self-schedule feature on the eMetric Portal. See the ***OSTP Data Portal User Guide*** for directions.

It is the responsibility of the DTC to ensure the materials have been received correctly from each school within their district.

### Prescheduled Pick-up Dates

Phase	UPS automatic pickup date:	Directions
<b>CCRA:</b> Scorable and Non-scorable Materials	<b>4/16/24</b>	<ul style="list-style-type: none"> <li>• If using the self-scheduled pickup option, the latest permissible date for scheduling a pickup is 4/12/24.</li> <li>• Use the original test material and/or test administration box(es) received in with a Next Day Air shipping label.</li> </ul>

***Note: Materials not returned on the recommended dates may result in student scores being unavailable in the eMetric portal during the preliminary reporting window.***

### Packing Diagrams for the Return of Testing Materials

The school test materials should be packed by the BTC and returned to the DTC as soon as testing is complete in accordance to the diagrams on the following pages.

It is the DTCs responsibility to ensure the test materials have been received and packaged correctly from each school within their district.

- Verify that the correct content area is in the appropriate return used answer document envelope and seal the envelope. **Do not mix subjects/content areas within a single envelope.**
- Verify that paperclips, rubber bands, or any other fasteners that might damage the edge of the scorable answer documents were not used. Ensure that sticky notes were not placed on any scorable answer document. If sticky notes were used please remove them. ***This is extremely important since any damage will interfere with the proper machine scanning.***



**How to Pack Your School Box(es) – Paper and Pencil Material Return**  
**Scorable and Nonscorable Material**

Top of Box	
Special Handling Envelope	Typed responses with student’s answer document or damaged answer document <i>(Notes on school letterhead with explanation must also be included for contaminated and damaged booklets.)</i>
Return of Used Answer Documents Envelope(s)/scorable materials (including voided answer documents)	Envelopes are content specific; do not mix contents in a single envelope. Include voided answer documents (if applicable).
Used Nonscorable Materials	Test Booklets, Large-Print Test Booklets, and Braille Test Booklets
Unused Materials	Test Booklets and Answer Documents
Bottom of Box	

**Affixing UPS Return Shipping Labels**

Once the DTC has confirmed all materials have been packaged correctly for the return to Cognia, UPS return shipping labels may be affixed to the box(es). In order to assist Cognia in the processing of scorable and nonscorable materials, please take extra care to assure the correct label(s) are affixed to the box(es). **Note: Return shipping labels are school specific.**

**Return Shipping Labels for Schools and Districts**

Return Shipping labels are school and test 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.

**Return Shipping labels are packed inside school specific envelopes. Please be sure to keep the labels in the envelopes in order to ensure that the correct labels are used for the correct school.**



# Appendix A

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## TEST SECURITY AND VALIDITY

### TITLE 210. STATE DEPARTMENT OF EDUCATION CHAPTER 10. SCHOOL ADMINISTRATION AND INSTRUCTIONAL SERVICES SUBCHAPTER 13. STUDENT ASSESSMENT

#### 210:10-13-4. Test security and validity

- (a) **Test security.** School administrators and their designees shall maintain security on tests administered under the auspices of the Oklahoma School Testing Program through following the procedures listed below:
- (1) **Test coordinators.** School superintendents shall designate both district and building test coordinators before October 1 of each school year. Names and telephone numbers of district test coordinators shall be recorded on the OSTP Questionnaire conducted in the fall semester of each school year. This questionnaire is the order form provided by the testing vendors for all tests in the OSTP including large print and Braille test forms.
  - (2) **Pretest information.** The State Department of Education shall provide student/parent pretest information materials to schools for designated grade levels before testing.
  - (3) **Embargo of test materials.** The State Department of Education shall require the contracting test publisher to place an embargo on the sale, sampling, and/or distribution of test materials utilized in the OSTP to any person or organization in Oklahoma (other than the official distribution of such materials purchased for the OSTP by the State Department of Education). This embargo is to be enforced from the first day of contract with the State Department of Education throughout use of this test for the OSTP and until the Department has given notice that the test series is no longer going to be used in the OSTP.
    - (A) Violation of this agreement by a contracting test publisher can result in automatic and immediate forfeiture of the contract and reimbursement to the State Department of Education (by the contracting company) of any funds expended in the conduct of the OSTP.
    - (B) No individual person or public or private entity shall obtain copies of any test materials utilized in the OSTP other than through the official distribution of test materials to public schools immediately prior to administration of the annual OSTP. Any person or organization attempting to order such materials from the contracting test publisher (or from other scoring companies handling OSTP or “off-grade” scoring and reporting) shall be reported by the contractor to the State Superintendent of Public Instruction.
  - (4) **Maintenance of the security of test materials prior to exam administration.** All student test materials (i.e., test booklets, prompts for writing assessment, and answer documents) shall be bound by the test publisher in packages of designated lot sizes. No test booklets shall be viewed by any person other than the student taking the test at the time of testing, except in the case of special education, Section 504, or ELL accommodations which allow a test administrator to assist a student being tested. Test booklets shall be individually sealed, as practicable, to prohibit them from being opened.
    - (A) When seals are used on test booklets, the following procedures shall be followed:
      - (i) Test booklets shall remain intact until tests are distributed to students at the beginning of the test administration session;
      - (ii) Each test booklet seal shall be broken only by the student who is administered the test, except where special education or Section 504 accommodations allow the opening of the test; and
      - (ii) Unused test booklets shall remain sealed.
    - (B) When seals are not used on test booklets, the following procedures shall be followed:
      - (i) Test booklets shall remain closed until distributed to students at the beginning of the test administration session; and

- (ii) Each test booklet shall be opened only by the student who is administered the test, except where special education or Section 504 accommodations allow the opening of the book and turning of pages by someone other than the students.
- (5) **Inventory and accounting of test materials.** All test materials shall be inventoried by the school district upon receipt from the test publisher/contractor. Any discrepancies representing shortages in the quantity of materials supplied and the quantity needed for tests administered shall be reported immediately to the contracting company by the district test coordinator. Immediately upon receipt and inventory of materials, all tests, and other materials shall be locked in a secure place by the district test coordinator or school administrator.
- (A) The site level distribution of test documents and materials may occur beginning one week prior to testing. Exceptions to the test materials distribution time limit needed by the largest districts in the state shall be registered with and approved by the State Department of Education Office of Assessment at least four weeks prior to the first designated testing window of each year.
- (B) During the days in which tests are being administered in each school district, all test administrators are responsible for locking all test materials in a secure place when the tests are not being utilized in the official test administration with students. This includes the time period between completion of the test administration and delivery of the answer documents and other test materials to the district test coordinator. Further, the building test coordinator is responsible for ensuring that materials are properly locked in a secure place at the times specified above.
- (C) Test booklets are not to leave school buildings at any time (i.e., students' test booklets are not to be taken home by an employee or the community member/test monitor before, during, or after test administration has been completed). Exceptions to test booklets leaving a school site shall be made at the discretion of the State Department of Education Office of Assessment for the purpose of secure transport to a site of instruction for the purpose of test administration, upon a written request from a District Test Coordinator. These requests must be registered with and approved by the Office of Assessment at least four weeks prior to the first designated testing window of each year.
- (D) An accounting is to be conducted on all test booklets. Unused test booklets are to remain in "shrink-wrap" (or otherwise packaged) when possible. All unused tests are to be returned to the test publisher. Failure to return test booklets to the appropriate companies will result in:
- (i) A school or district being reported to the State Superintendent; and
  - (ii) Possible invalidation of the school's and/or district's scores by the State Department of Education Office of Assessment.
- (E) The contracting test publisher shall print electronically read identification codes on all documents containing secured test items prior to distribution of these materials to the public schools. Within all test program components of the OSTP, the contracting test publisher shall record the specific series of numbers (represented by the "bar codes") assigned to each school district and building site within a district. Inventory lists of test document bar codes by school site shall be provided for each district test coordinator.
- (F) The district test coordinator shall ship all answer documents and specified identification forms to the designated scoring/reporting company and all other test materials to the contracting test publisher in accordance with the schedule for return of materials provided in the Test Preparation Manual. If a district fails to return materials and answer documents in a timely fashion, the district may be penalized with additional costs and the test scores for the individual school(s) and/or district in question may be declared invalid. If a district fails to complete or incorrectly completes answer documents and/or demographic pages or other required testing-related materials, the district may be penalized with additional costs and may also receive a deficiency on the district accreditation report.
- (G) The contracting test publisher shall submit an inventory of test materials to the State Department of Education each year. This inventory shall document the quantity of materials distributed to each school

district and received from each school district – recorded by school site as indicated by the numbers represented by the “bar codes” printed on test materials. Quantities of writing assessment materials distributed to and retrieved from schools will be reported to the State Department of Education by the contracting test publisher.

- (H) School superintendents from whom incomplete quantities of materials have been received shall be notified of this discrepancy and shall be provided a date by which the remaining materials must be returned to the test publisher. The test publisher shall notify the Department of Education of all school districts from which test materials have not been received after this date. Names of these school districts shall be reported to the State Superintendent and may also receive a deficiency on the district accreditation report.
- (6) **Prohibition against reproduction of test materials.** Reproduction of any copyrighted test materials – including test documents, teachers’ test administration manuals, and student pretest materials – is strictly prohibited. Photocopying or digital copying of these materials constitutes a violation of federal copyright laws. To ensure that all school employees and community members are aware of this regulation and the laws in support of same, the district or building test coordinator shall post a sign to this effect over each copy machine. The Federal Copyright Law – as it applies to the multiple-choice and/or Writing Assessment Component of the OSTP – prohibits the photocopying of any part of the student Test Booklet. This includes the lined writing pages, the writing prompt, and the student’s written response. This portion of the set of test documents, as well as the writing prompt, is considered protected under the copyright guidelines. These items shall remain protected, and thus may not be copied, printed, or disseminated in any manner, until they are officially released by the OSDE.
- (7) **Other test security violations.** All of the following actions are prohibited as violations of test security:
- (A) Teaching test items to students (except in the case of an alternate special education assessment in which authentic performance tasks may be utilized), changing students’ answers, or in any manner providing answers to test questions for students before, during, or after test administration has been completed.
  - (B) Using secured test items as instructional tools or for student “practice” – either verbatim as written or in reworded form. Note: Secured test items are those provided to measure student knowledge and/or skills on OSTP tests. Said items are to be differentiated from sample test items that are provided at the beginning of each subtest and used, according to official test administration procedures, solely for the purpose of understanding directions and marking answers.
  - (C) Reading secured test items orally to students at any time before, after, or during test administration unless it is an IEP, Section 504, or EL accommodation, in which case an affidavit shall be signed, prior to reading items, by the test administrator/reader stating they shall not reveal any test items, writing prompts, or other secured information to any person.
  - (D) Allowing students to view and/or read the writing assessment prompts before test administration or discussing or exposing the theme or topic of the prompt.
  - (E) Providing answers to secured test items. This includes provision of cues, clues, hints, and/or actual answers in any form – written, printed, verbal (oral), or nonverbal. In regard to the writing assessment component of the OSTP, prohibited actions include the provision of “hints” or any form of clues in regard to the manner in which students respond to the prompt (e.g., “brainstorming” about the topic of the prompt; offering suggestions regarding how to respond; assisting the student or class in organizing the response; and all other such deviations from the printed instructions for administering the test).
  - (F) Changing students’ responses to secured test items and/or influencing or encouraging students to change their answers to test items at any time.
  - (G) Deviating from any instruction provided in the official test administration manual or disclosure of any test information that materially inhibits the State Board of Education from exercising its duties set forth in 70 O.S. §1210.508 to develop, field-test, administer, and validate criterion-referenced tests and end-of-instruction assessments.



- (8) **Test security forms.** Test Security Forms provided by the State Department of Education’s test contractor(s) shall be electronically distributed by the district test coordinator with test materials to the persons designated on each form.
- (A) OSTP Test Security Forms shall be provided for the following:
- (i) Form 1: Superintendent Portion of the District Test Coordinator Form
  - (ii) Form 2: District Test Coordinator Form
  - (iii) Form 3: Building Principal Portion of the Building Test Coordinator Form
  - (iv) Form 4: Building Test Coordinator Form
  - (v) Form 5: Test Administrators Form
- (B) After completing the test administration, these forms shall be electronically signed by the designated persons and returned to the district test coordinator. The district test coordinator shall retain completed copies of all signed forms. Failure to electronically sign and retain the appropriate forms may result in:
- (i) A school or district being reported to the State Superintendent; and
  - (ii) Invalidation of a school’s and/or district’s test scores.
- (C) The contracting test companies shall provide the State Department of Education the signed OSTP Test Security Forms or a report of names of educators who signed SDE/OSTP Test Security Forms and an accounting of the number of tests and manuals:
- (i) Distributed to, and
  - (ii) Returned from each school district.
- (b) **Test administration.** All test administration sessions shall be conducted according to the standardized procedures described in the test administrators’ manuals.
- (1) The standardized procedures include, but are not limited to:
- (A) Reading the directions to students verbatim;
  - (B) Refraining from allowing students to read test items before test timing begins and/or beyond the completion specified for each section of each test; and
  - (C) Ensuring that only the materials designated for student test use are on the student’s desk during test sessions.
- (2) Every test administered within the OSTP shall be administered by an education-certified professional person employed by the school district.
- (3) All test administration sessions shall be monitored by an adult other than the test administrator. All test monitors shall be approved by the superintendent or school principal. Superintendents and principals may designate school employees or noncertified members of the community to serve as test monitors.
- (4) All test administration procedures including time specifications, State Board of Education Rules 210:10-13, and the Instructions for Test Monitors shall be distributed to test monitor(s) before test administration.
- (5) School administrators or their designee(s) shall assure that all test administration procedures replicate standardized testing conditions to preserve test validity. Such procedures are stated in the manuals for administering the test.
- (c) **Test security violations.** Any violation of security provisions in this Section may constitute a basis for invalidation of the test and test results. Such violations shall be reported to the State Superintendent and the school district board of education, and may result in a school’s and/or school district’s test scores being declared as invalid.
- (d) **Penalties for test security violations.** In addition to any other penalties set forth in this Section, the State Board of Education may revoke the teaching, counseling, administrative, and/or other certificate(s) issued by the State Board of Education to one or more individuals upon a finding of willful violation of any of the provisions set forth in (a)(7)(A) through (a)(7)(G) of this Section.

[Source: Added at 10 Ok Reg 2143, eff 5-4-93 (emergency); Added at 11 Ok Reg 1977, eff 5-26-94; Amended at 13 Ok Reg 265, eff 9-8-95 (emergency); Amended at 13 Ok Reg 1321, eff 5-13-96; Amended at 14 Ok Reg 3312, eff 5-5-97 (emergency); Amended at 15 Ok Reg 2227, eff 6-11-98; Amended at 17 Ok Reg 2886, eff 7-13-00; Amended at 18 Ok Reg 753, eff 1-24-01 (emergency); Amended at 18 Ok Reg 3001, eff 7-12-01; Amended at 20 Ok Reg 155, eff 10-10-02 (emergency); Amended at 20 Ok Reg 816, eff 5-15-03; Amended at 21 Ok Reg 184, eff 11-6-03 (emergency); Amended at 21 Ok Reg 1192, eff 5-27-04; Amended at 26 Ok Reg 91, eff 10-7-08 (emergency); Amended at 26 Ok Reg 1433, eff 6-11-09; Amended at 31 Ok Reg 1147, eff 9-12-14]

# Appendix B

## IEP/504 Accommodations

According to the Oklahoma Administrative Code, OAC 210:10-13-2, testing accommodations must be specified in either a current IEP or a Section 504 Plan. Current documentation for each student must be on file in the local school prior to test administration. For further guidance & requirements, please see the ***OSTP IEP/504 Accommodations Manual***.

Default Test Delivery Format		
	Paper 	Online 
Grade 11 Science		X
Grade 11 U.S. History		X
Braille Tests	X	
Large-Print tests may be provided in paper format for online tests.	*	*

### Alternate Formats (See Presentation Accommodation P1)

Alternate formats, Large-Print or Braille, are available for students on an IEP or 504 Plan. This applies to both paper and online testing. The district must have on file a copy of the student's IEP that indicates an alternate format is required for accessing the test. A student on an IEP/504 Plan does not automatically receive paper test formats. Blanket policies predetermining specific accommodations for students with disabilities are not in accordance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

# Appendix C

## OSTP State-Approved Accommodations

I. Setting/Timing/Schedule	Procedures & Guidelines
S1. Individual Testing	<p>This accommodation is required for many presentation or response accommodations and is intended to reduce student distractions.</p> <p>Students must be actively monitored to maintain test security.</p>
S2. Small group testing <b>Best practice is no more than 5 students, but the absolute maximum is 10 students.</b>	<p>This accommodation is intended to reduce student distractions and may be required for certain accommodations. Students must be actively monitored and may use a testing carrel or test in a special education resource room or other location that maintains test security.</p> <p>Students in the group will have matching accommodations and/or similar testing needs.</p> <p><b>Students should be tested with their non- disabled peers to the greatest extent possible.</b></p>
S3. Preferential Seating	<p>Students may need this accommodation for various reasons, including but not limited to, allow the student to see or hear more easily, have access to more physical space, or have access to special equipment.</p>
S4. Separate location	<p>Separate location would be appropriate if this is needed to meet the needs of the tester. The separate location should be a different testing location, or a different testing time as compared to the majority of students in that grade/subject area.</p>
S5. Provide special lighting	<p>Specify type (e.g., 75-Watt incandescent, light box, etc.).</p>
S6. Provide adaptive or special furniture	<p>Students may need accommodations to provide better access to test materials (e.g., slant board, stander, etc.).</p>
T1. Flexible schedule same day <b>Student test book(s) must be secured between sessions.</b>	<p>Students are scheduled to allow for the best conditions/timing for their performance, and/or may be allowed to take the test during more than one sitting during a single day. Students are not allowed to study for or discuss tests between sessions. This is not intended for lunch or recess breaks.</p> <p><b>(S4) must be selected for this accommodation.</b></p> <p><b>Students with this accommodation selected must finish the session in the same school day.</b></p>

I. Setting/Timing/Schedule Continued	Procedures & Guidelines
<p>T2. Administer test over several sessions or “chunking” (except writing tasks/sections)  <b>Student test book(s) must be secured between sessions.</b></p>	<p>The test may be separated into smaller sections and administered over several days within the state testing window. Student may only work in one separated section at a time and may not go to previous sections or work ahead.  <b>(S4)</b> must be selected for this accommodation.                      It is best practice to determine the amount of questions a student will answer before the testing session begins. For example, the student will only work on questions 1-10 in the first chunk of time. Once they end that session they will not be able to go back to the questions from that session.                      The Test Administrator will need to enter the proctor password to allow the student to continue the test during their next session.                      This is not exclusive to paper/pencil testing. This accommodation can be provided in the online testing platform through the use of a proctor password.                      Please note that a student may not go back and visit previously viewed items once they exit the testing platform.</p>
<p>T3. Allow frequent breaks during one test session (<b>maximum 10-15 minute duration</b>)  <b>Student test book(s) must be secured during the breaks.</b></p>	<p>Students must be monitored during breaks and may not have access to instructional materials or any electronic devices. Students may not view/change previously answered questions after a break. Students are allowed to take short breaks as requested or at predetermined intervals.                      Breaks of more than 20 minutes will prevent the student from returning to items already answered by the student. The Test Administrator will need to use the proctor password to allow the student access to the test but all items the student has seen will be locked.  <b>(S1, S2, or S4) may be selected if frequent breaks will disrupt the general education testing environment. This accommodation is not intended for lunch or recess breaks—students must complete a section before being dismissed.</b></p>



II. Presentation	Procedures & Guidelines
<p>P1. Alternate Formats</p> <ol style="list-style-type: none"> <li>Large-Print Version (Instructions provided within kit.) This can be administered in small group or large group as long as the student is marking their answers in the test booklet and the Test Administrator transcribes the answers after the test session. The directions from the Test Administration Manual must match the type of test the student is taking.</li> <li>Contracted Braille Version (Instructions provided within kits)</li> <li>Large-print through Online Testing Client (Screen Zoom)</li> </ol>	<p>Large print documents will be printed in a minimum of 18-point type. Check with the assessment vendor for exact specifications.</p> <p>The Test Administrator must transcribe student answers verbatim into the standard answer document/test book that was provided in the large- print (paper/pencil) or Braille kit.</p> <p>Braille test formats will be provided on paper using contracted Braille and Nemeth code for numbers and formulas.</p> <p>Large print formats may be configured in the online testing client for certain assessments.</p>
<p>P2. Color Contrast</p>	<p>Students who have a visual impairment may require this to access the computer screen. If a student needs this accommodation, we highly encourage the student to view the practice test. The Test Administrator can note which color contrast the student needs.</p>
<p>P3. Use of aids or assistive technology (AT) devices or supports (e.g., color overlays, magnifier, pencil grips, auditory amplification devices, noise buffers, wedge for positioning, fraction tiles, and multiplication table/chart, hundreds chart). If you are marking this accommodation, please also include it under Supplementary aids on the IEP.</p>	<p>The specific device or support should be specified in the IEP/504 Plan, be routinely used by the student, and not alter the construct being measured.</p> <p><b>(S1, S2, or S4)</b> may be appropriate for this accommodation as some AT devices or mathematics manipulatives may be distracting to other students.</p>
<p>P4. Text-to-Speech, Human Reader, or Sign Language Interpretation</p> <p><b>*P4 applies to all Math, Science, and U.S. History test sections and Grades 5 &amp; 8 ELA writing/extended constructed response sections only</b></p> <ol style="list-style-type: none"> <li>Text-to-Speech is built into the online testing client, requires the use of earphones, and may be administered in individual, small group, or general education classroom setting. (All Math, Science, U.S. History tests, and Grades 5 &amp; 8 ELA Writing only.)</li> </ol>	<p><u>Online tests</u> have built in Text-to-Speech functionality. Earphones are required. Students may test with nondisabled peers. <b>Please note: A student should be familiar with the accommodation prior to testing and if they do not use it for benchmark or other online testing platforms throughout the year it may not be appropriate.</b></p> <p>For online tests, if a Human Reader is required for a student, then the test must be read from the computer screen verbatim. <b>(S1 or S2)</b> is required when utilizing a Human Reader for Online tests.</p>

II. Presentation Continued	Procedures & Guidelines
<p>b. Human Reader reads test directions, test items, and answer choices. This is limited to small group or individualized testing.</p> <p>c. Sign Language Interpretation may be accomplished by using a separate test booklet in a separate location.</p> <p>For additional information, please refer to the Protocol for Human Readers.</p>	<p>For paper tests, tests (<b>test forms must be the same</b>) are read by a Human Reader. Test Administrator uses separate test booklet or reads over a student’s shoulder. Small group testing (<b>S1 or S2: 8-10 maximum</b>) is required and test forms must be the same.</p> <p><b>Students may request items be read more than once.</b></p>
<p>P5. Use of a Secure Braille Note-taker (students with a visual impairment)</p>	<p>An electronic note-taker, which may have a Braille or QWERTY-type keyboard, is an adaptive device similar to a PDA. This device may have built-in speech output and/or a refreshable Braille display.</p> <p><b>(S1 or S2)</b> must be selected for this accommodation.</p>
<p>P6. Simplification/repetition/signage of directions</p>	<p>Students may ask for clarification, simplification, signage of directions. This does not include test questions or answer choices. Students may have directions reread for each page of questions.</p>
<p>P7. Turn off Universal Tools/Accessibility Features</p>	<p>Disable any tools that may be distracting to a student, tools a student does not need to use, or tools a student may be unable to use.</p>
<p>P8. Use of an abacus</p>	<p>Students who have a visual impairment/blindness or access mathematical calculations tactilely may use an abacus.</p>
<p>P9. Use of a calculator on Grades 3-5 Mathematics <i>For additional information, please refer to the OSTP Calculator Policy.</i></p>	<p>Only basic four-function calculators with square root and percent are allowed.</p> <p>Calculators must be provided to students and are not integrated within the online testing interface.</p>
<p>P10. Provide cues (arrows, stop signs) on answer form</p>	<p>This applies to Paper Only tests. Cues may not clue a student to a correct or incorrect answer.</p>
<p>P11. Use masking or templates to reduce the amount of visible print</p>	<p>Masking involves blocking off content that is distracting to the student. Students are able to focus their attention on a specific part of a test item by masking. This feature is built into the online testing client.</p>
<p>P12. Secure paper to work area with tape or magnets</p>	<p>This applies to Paper Only tests. Please be cautious when adhering tape to the test booklet or answer document by avoiding the tracking marks (black bars) for the scoring process.</p>
<p>P13. Student may read the test aloud or sign the test to himself or herself.</p>	<p>This requires individual testing (even if student is reading aloud quietly).</p> <p><b>(S1) must be selected for this accommodation.</b></p>
<p>P14. Placeholders, templates, or markers to maintain place</p>	<p>This applies to Paper Only tests.</p>

II. Presentation Continued	Procedures & Guidelines
P15. Audio Calculator	<p>This requires earphones for group testing. A non- embedded calculator for students needing a special calculator, such as a Braille calculator or a talking calculator, is currently unavailable within the online assessment platform.</p> <p><b>(S1, S2, or S4)</b> may be appropriate for this accommodation.</p>
P16. Paper & Pencil Test	<p>Students unable to access an OSTP computer- based test must also receive classroom assessments, benchmark assessments, and districtwide assessments in this manner.</p> <p>A student on an IEP/504 Plan does not automatically receive a paper &amp; pencil test format.</p>

III. Response	Procedures & Guidelines
<p>R1. Student marks answers in test book and not on an answer document, for later transfer by a Test Administrator to an answer document.</p>	<p>The Test Administrator, with the Test Proctor present, must transcribe answers verbatim into the standard answer document. <b>Does not apply to Grade 3 tests.</b></p> <p>This accommodation applies to Paper Only tests.</p>
<p>R2. Human Scribe ELA, Mathematics, Science, U.S. History:</p> <ul style="list-style-type: none"> <li>a. Student dictates response to a scribe who records responses on an answer document or through the Online Testing Client by Test Administrator or Proctor.</li> <li>b. Student signs response to a scribe who records responses on an answer document or through the Online Testing Client by Test Administrator or Proctor.</li> <li>c. Student tapes or records response for a writing portion of the test for verbatim transcription by Test Administrator or Proctor.</li> </ul> <p><i>For additional information, please refer to the Procedures for Scribing Student Responses section of the IEP/504 Accommodation Manual.</i></p>	<p>A scribe is a Test Administrator or Proctor who writes down what a student dictates by speech, or through an assistive technology communication device.</p> <p>Students who have documented significant motor or processing difficulties that make it difficult to produce responses may need to dictate their responses to a human, who then records the students' responses verbatim. The use of this support may result in the student needing additional overall time to complete the assessment.</p> <p><b>The guiding principle in scribing is to assist the student in accessing the test and responding to it. (S1)</b> must be selected for this accommodation.</p>
<p>R3. Use computer or other assistive technology device to respond.</p> <ul style="list-style-type: none"> <li>a. Student utilizes an electronic input device without the "help" features, such as spell check, an electronic dictionary, a thesaurus, or access to the Internet.</li> </ul> <p><i>For additional information, please refer to the Procedures for Scribing Student Responses section of the IEP/504 Accommodation Manual.</i></p>	<p>Students may use an external device to respond such as a computer, typewriter, or other assistive technology device to respond. This may include software dictation or dictation devices the student uses during routine instruction.</p> <p>Extended written responses must be printed off for transcription. Return the original typed student response for secure materials submission. The Test Administrator must transcribe words verbatim into an answer document/test book or Online Testing Client.</p> <p>The electronic responses or recordings must be destroyed or erased by District Test Coordinator. <b>(S1 or S2)</b> must be selected for this accommodation.</p>
<p>R4. Test Administrator monitors placement of student responses on the answer document or the online testing client.</p>	<p>Test Administrator may redirect students. Students may not be directed to correct or incorrect answers in any way.</p>
<p>R5. Braille/Secure, Braille Note-taker/Abacus (students with a visual impairment)</p>	<p>The Test Administrator must transcribe answers verbatim into the standard answer document/test book that was provided in the large-print (paper/pencil) or Braille kit.</p> <p><b>(S1, S2, or S4)</b> must be selected for this accommodation.</p> <p>We have Braille practice tests available on request. Please contact the Office of Assessments (<a href="mailto:assessments@sde.ok.gov">assessments@sde.ok.gov</a>) to request this.</p>

## OSTP Nonstandard Accommodations

Nonstandard Accommodation	Eligibility Requirements
<p>NS2. Unique Accommodations (Grades 3-8 ELA/Math/Science and Grade 11 Science &amp; US History)</p> <p><b>Students with disabilities who have IEPs/504 plans are eligible for consideration for unique accommodations on state assessments (e.g., allow projection of test for students receiving the Sign Language Interpretation accommodation in small groups, manipulatives, special devices, etc.).</b></p> <p><b>A unique accommodation is an accommodation that requires changes or alterations to the test materials/booklet or media presentation.</b></p> <p><b>The unique accommodation must be one that is regularly used by the student for classroom instruction, must be on the student's IEP, and must not alter the underlying content of the assessment.</b></p> <p><b>If a student would benefit from the use of a fidget the team would need to submit a Form U for OSDE approval.</b></p> <p><b>Tactile Fidget: A student uses a fidget for self-regulation to help with focus, attention, calming, and active listening. Examples include: squish ball, focus cube, or pencil topper. The tool must be free of anything that may give an advantage during testing or reveal any test content.</b></p>	<p>A request may be made (pursuant to the IEP/504 team's determination) for a unique accommodation utilizing <u>Form U</u> for a student with a disability on any specified subject area(s) of the OSTP.</p> <p>The <u>Form U</u> must be submitted:</p> <ul style="list-style-type: none"> <li>• Due to the student's need for an accommodation that would enable the student to access the state assessment.</li> <li>• Through the Nonstandard Accommodation Application in the Single Sign-on Website.</li> <li>• With completed student information and any other requested information.</li> <li>• Form U is required when students have an electronic glucose monitor that will need to be with the student in the testing session.</li> </ul> <p><b>The requested accommodation must not impact the reliability or validity of the test, and the request may not exempt a student from taking any portion of the OSTP test(s).</b></p>

### Protocol for Emergency Accommodation on State Assessments

If prior to or during testing, the school principal (or designee) determines that a student requires an emergency accommodation (e.g., broken hand, separate location), Form EA must be completed and submitted to the District Test Coordinator (DTC) for approval. A copy of this form must be filed in the testing archives and a copy must be retained by the DTC at the central office.

### Supporting Documents

The following supporting documents can be found at

<https://sde.ok.gov/documents/ostp-accommodation-manuals-companion-documents>

- *OSTP IEP 504 Accommodations Manual*
- OSTP IEP/504 Plan Accommodations Manual Change Log
- ELA Read Aloud Protocol & Rubric
- Calculator Policy
- Form EA

## TESTING ACCOMMODATIONS FOR STUDENTS WHO ARE ENGLISH LEARNERS (EL)

### Definition and Purpose of Oklahoma State Testing Program (OSTP) Accommodations

A test accommodation is a change in the way a test is administered or in the way a student responds to test questions. Similar to instructional accommodations, test accommodations are intended to promote equity among test takers and increase the likelihood that English Learners (ELs) are tested on their knowledge of the content rather than their proficiency in English. For the purposes of the OSTP, EL accommodations are categorized into linguistic (direct) and nonlinguistic (indirect) supports.

### Eligibility for OSTP EL Accommodations

Under Title I of the Elementary and Secondary Education Act (ESEA), states must include students with limited English proficiency (ELs) in their assessments of academic achievement. Both Titles I and III of the ESEA require local education agencies to annually assess the English proficiency of **all** ELs, including those with disabilities, who are enrolled in public schools (K-12) in the domains of speaking, listening, reading, and writing.

Effective accommodations for students with limited English proficiency address the unique linguistic and sociocultural needs of the student by reducing construct-irrelevant variance due to language without altering the test construct. Decisions concerning OSTP Accommodations should be made by the **English Language Academic Plan (ELAP) or locally designed equivalent** committee responsible for planning the student’s academic program. The role of the ELAP committee is to discuss and decide which state-approved accommodations that a student may need for state testing (if any) and then document them in the student’s ELAP. The committee must coordinate with all teachers of English learners to ensure that these students use the accommodations **as part of classroom instruction on a regular basis**. The day of the assessment should not be the first time a student with limited English proficiency uses the accommodation(s) called for in their ELAP.

Members of the ELAP Committee should include:





- the EL student’s English as a Second Language teacher;
- the EL student’s course content teacher(s);
- an administrator or designee (e.g., guidance counselor or reading specialist);
- the EL student’s parent or guardian; and
- the EL student, if appropriate.

All decisions made by the ELAP committee must be documented in the EL student’s ELAP. Any accommodations not detailed in the plan will not be allowed use on OSTP tests by the EL student and will be cause for test invalidation if used.

### Overview of Exemptions from OSTP Assessments Available to EL Students

Content Area	Available Exemptions on OSTP Assessments
Science and U.S. History	<p>EL students <b>may NOT be exempted</b> from any of these OSTP subject area tests. ELs must take all appropriate grade level tests.*</p> <p><b>*In an EL’s first year in U.S. schools, their scores will not count toward district accountability measures. In their second year of testing in U.S. schools, their scores will only count toward district accountability measures using a progress measurement, with their first year’s scores establishing their baseline. In their third year of testing in U.S. schools, their scores will fully count toward district accountability measures.</b></p>

## Test Formatting and Spanish Translation Options

Assessment	Online English 	Online Spanish 	Paper English 	Paper Spanish 
11th Grade CCRA: Science & U.S. History Content	Available	Available	Available	Not Available
<p><b>For all available assessments:</b></p> <ul style="list-style-type: none"> <li>Spanish administration instructions are available in the <i>Test Administration Manual (TAM)</i>.</li> <li><i>Parent Student Teacher Guides (PSTGs)</i> are available digitally in both English and Spanish.</li> </ul>				

## EL OSTP Accommodations (CCRA: Science and U.S. History)

### Table Key

- Highly recommended for use by students at this English language proficiency level
- Recommended for use by students at this English language proficiency level and certain levels of English or native language literacy development
- X May not be appropriate for students at these English language proficiency levels; however, the accommodation is available to students at all levels as determined by the ELAP team.

Nonlinguistic Accommodations		Content Area	ACCESS Levels			Procedures & Guidance
			ELP 1 & 2	ELP 3 & 4	ELP 5	
S1	Individual testing	All	●	●	●	This accommodation is required for many presentation or response accommodations. This accommodation is intended to reduce student distractions. Students must be actively monitored. Students may use a testing carrel, test in a resource room, or other location that maintains test security.
S2	Small group testing (8–10 maximum)	All	●	●	●	This accommodation is required for many presentation or response accommodations. This accommodation is intended to reduce student distractions. Students must be actively monitored. Students may use a testing carrel, test in a resource room, or other location that maintains test security.
S3	Preferential seating	All	○	○	○	Students may need to sit close to the front of the room so they can see or hear more easily.
S4	Separate location (No limit on the number of students)	All	○	○	○	This accommodation is intended to reduce student distractions. Students may use a testing carrel, test in a resource room, or other location that maintains test security. (S1 & S2) student limits do not apply for this accommodation.
T1	Flexible schedule same day Student test book(s) and/or online test materials must be secured between sessions.	All	●	●	●	Students are scheduled to allow for the best conditions/timing for their performance, and/or may be allowed to take the test during more than one sitting during a single day. Students are not allowed to study for or discuss tests between sessions. This is not intended for lunch or recess breaks. (S4) must be selected for this accommodation.
T2	Administer subject area test over several sessions or “chunking” Student test book(s) and/or online test materials must be secured between sessions.	All	○	○	○	The test may be separated into smaller sections and administered over several days within the state testing window. Student may only work in one separated section at a time and may not go to previous sections or work ahead. (S4) must be selected for this accommodation.
T3	Allow frequent breaks during testing (maximum 10–15 minute duration) Student test book(s) and/or online test materials must be secured between sessions.	All	○	○	○	The test may be separated into smaller sections and administered over several days within the state testing window. Student may only work in one separated section at a time and may not go to previous sections or work ahead. (S4) must be selected for this accommodation.



Linguistic Accommodations		Content Area	ACCESS Levels			Procedures & Guidance
			ELP 1 & 2	ELP 3 & 4	ELP 5	
EL1	<p><b>Provide the assistance of a qualified language translator* to translate or clarify test instructions.</b></p> <p>*See Qualified Language Translator Requirements on pages 15–17 in <i>EL Accommodations Manual</i>.</p> <p>This does not include test items or answer choices.</p>	All	●	●	X	<p>The qualified language translator uses a separate test booklet.</p> <p>This accommodation may be provided through electronic recordings. The DTC must destroy or delete these recordings.</p> <p>If a qualified language translator is required for any Online tests, then the test must be read from the computer screen verbatim.</p> <p><b>(S1, S2, or S4)</b> must be selected for this accommodation.</p>
EL2	<p><b>Provide the assistance of a qualified language translator* to translate test items and answer choices that do not assess reading competency.</b></p> <p>DTCs should order Paper formatted tests for students receiving this accommodation</p> <p>*See Qualified Language Translator Requirements on pages 15–17 in <i>EL Accommodations Manual</i>.</p>	All	●	●	○	<p>The qualified language translator uses a separate test booklet.</p> <p>This accommodation may be provided through electronic recordings. The DTC must destroy or delete these recordings.</p> <p>Test booklets may be provided to a Qualified Language Translator in advance to produce recordings. All test security procedures must be followed, including signing of the Test Administrator Security Form.</p> <p><b>(S1 or S2)</b> must be selected for this accommodation.</p>
EL3	<p><b>Simplify, repeat, and clarify test instructions.</b></p> <p>This <b>does not</b> include test items or answer choices.</p>	All	●	●	○	<p>Student may ask for clarification, simplification, signage of directions. This does not include test questions or answer choices.</p> <p>Students may have directions reread for each page of questions.</p> <p><b>(S1, S2, or S4)</b> must be selected for this accommodation.</p>
EL4	<p><b>Text-to-Speech or Human Reader provided in English (excludes ELA tests, except for Grades 5 and 8 Extended Response sections.)</b></p> <p>Text-to-Speech is built into the online testing client, requires the use of earphones, and may be administered individually, in small groups, or in regular setting.</p> <p>A Human Reader reads test directions, test items, and answer choices from separate test booklet. This is limited to small group or individualized testing. Test directions, test items, and answer choices must be read verbatim in <b>English</b>.</p>	All	●	●	●	<p><b>Paper tests</b> are read by a Human Reader. Test Administrator uses separate test booklet.</p> <p><b>Online tests</b> have built in Text-to-Speech functionality. This is the preferred method for providing read aloud to students (<b>S2</b> is not required and <b>S4</b> may be utilized; however, earphones are required). However, if a human reader is required for the student, then the test must be read from the computer screen verbatim.</p> <p><b>(S1 or S2)</b> must be selected when utilizing a Human Reader. Please refer to the Protocol for Human Readers/Qualified Oral Language Translators on pages 15–17 in <i>EL Accommodations Manual</i>.</p> <p><b>Students may request items be read more than once.</b></p>
EL5	<p><b>Student may read the test aloud to himself.</b></p>	All	●	●	X	<p><b>(S1)</b> must also be selected for this accommodation.</p>

APPENDIX C

Linguistic Accommodations		Content Area	ACCESS Levels			Procedures & Guidance
			ELP 1 & 2	ELP 3 & 4	ELP 5	
EL7	<p><b>Word-to-Word Dictionaries</b></p> <p><i>Note</i>—the intent of this accommodation is to provide linguistic support by allowing students to access precise translation of unknown words in a standardized manner.</p> <p>Students who benefit most from this accommodation are students who are able to use a translation dictionary with ease.</p>	All	●	●	○	<p>Dictionaries that do not provide pictures or word definitions. These may be paperback or electronic dictionaries.</p> <p>No Electronic Translators</p> <p><b>(S2 or S4)</b> is suggested for this accommodation so that other students not needing this accommodation are not distracted.</p> <p><b>(T1)</b> Allow extended time to allow proper use of the accommodation.</p>
EL8	<p><b>Translated Test Forms in neutral Latin American Spanish for test instructions, items and answer choices.</b></p>	All	●	○	<b>X</b>	<p>The testing vendor will provide computer- based (Neutral Latin American) Spanish forms for:</p> <ul style="list-style-type: none"> <li>• Grade 11 CCRA: Science Content</li> <li>• Grade 11 CCRA: U.S. History Content</li> </ul> <p>Translated computer-based forms will have accompanying Spanish text-to-speech capabilities.</p> <p>Test Coordinators will need to select the Spanish Form when scheduling tests and ensure the Alejandra Voice Pak is installed (Windows only).</p>
EL9	<p><b>Translated Test Instructions in neutral Latin American Spanish.</b></p>	All	●	○	<b>X</b>	<p>The testing vendor will provide (Neutral Latin American) Spanish instructions for:</p> <ul style="list-style-type: none"> <li>• Grade 11 CCRA: Science Content &amp; U.S. History Content</li> </ul> <p>These instructions will be available for download and/or printing from the <a href="#">Cognia Oklahoma Help &amp; Support Site</a>.</p>

Remember, there is no one-size-fits-all set of accommodations for EL students because they are not a homogenous group. Testing accommodations and test administration practices need to be customized to the different strengths and needs these students have as they develop English language proficiency. **Please note that a student should not be provided with an accommodation unless the student uses the accommodation routinely (with rare exceptions) during classroom instruction and assessment in the subject, both before and after the CCRA test is administered.**

**Supporting Documents**

The following supporting documents can be found at

<https://sde.ok.gov/documents/ostp-accommodation-manuals-companion-documents>

- *OSTP EL Accommodations Manual*
- Form EA (Emergency Accommodation)
- Approved Word-to-Word Dictionaries

Sample English Language Academic Plan (ELAP) for English Language Learners (ELs) can be found at

<https://sde.ok.gov/title-iii> under Forms and Tools.

# Appendix D

1

## OSTP Calculator Policy

Oklahoma School Testing Program (OSTP)

### Purpose

The items on the Grade 6-8 Math, Grade 8 Science, and CCRA Science content assessments are designed so that all tasks can be solved without the use of a calculator. However, certain tasks are more difficult if a calculator is not available.

Before the first day of the test, students using a calculator for any Math and Science assessment should be familiar with the use of the specific calculator that can be utilized. Students should be consistently instructed throughout the school year in the use of calculators; otherwise it may hinder students' performance on the assessment.

### Grade Specific Requirements

#### Grades 3-5 Math

- Calculators are **only** allowed as an approved accommodation for students on an IEP or 504 Plan; only a basic four-function calculator with square root and percent are allowed.

#### Grades 6-7 Math

- Basic four-function calculator with square root and percent. Calculators with memory keys, including M+ and M-, are acceptable.

#### Grade 8 Math and Science

- Scientific calculators meeting general requirements are allowed (See below).

#### Grade 11 CCRA Math & Science

- Part 1: Please see the policy of the ACT assessment.
- Part 2: Science Content: Graphing calculators and/or scientific calculators meeting the general requirements are allowed (See below).

### General Requirements

- Calculators are permitted but are not required.
- Calculator capabilities described for a specific subject give the maximum capabilities allowed; calculators with less capability are acceptable.
- Students may not share calculators.
- Students may use their own calculators or those provided by the school.
- Calculators that make noise must have the sound feature turned off.
- Calculators that have paper tape must have the tape removed.
- Programs, applications, or documents must be removed or disabled prior to the test session.



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OSTP Calculator Policy  
Effective: SY 23-24

- All calculators must have the memory cleared or reset before and after the test session.
- See the manufacturer website or user guide for clearing procedures.

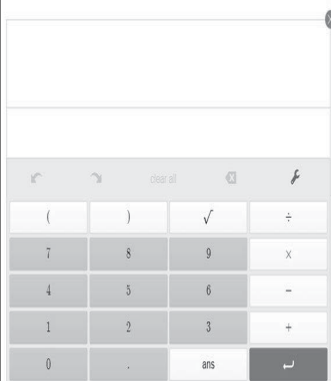
DESMOS Online Testing Calculator

For grades 6-8 Math, Grade 8 Science, and CCRA Science content, each test administered online will be equipped with a DESMOS calculator within the testing interface. Students may also use a handheld calculator meeting their grade specific requirements. The calculators provided via DESMOS are below.

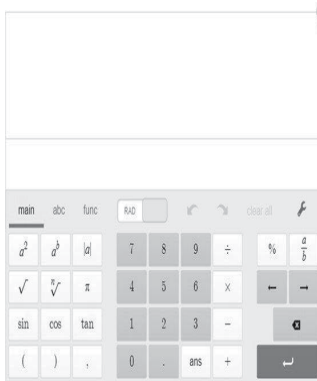
**Grades 6-7 Math**

**Grade 8 Math & Science**

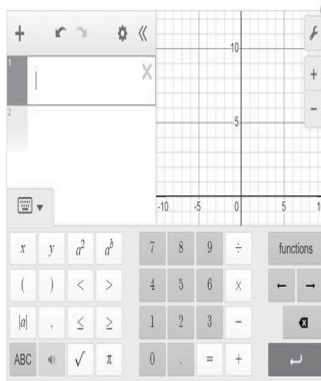
**CCRA Science Content**



**Four-Function**



**Scientific**



**Graphing**

**Prohibited Calculators**

- Pocket organizers
- Handheld or laptop computers
- Electronic writing pads or pen-input devices
- Calculators built into cellular phones, smartwatches, tablets, or other electronic communication devices
- Calculators with programs or applications that cannot be removed or disabled (e.g., Polynomial Root-Finders and Simultaneous Equation Solvers)
- Calculators that can access the Internet or Bluetooth
- Calculators with QWERTY format letter keys



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Effective: SY 23-24

## Deleting or Disabling Programs, Applications, and Documents on Graphing Calculators

Texas Instrument:

- TI – 83 Plus Family
  - Reset Memory (only option)
- TI – 84 Plus Family
  - Reset Memory (deletes all memory, programs, and applications)
  - Press-to-test (clears memory and disables all programs and applications for testing)
- TI – Nspire
  - Reset Memory (deletes all memory, programs, and applications)
  - Press-to-test (clears memory and disables all programs and applications for testing)

See the instructions for your calculator model at: [www.education.ti.com/us/testprep](http://www.education.ti.com/us/testprep).

Casio:

- FX-CG10
  - Reset Memory (only option)
- FX-9860
  - Reset Memory (only option)
- FX-9860
  - Reset Memory (only option)
- FX-9750
  - Reset Memory (only option)

To reset the memory on any Casio graphing calculator, use the following steps: [menu], go to system, [exe], [F5] to reset, [F2] for main memory, [F1] for yes, [exit]. For all other calculators, please refer to the manufacture's website.

### Test Security and Validity

Using a calculator that does not meet the above requirements may invalidate the test results and is a violation of test security and test validity. Any violation should be reported to the Office of Assessments.



Oklahoma State Department of Education  
OSTP Calculator Policy  
Effective: SY 23-24

# Appendix E

## DISTRICT LEVEL TEST SECURITY FORM – DISTRICT TEST COORDINATOR



### 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 may result in the invalidation or suppression of OSTP/CCR scores. Once submitted, share your electronic signature with the District Superintendent. Instructions for electronically signing and submitting security forms can be found on the Help Support Page, <https://www.ostp.cognia.org/help>.

**SAMPLE ONLY  
COMPLETED ELECTRONICALLY**

District

#### District Test Coordinator Legal Name

First

Last

#### Official School Email Address

DISTRICT LEVEL TEST SECURITY FORM – DISTRICT SUPERINTENDENT



Oklahoma School Testing Program (OSTP)

DISTRICT LEVEL TEST SECURITY FORM

This form must be electronically signed by the **District Superintendent** 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, you must share your electronic confirmation with the District Testing Coordinator. Instructions for completing this form is found on the OSTP/CCRA Support Page, <https://oklahoma.onlinehelp.org/ostp-ccra-support>.

**SAMPLE ONLY**  
**COMPLETED ELECTRONICALLY**

Official District Number

District Superintendent Legal Name

First

Last

Official School Email Address

# Appendix F

## BUILDING LEVEL TEST SECURITY FORM – BUILDING TEST COORDINATOR



### Oklahoma School Testing Program (OSTP)

### BUILDING LEVEL TEST SECURITY FORM

This form must be electronically signed by the **Building Test Coordinator** to certify that the security measures identified on this document have been maintained at the building site level.

One form must be completed at the conclusion of each testing session. The Building Test Coordinator must electronically sign and submit this form to the State Department of Education. In the event of a suspension or suppression of OSTP/CCSS for a building site, if the Building Test Coordinator is notified, you must share this information with the District Test Coordinator (DTC). For more information on electronically signing and distributing security forms can be found on the State Department of Education's Help Support Page, <https://oklahoma.gov/education/cognia.org/forms>.

**SAMPLE ONLY  
COMPLETED ELECTRONICALLY**

#### Official District Code and Official School Code

District

School

#### Building Test Coordinator Legal Name

First

Last



# TEST ADMINISTRATOR TEST SECURITY FORM & NONDISCLOSURE AGREEMENT



## Oklahoma School Testing Program (OSTP)

### TEST ADMINISTRATOR TEST SECURITY FORM

This form must be signed electronically by the **Test Administrator** to certify measures identified on this document have been maintained at the administration level.

One form is required for each Test Administrator and must be submitted at the conclusion of testing. Failure to electronically sign and submit this form may result in invalidation of scores. Once submitted, you must share your confirmation with your Building Test Coordinator (BTC). This form is found on Cognia's Help and Support page at <https://oklahoma.onlinehelp.cognia.org/forms>.

**SAMPLE ONLY**  
**COMPLETED ELECTRONICALLY**

District Code and Official School Code

District

School

#### Test Administrator Legal Name

First

Last

## BUILDING LEVEL TEST SECURITY FORM – BUILDING PRINCIPAL



### Oklahoma School Testing Program (OSTP)

### BUILDING LEVEL TEST SECURITY FORM

This form must be electronically signed by the **Building Principal** to certify that the security measures identified on this document have been maintained at the building site level.

One form must be completed at the conclusion of testing. You are to electronically sign and submit this form can result in the suppression of OSTP/CCRA scores for the building. Once submitted, you must share your electronic confirmation with your Test Coordinator (ETC) and electronically sign and distribute security forms. See the Online Help and Support Page, <https://www.achievethecore.org/forms>.

**SAMPLE ONLY**  
**COMPLETED ELECTRONICALLY**

Official District Code and Official School Code

District

School

#### Building Principal Legal Name

First

Last

# Appendix G

## TEST PROCTOR OBSERVATION LOG



### Test Proctor Observation Log

Test Proctor's Full Name (printed or typed): \_\_\_\_\_

Instructions: A log must be kept for each test session. Please note any odd or unusual occurrences observed during each test session. Please use additional sheets as needed. One sheet may be used for multiple test session observations.

Date:	Time:	TA Name:	Grade:	Subject:	Section:	Observation:
						<input type="checkbox"/> irregularity
						<input type="checkbox"/> irregularity
						<input type="checkbox"/> irregularity
						<input type="checkbox"/> irregularity
						<input type="checkbox"/> irregularity
						<input type="checkbox"/> irregularity
						<input type="checkbox"/> irregularity
						<input type="checkbox"/> irregularity

**SAMPLE ONLY**  
**COMPLETED ELECTRONICALLY**

If the observation column above is left blank-

By checking this box, I certify that no odd or unusual occurrences or testing invalidations were observed during the test session in which observations is left blank.

**- By signing this document, I acknowledge and certify that I will not divulge the contents of the test, generally or specifically, to anyone. Nor will I copy any part of the test.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# Appendix J

## SECURITY CHECKLIST



22 Marin Way  
Stratham, NH 03885

### Security Checklist

**Ship To:**

<b>Ship Code:</b>	000000000736XYZ		<b>Date Packed:</b>	XX/XX/XXXX
<b>Contract:</b> 158100	<b>Contract Name:</b> Oklahoma CCRA: Science & U.S. History		<b>Administration:</b>	20XX-20XX
<b>County Code:</b> 00	<b>County Name:</b> Oklahoma	<b>SU Code:</b>	<b>Superintendent Unit Name:</b>	
<b>District Code:</b> 501000	<b>District Name:</b> ABC			
<b>School Code:</b> 505	<b>School Name:</b> ABC High School		<b>Grade:</b>	00

Use the information in the table below to track the secure test materials. Retain this document for your records after testing has been completed.

Description						Qty Shipped	
CCRA Science Test Book						2	
CPI	Booklet Numbers	Test Administrator	OUT	IN	Student Name (Optional)	OUT	IN
3004000095	3004000095						
3004000102	3004000102						

Description						Qty Shipped	
CCRA US History						2	
CPI	Booklet Numbers	Test Administrator	OUT	IN	Student Name (Optional)	OUT	IN
3006000133	3006000133						
3006000134	3006000134						

Ship Code:

Page: 1 of 1

\* 000000000736 XYZ \*

# Appendix K

## Student/Test Administrator Actions

### Possible Student/Test Administrator Actions that could occur during testing.

These student actions are intended to be used as examples and should not be considered an exhaustive list.

**Note:** In order to minimize wait time, only DTCs should contact the SDE.

Student Action	Test Administrator Action	SDE Form Required
The student's test has timed out.	The TA will contact the BTC/DTC to obtain the Proctor Password. ONLY the TA, BTC, or DTC may enter the Proctor Password. Under no circumstances should the Proctor Password be given to a student or posted on a board.	Irregularity
The student requires redirection.	Quietly redirect the student, being careful not to disturb other testers.	Irregularity
The student is testing for an excessive length of time and is in danger of missing lunch or it is nearing the end of the school day.	Quietly direct the student to complete the test. The student should not miss lunch or continue testing after the school day has ended. Students cannot break for lunch then return to the test session. Additional time must be an immediate extension of the testing session and cannot exceed double the amount of recommended time per section/session.	Irregularity
The student left school during the testing session and did not complete the section.	Have the student complete the test the day they return to school. If taking a paper test, students are not to go back to previously answered questions.	Irregularity
The student was provided the wrong accommodation.	Have the student continue testing and log the situation as a Test Irregularity.	Irregularity
The student took test sections in the wrong order.	Have the student continue testing.	Irregularity
The student had technical issues during online testing.	If possible, have the student continue testing. If the student cannot continue testing, contact your BTC/DTC.	Irregularity
The student was caught cheating during the test.	Quietly direct the student to end the test. After all students have finished the test session, discuss the situation with your BTC/DTC.	Invalidation
The student had a cell phone in the testing environment.	Contact your BTC/DTC.	Contact BTC/DTC.

# Appendix L

## Official Schedule of Testing

**School Name: Sample Elementary School**

Date	Time testing began	Grade(s)	Subject	Section(s)	Room	Number of Students	Online/Paper	Test Administrator Full Name	Test Proctor Full Name	Teacher Certification Number	Notes	Irregularities	TA Trained	TP Trained	TA Sec. Form	TP Observ. Log
4/20/2024	8:30 AM	5	ELA	1 & 2	101	20	Online	John Smith	Jane Doe	123456	Regular Group		X	X	X	X











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