

# Scheduling Breach Tests

OSTP and CCRA Portal

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## Introduction

A breach form is a test that can be requested in the event a student’s original test is invalidated and SDE has given approval for the student(s) to be administered a breach test. Once approval has been granted, the District Test Coordinator (DTC) will be notified when the breach test(s) is available for scheduling in the Oklahoma Portal.

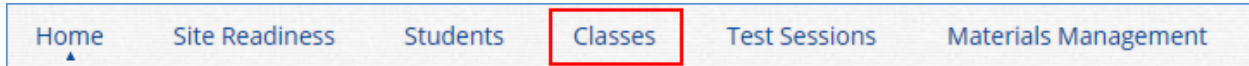
This document provides a step-by-step guide to schedule breach test(s).

## Breach Tests

Step-By-Step Guide: How to schedule a student for a breach test in the Portal

### STEP 1. Create a new class for the student(s).

- Log in to the Portal with your username and password.
- Click **Administration** on the landing page.
- In the menu, click **Classes**.



- Click **Create Grade Level Class** for an OSTP breach test or **Create Course Level Class** for a CCRA breach test.



- On the Class Information page, enter a new class name and include “Breach” at the end of the class name so the user can easily tell which class this is. Enter all other pertinent information and add the student(s) who require the breach test to the class.
- Click **Save**.

*Class Information*

Class Name:

Grade:

Search for Students

Grade:  Class:

Show only students that are not assigned to a class

Showing students in : Cyber City Sch QA

Last Name, First Name (State Student ID Number)

Sort By:

Demo, Greg (4458745456)	<input type="button" value="Add »"/> <input type="button" value="« Remove"/>
Demo, Rhonda (6584521254)	
Demo, Forest (6584521455)	
Demo, Chris (5412325451)	
Demo, Roger (8745451222)	
Demo, Richard (5474123541)	
Demo, Ricardo (2584545412)	
Demo, Amy (6541587455)	
Demo, Phillip (6594587455)	
Demo, Renee (3254125455)	

Students in Example Math Breach:

Demo, Greg (4458745456)
Demo, Rhonda (6584521254)
Demo, Forest (6584521455)
Demo, Chris (5412325451)

**STEP 2:** Schedule the new class to take the breach test.

- If not done already, log in to the Portal with your username and password and click **Administration** on the landing page.
- In the menu, click **Test Sessions**.

Home Site Readiness Students Classes **Test Sessions** Materials Management

- Click **Schedule New Test Session**.

Schedule New Test Session

- Use the drop-down menus to verify the correct content area, program, and test. Select the class created for the student(s).
- Click **Schedule**.

1 form selected for scheduling 1 class.

Content Area:  Program:

Test:

Search for Classes

Classes:

- Demo G3 Class-(Grade -03)-(online)
- ELAClass85-(Grade -03)-(online)
- NikELAClass-(Grade -03)-(online)
- Axton ELA-(Grade -03)-(online)
- Axton ELA 2-(Grade -03)-(online)

Start Date:  End Date:  Time Zone:

Use a single password for all students.

**STEP 3:** Print the student’s test login. Log in to the Portal with your username and password and click **Administration** on the landing page, if not done already.

- In the menu, click **Test Sessions**.

Home Site Readiness Students Classes **Test Sessions** Materials Management

- Use the drop-down menus to select the correct school, content area, program, and test name (see the list of 2024breach test names below).

Cyber City Sch QA (Cyber City) ELA  
 OSTP Operational 2024 G3 Read Aloud  
 Filter by testing status  
 All

- Locate the student’s class and click **View Details/Student Logins**.

School	Class	Testing Status	Created Date	Created By	
Cyber City Sch QA	Demo G3 Class-(Grade -03)-(online)	Not Started	1/3/2024 6:01:38 PM	Joseph Johnson	<a href="#">View Details/Student Logins</a>

- Confirm the correct student(s) are in the test session.
- Select the students to print and click **Export Logins for Selected Students** to print the student login ticket(s) as CSV or PDF. This document will include a list of accommodations for each student as well as the individual student login information and session access codes.

Export Logins for Selected Students (1) Add Report Code (1) Invalidate (1)

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code
<input checked="" type="checkbox"/>	Demo	Student	1234567293	4juchtgt	Form_occtEOI	01/03/2024 6:01:38 PM	+

- As long as the test window is active, the student may now begin the breach test.

## List of Breach Test Names

<b>OSTP Test Name</b>	<b>CCRA Test Name</b>
2024 Breach G3 ELA	2024 Breach CCRA Sci
2024 Breach G3 ELA TTS	2024 Breach CCRA USH
2024 Breach G3 Math	
2024 Breach G4 ELA	
2024 Breach G4 ELA TTS	
2024 Breach G4 Math	
2024 Breach G5 ELA MC	
2024 Breach G5 ELA MC TTS	
2024 Breach G5 ELA WP	
2024 Breach G5 Math	
2024 Breach G5 Science	
2024 Breach G6 ELA	
2024 Breach G6 ELA TTS	
2024 Breach G6 Math	
2024 Breach G7 ELA	
2024 Breach G7 ELA TTS	
2024 Breach G7 Math	
2024 Breach G8 ELA MC	
2024 Breach G8 ELA MC TTS	
2024 Breach G8 ELA WP	
2024 Breach G8 Math	
2024 Breach G8 Science	