Technical Guide for Spanish Language Support Spring 2024

Overview of Spanish Language Testing

The Oklahoma School Testing Program (OSTP) Grades 3 through 8 Math and Science and College and Career Readiness Assessments (CCRA) Grade 11 Science and U.S. History assessments are available in Spanish.

Students access operational and practice assessments using the OSTP Student Testing Interface. The Student Testing Interface can be accessed by one of two methods:

1. For practice tests, by launching a web browser and navigating to the following URL https://okpracticetest.cognia.org/student/login or by launching a student test kiosk or app.

2. For operational summative assessments, by launching a student test kiosk or app.

The Student Testing Interface is available in Spanish using a web browser or the kiosk.

This guide explains how to set up the Spanish language version of the test and to ensure the student's test device can support Spanish Text-to-Speech if that accommodation is used. For general information regarding test device technical requirements, installing the kiosk, and using the Student Test Interface using a kiosk or web browser, you can access additional user guides on the Oklahoma Help & Support Page: https://oklahoma.onlinehelp.cognia.org/

Step 1: Assign Accommodations and Set up Spanish Test Sessions

Before students can take the Spanish version of a test, the school must ensure that students are assigned the appropriate accommodations, create a separate class for Spanish testers, and schedule the class(es) for the Spanish version of the test in the OSTP Portal.

Assign Accommodations

Students requiring Spanish Text-to-Speech must be assigned the **Spanish Text-To-Speech** accommodation in the student's profile before you schedule the test session.

To assign the **Spanish Text-To-Speech** accommodation:

1. Go to https://oklahoma.cognia.org/ and log into the OSTP Portal.

2. On the portal home page, click **Administration**.

3. At the top of the Administration page, click **Students**.

4. From the drop-down menu at the top of the page, select the school where the student is currently enrolled.

5. Locate the student's name in the Student list and then click **Edit**.

6. Click the Accommodations tab to display the list of available accommodations, and select **Spanish Text-to-Speech Mathematics** or **Spanish Text-to-Speech Science** or **Spanish Text-to-Speech US History.**

    Note: Only the Spanish Text-to-Speech language accommodation should be selected for Text-To-Speech. Please ensure that none of the English TTS accommodations are selected**.**

7. Select any other accommodations required for the student.

8. When you are done, click **Save**.

Create a Class

To create a class for Spanish test takers:

1. Go to https://oklahoma.cognia.org/ and log in.

2. On the portal home page, click **Administration**.

3. At the top of the Administration page, click **Classes**.

4. From the organization drop-down list, select the school where the students who will be taking the Spanish test are currently enrolled.

5. Select the **Subject** for which you are creating a class.

6. Select the **Course Level** tab for CCRA content or **Grade Level** tab for OSTP grades 3-8 Math or Science.

7. To create classes for OSTP grades 3-8, click **Create Grade Level Class.**

8. In the class name field, type the name of the new class for Spanish test takers.

9. Select a grade from the **Choose a Grade** drop-down list.

10. Under the Search for Students section, you can filter the student list by grade and/or class.

    Tip: To further limit the results, select **Show only students that are not assigned to a class**.

11. To add students to the class, select one or more students from the students list. To select multiple students, press and hold **Ctrl** and then select student names from the list.

12. Click the **Add button** to move the students to the class list on the right.

    Student names appear dimmed or grayed out in the list on the left when they have been added to the class list on the right. **Note:** Classes are limited to a maximum of 250 students.
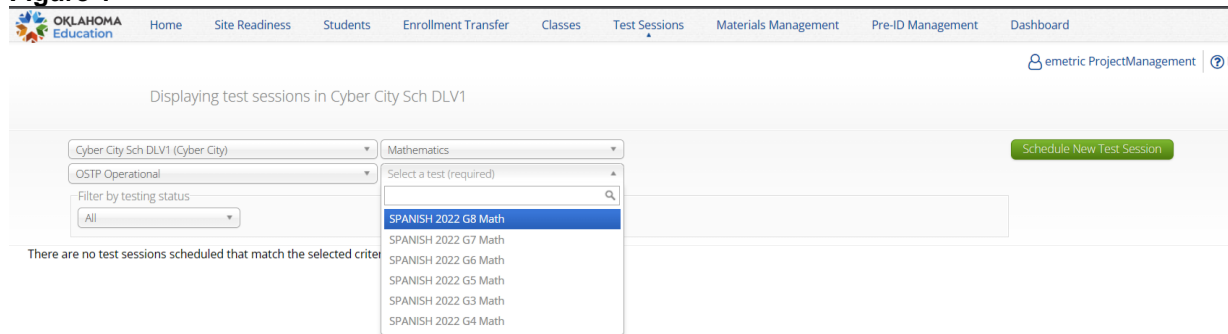
13. To remove students from the class, select one or more students from the class list on the right, and then click the **Remove button.**

14. When the class list is complete, click **Save** to create the class.

Schedule a test

To schedule the class for the Spanish version of the test:

1. Go to https://oklahoma.cognia.org/ and log in.

2. On the Portal home page, click **Administration**.

3. At the top of the Administration page, click **Test Sessions**.

4. Select the **Organization**, **Program** (OSTP Operational or CCRA Grade 11 Operational), **Subject**, and then select a **Spanish version test** (see Figure 1).

5. Click **Schedule New Test Session**.

6. In the classes list, select the class of Spanish test takers you just created.

7. When you are done, click **Schedule** to save the test session.

Figure 1

Step 2: Ensure Text-to-Speech technical requirements are met (for students who have the Spanish Text-to-Speech Accommodation)

For Kiosk testing:

Students testing on a Kiosk who are assigned the Text-to-Speech accommodation must use Windows, Mac, or Chrome operating systems. For students testing on Windows and Mac devices, a Cepstral® Spanish language pack is required to be installed on the machine. Contact Cognia Technical Support to obtain a Cepstral® Spanish language pack and for installation directions. For students testing on Chromebooks, the OSTP Kiosk will use the native Spanish voice on the device.

Important: Licensing of the Cepstral® language pack is limited, so plan to cycle the students with this accommodation through your testing space to avoid the need for multiple installations of this language pack.
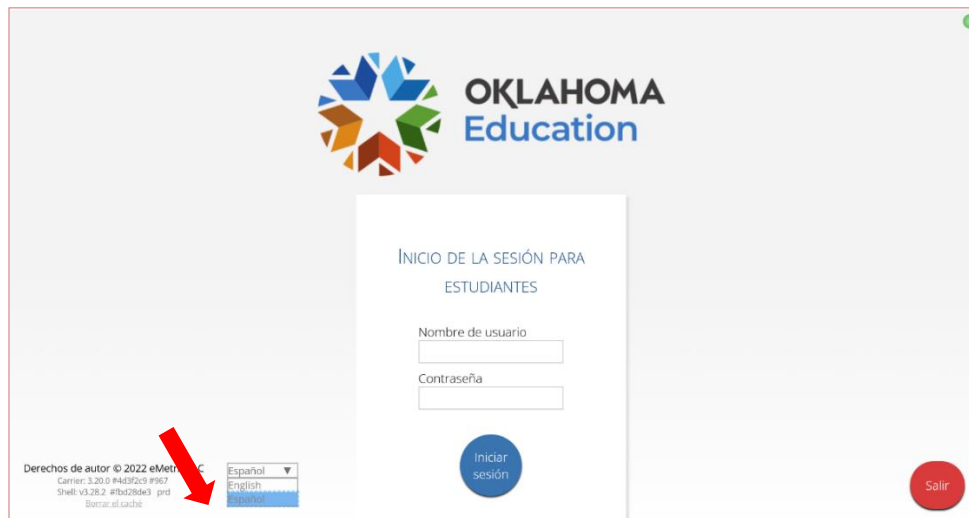
Note: For assistance, contact Cognia Technical Support at oktechsupport@cognia.org or call (866) 629-0220.

Step 3: Changing Language Settings on Student Test Interface

When the student is ready to log into the test, the student should change the OSTP Assessments Test Interface to the Spanish Language version prior to logging in. This will ensure the login screen, navigation buttons, tool and accommodations labels, and on-screen prompts are all in Spanish. To do this:

1. Launch the OSTP Kiosk or App.

2. On the Sign in Screen select **Español** from the localization drop-down list at the bottom of the page (see Figure 2).

Figure 2

Optional: Changing Language Settings on Student workstation

Windows workstations

1. From the **Control Panel**, click **Clock, Language, and Region**, and then click **Region and Language**.

    Note: The Control Panel commands may differ slightly depending on which version of Windows you are using.

2. On the **Formats** tab, from the Format drop-down list, select **Spanish (United States)**. Click **Apply** and then click **OK**.

    🛡 If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

3. To change the keyboard setting, click the **Keyboard and Languages** tab. On the **General** tab, click **Change keyboards**, and then select **Spanish (United States)**. Click **Apply**, and then click **OK**.

4. To restart your computer, click **Restart now**.

Mac workstations

1. Choose **Apple menu > System Preferences**, then click **Language & Region** or **International**.

2. In the **Language** tab, choose **Spanish.**

3. In the **Region** menu, choose **United States**.

4. When you are done customizing formats, click **OK.**

NOTE: If you are planning to use the device for English test takers, make sure to work backward through the steps above to return the kiosk or the language setting on the device to English.