



Building Principal Level Test Security Form Directions

Step 1: Find the correct document link on the Help and Support Page.

The Building Principal version of the Building Level Test Security Form can be found on the Oklahoma Help & Support site: <https://oklahoma.onlinehelp.cognia.org/forms>. Click on the link to get started.

At any point prior to the completion of the form, you may click the button with the back arrows to edit a previous entry. Ensure everything is correct on the form prior to the very last field on the form, which asks you to enter your initials. After you have entered your initials and clicked FINISH, you will not be able to edit an entry.

Step 2: Choose your District from the dropdown menu. Choose your school from the dropdown menu. You can click in the dropdown box and start typing your district to find it quickly in the list.

Official District Code and Official School Code

District

School

Step 3: Enter your legal first and last name into the text fields below.

Building Principal Legal Name

First

Last

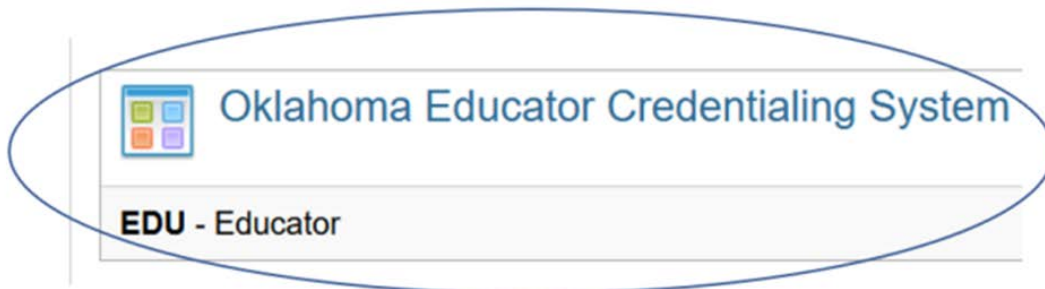
Step 4: Enter your Educator's Oklahoma Teacher Certification Number into the text field below.

Educator's Oklahoma Teacher Certification Number

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



Your Oklahoma Educator's Teacher Certification Number can be found in the Oklahoma Educator Credentialing System (OECS) application in the Single Sign-On:



<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>

After logging into your OECS account, click "My Credentials" and your teacher number will appear under your name at the top of the page.

Step 5: Enter your official school email address into the text field below.

Official School Email Address

Step 6: Review all the OSDE stipulations for a Building Principal for the OSTP and CCRA test administration. Select the appropriate certification attestation radio button. Then click the FINISH button.

Building Principal Certification

I certify the above stipulations have been met.

The above conditions have not been met.

FINISH



Step 7a: After selecting “I certify the above stipulations have been met” and clicking the finish button, you will be prompted to enter your initials indicating the form is completed. Next, click the FINISH button. The form is now complete.

Building Principal's Initials

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



Step 7b: This step is required only if the conditions were not met. Provide justification. Supporting documentation must be available upon OSDE request.

After selecting “The above conditions have not been met” and clicking the finish button, you will be prompted to describe the situation and the measures undertaken to resolve the situation. After finishing your response, you will enter your initials. Next, click the FINISH button. The form is now complete.

Describe the situation and the measures undertaken to resolve the situation.

Building Principal's Initials





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



Thank for for completing the Building Principal portion of the BTC Test Security Form for Spring 2022. Please make sure to download the PDF to either print or save for your Records.

Regards,
OSTP Program Management

Below is a summary of your responses

[Download PDF](#)

Step 9: Receive email.

Completed Building Principal Test Security Form Spring 2022



Qualtrics Survey Software <noreply@qemailserver.com>

To: Elizabeth Garcia

Retention Policy Cognia_Inbox (7 years)

Expires 10/24/2028

This Message originated outside your organization.

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

Regards,
OSTP Program Management Team

[Download as PDF](#)

Step 10: Remember to forward your Test Security Form to the proper school personnel. Principals and Test Administrators must share their completed forms with their Building Test Coordinator (BTC). Superintendents and BTCs must provide a copy of their completed forms to the District Test Coordinator (DTC).

For the building site, the BTC and DTC must confirm Test Security Forms are completed, accounted for, and saved after testing is complete.

After the completion of all OSTP/CCRA testing sessions for the district, the DTC must confirm with the superintendent that they have:

- 1) A record of all Test Security Forms for each building site.
- 2) A copy of their completed District Level Security Form and the superintendent's completed form on record at the district. **Sign District Test Security Forms only after all testing in the district is complete.**



Districts must retain local copies of all applicable Test Security Forms to comply with the Academic Assessment Monitoring Program (AAMP) and potential security inquiries. These files can be saved electronically or as paper copies.

Neither Cognia nor OSDE will be providing copies of completed security forms to staff.