**cognia**

# Oklahoma School Testing Program Test Administration Training 2024

1

---

## Training Topics

**OSTP Overview**
- Testing Overview
- Demographic Overlay Report
- Testing All Eligible Students
- IEP/504 Plan Students
- English Learners
- Test Irregularities and Invalidations
- Test Security
- OSTP Roles
- OSTP Assessments

**OSTP Online System**
- OSTP Portal
- OSTP Kiosk

**Paper Pencil Materials**
- When to void a booklet
- Alternate Forms
- Spanish Options
- Manuals
- Student Labels and Rosters
- Receiving and Returning Material
- Security Checklists and Qualtrics

**CCRA Overview**
- ACT

OSTP SPRING 2024 DTC TRAINING

2

---

## OSDE Contact Information

- Catherine Boomer, Program Director, Sate Assessments | catherine.boomer@sde.ok.gov
- Eric Jones, Program Manager, State Assessments | eric.jones@sde.ok.gov
- Samantha Sheppard, Project Manager, Science Assessments | samantha.sheppard@sde.ok.gov
- Alyssa Tyra, Project Manager, English Language Arts Assessments | alyssa.tyra@sde.ok.gov
- Corinne Beasler, Project Manager, Mathematics Assessments | corinne.beasler@sde.ok.gov
- Caroline Misner, Project Manager, OAAP | caroline.misner@sde.ok.gov
- Janna Corn, Project Manager, ELPA Indicator Assessment | janna.corn@sde.ok.gov
- Hanna Hensley, Project Manager, ELPA | hanna.hensley@sde.ok.gov
- Tina Alvarado, Project Manager, EL Identification & Monitoring | tina.alvarado@sde.ok.gov
- Rebecca Logan, Project Director, NAEP | rebecca.logan@sde.ok.gov
- Tandrea Lambert, Administrative Assistant II | Tandrea.lambert@sde.ok.gov

3

## Contact Information

**Oklahoma State Department of Education (SDE) Assessment Office**
For questions relating to policy or the OSTP in general:

Monday-Friday, 8AM – 4:30PM

(405) 521-3341 assessments@sde.ok.gov

**Cognia Oklahoma Service Desk**
For questions relating to the OSTP online or paper/pencil testing (i.e. iTester software, technical issues, test materials, UPS pickup, etc.)

| *During Testing Window* | *Outside Testing Window* |
|---|---|
| Monday – Friday, 6AM – 6PM (CST) | Monday – Friday, 7:30AM – 4:30PM (CST) |

(866) 629-0220 oktechsupport@cognia.org

4

## Important Dates

| | CCRA | OSTP |
|---|---|---|
| **Test Materials & Manuals arrive in districts**<br>• CCRA – PBT materials, TPM, and PSTGs for Large Print & Braille only.<br>• OSTP – PBT materials, TPMs, TAMs, and PSTGs | 3/11/24 | 3/28/24 |
| Tests available for scheduling | 3/26/24 | 4/8/24 Grade 3<br>4/11/24 Grades 4-8 |
| Grade 3 ELA online tests must be completed to receive early RSA reporting | n/a | 4/25/24 |
| Grade 3 ELA paper tests must be returned to Cognia to receive early RSA reporting | n/a | 4/29/24 |
| Last day for scoreable testing material pick-up | 4/16/24 | 5/6/24 |

5

## Testing Window 2023-2024

| Paper/Pencil testing **CCRA:** Science & U.S. History Content | 4/1/24 – 4/12/24 |
|---|---|
| Computer based testing **CCRA:** Science & U.S. History | 4/1/24 – 4/25/24 |
| Paper/Pencil testing for **OSTP** Grades 3 | 4/15/24 – 5/1/24 |
| Paper/Pencil testing for **OSTP** Grade 4-8 | 4/18/24 – 5/1/24 |
| Computer based testing for **OSTP** Grades 3 | 4/15/24 – 5/15/24 |
| Computer based testing for OSTP Grades 3 | 4/18/24 – 5/15/24 |
| Recommended Testing Window for **OSTP** Grade 3 ELA to receive **early RSA** reporting | 4/15/24 – 4/25/24 |

6

## Testing Window 2023-2024

| OSTP Grades 3-8 | Computer based with paper accommodations |
|---|---|
| CCRA: Science and U.S. History Content | Computer based with paper accommodations |

7

**OKLAHOMA SCHOOL TESTING PROGRAM**

DTC Training
Spring 2024

**OKLAHOMA Education**

8

# OSTP Overview

9   OSTP SPRING 2024 DTC TRAINING

9

## Agenda

- Testing Overview
- Demographic Information
- Participation
- Accommodations
- Test Irregularities and Invalidations
- OSTP Roles & Training
- OSTP Assessment Updates
- NAEP Updates

10  OSTP SPRING 2024 DTC TRAINING

10

# OSTP Testing Overview

Grades 3-8 & 11

11  OSTP SPRING 2024 DTC TRAINING

11

## Testing Overview

- English Language Arts, Mathematics, and Science assessments are required by the federal legislation Every Student Succeeds Act (ESSA).
- Oklahoma public schools must administer an OSTP general assessment with or without accommodations, or an Oklahoma Alternate Assessment Program (OAAP) test to all students enrolled in a tested grade level.

12  OSTP SPRING 2024 DTC TRAINING

12

## Testing Overview

- In order to meet federal ESSA requirements, students must test:
  - English Language Arts and Mathematics
    - annually in Grades 3 – 8
    - once in Grades 9 – 12
  - Science
    - once in Grades 3 – 5
    - once in Grades 6 – 9
    - once in Grades 10 – 12

13 | OSTP SPRING 2024 DTC TRAINING

13

## Testing Contractors

- Cognia will serve as Oklahoma's testing vendor for all **OSTP Grades 3-8**
  - English Language Arts,
  - Mathematics, and
  - Science
- **Grade 11 CCRA**
  - The state vendor for ELA & math is ACT
  - Science and U.S. History Content – Cognia

- **Oklahoma Alternate Assessment Program (OAAP)**: All subject areas will be assessed through Dynamic Learning Maps for
  - English Language Arts (Grades 3-8 & 11)
  - Mathematics (Grades 3-8 & 11)
  - Science (Grades 5, 8 & 11)
  - US History (11th)

14 | OSTP SPRING 2024 DTC TRAINING

14

## Demographic Information & Participation Rules

Office of Accountability

15 | OSTP SPRING 2024 DTC TRAINING

15

## Demographic Information

- All students must be accounted for at the time of testing.
- Ultimately, all student demographic information will be pulled from the Demographic Overlay Report. Please ensure information in your local SIS and the Accountability Reporting application is accurate.
- Incorrect or incomplete information will result in inaccurate student data and may have a negative impact on the final reports issued from the Office of Accountability.

16 OSTP SPRING 2024 DTC TRAINING

16

## Demographic Overlay File & Report

- Demographic information is verified through the Accountability Reporting application in Single Sign On:
- Student tab
  - Gender, IEP, 504, EL, EL proficient, Migrant, Homeless, Economically Disadvantaged, Ethnicity/Race, Military, Foster
- Enrollments
  - Exit dates (important for participation expectations)

- Please resolve all demographic and EL conflicts before the end of the window
  - Students with unresolved EL conflicts will be reported as EL

17 OSTP SPRING 2024 DTC TRAINING

17

## Demographic Overlay Snapshot

- Demographic Overlay Snapshot Dates:
  - **3rd grade early RSA: April 23**
  - **11th grade CCRA: April 26**
  - **OSTP grades 3-8: May 13**
- The Demographic Overlay snapshot captures updated demographic information about your students who are required to test. Any information that has changed since the time of the Precode window closing is included in the Demographic Overlay Snapshot.
- Please do not make changes in your SIS before the end of the testing window if possible.

18 OSTP SPRING 2024 DTC TRAINING

18

## Participation in Grade 3-8 Tests

- If a student is enrolled in the same district during Precode and the testing window, the grade the student is in at the close of Precode will determine what grade level tests they take.

- If a student changes grades after Precode but takes the test for the previously assigned grade, a conflict may occur.

19 | OSTP SPRING 2024 DTC TRAINING

19

## Participation in CCRA

- In general, students enrolled in grade 11 on **January 11th, 2024**, will be expected to participate in all CCRA tests.
- Students can be manually added to the appropriate portal if the student was promoted after Precode or if the student needs to take a CCRA for graduation purposes.
- Remember that students are **required** to take the state assessments in order to graduate.  Please manually add any seniors who have not tested to the testing portal. Students who skip the 11th grade are expected to test in the 12th grade for Accountability.

20 | OSTP SPRING 2024 DTC TRAINING

20

## CCRA Make-up Exams

- Currently, any senior who missed any CCRA exam their junior year will need to take the test(s) missed in order to graduate.
- If these seniors are enrolled in April, simply have them take the CCRA test in the testing window.
- If you have seniors that will graduate before the testing window and still need to take tests to graduate, please fill out this form to request a make-up test.

21 | OSTP SPRING 2024 DTC TRAINING

21

## Absent Students

- Any student absent during the scheduled test session must be administered the assessment the day they return to school.
- The make-up session must be scheduled within the existing testing window.
- Students must take sections in proper order.
  - Students must finish a content area test before starting another.

22 | OSTP SPRING 2024 DTC TRAINING

22

## Students Who Receive Instruction Away from Sites of Enrollment

Students Testing at Alternative Sites

- This includes:
  - Special education consortiums;
  - Alternative education cooperatives and interlocals;
  - Hospital placement or treatment centers;
  - Juvenile Detention Centers; and
  - Technology Centers.
- By **March 1**, districts must request permission in writing from the Office of Assessment at assessments@sde.ok.gov.
- Requests must include a description of the student's unique situation, the student's STN, and documentation verifying the situation. Do not include personally identifiable information.

23 | OSTP SPRING 2024 DTC TRAINING

23

## Students Who Receive Instruction Away from Sites of Enrollment (cont.)

- Paper/pencil test materials will be ordered by and sent to the district where the students are enrolled.
- Online assessments should be set up by the district of enrollment. The site of enrollment:
  - Verifies student data through the Precode or manually uploads students,
  - Places students in a testing session,
  - Prints test tickets and securely delivers the test tickets to the site of instruction or transfers test tickets through a secure online platform.
- When testing students at their alternate site of instruction, follow the procedures outlined in the *Test Preparation Manual*.

24 | OSTP SPRING 2024 DTC TRAINING

24

## Students Who Receive Instruction Away from Sites of Enrollment (cont.)

- Score reports will be sent to the districts where the students are enrolled.
- The Test Administrator (TA) at the alternate site of instruction signs a Test Security Form.
- TAs must be certified employees of the school district or site of instruction.
- TAs and TPs cannot be related nor can they be related to any student in the testing session.
- All test books, answer documents, and test tickets must be securely returned to the student's district of enrollment.

25 | OSTP SPRING 2024 DTC TRAINING

25

## Distance Learners

- Schools must account for all students. This includes all students who are taking classes virtually or remotely.
- All school districts offering online courses or programs must provide at least one onsite location for these students to test.

26 | OSTP SPRING 2024 DTC TRAINING

26
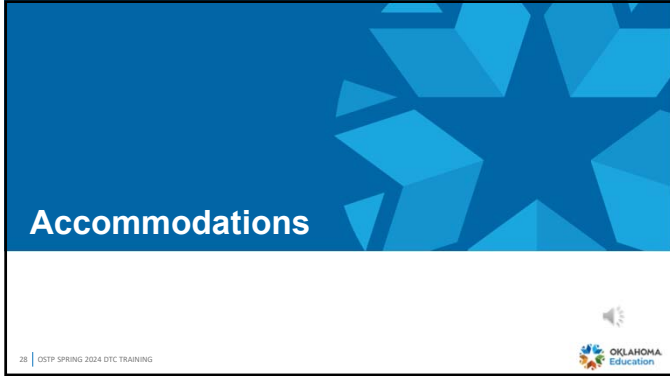
## Statewide Virtual Charter Schools

- Statewide virtual charter schools offering online courses or programs will provide, and are responsible for the cost of, at a minimum, six alternative testing locations.
  - At least one testing site will be located in each quadrant of the state.
  - One testing site will be located in each of the two metropolitan areas of the state.
  - Testing locations and a testing plan must be submitted to the SDE for approval.
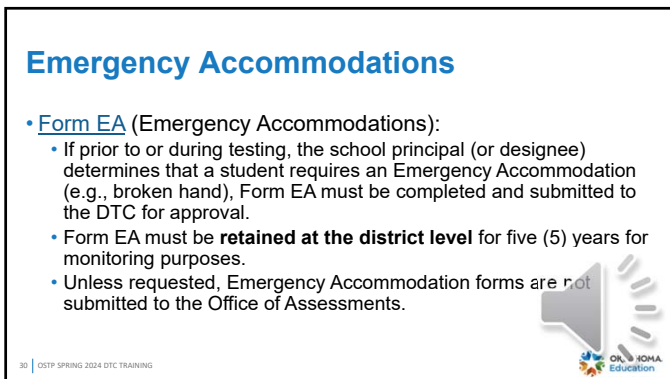
27 | OSTP SPRING 2024 DTC TRAINING

27

**Accommodations**

28 | OSTP SPRING 2024 DTC TRAINING

28

## OSTP IEP/504 Accommodations

Accommodations for IEP and Section 504 students must be:

• Specified in an IEP or Section 504 Plan
  • Students should be familiar with the OSTP Accommodation they receive prior to testing.
• Selected from the list of state approved accommodations
• Indicated for each student by choosing either with or without accommodations
  • For paper testers this must be bubbled on the back of a paper answer document.
  • For online testers "with accommodations" must be checked under the Delivered Locally section in the OSTP portal.

29 | OSTP SPRING 2024 DTC TRAINING

29

## Emergency Accommodations

• Form EA (Emergency Accommodations):
  • If prior to or during testing, the school principal (or designee) determines that a student requires an Emergency Accommodation (e.g., broken hand), Form EA must be completed and submitted to the DTC for approval.
  • Form EA must be **retained at the district level** for five (5) years for monitoring purposes.
  • Unless requested, Emergency Accommodation forms are not submitted to the Office of Assessments.

30 | OSTP SPRING 2024 DTC TRAINING

30

## OSTP English Learner (EL) Accommodations

- EL accommodations must be:
  - Selected from the approved list in the OSTP EL Accommodations Manual
  - The accommodation must be documented on the student's current English Language Academic Plan (ELAP)
  - First and Second year monitor students may continue to be eligible for OSTP EL testing accommodations dependent upon OSTP ELA test performance.
- EL accommodations must be indicated for each student by choosing either with or without accommodations
  - For paper testers this must be bubbled on the back of a paper answer document.
  - For online testers, "with accommodations" must be checked under the Delivered Locally section in the testing platform.

31 | OSTP SPRING 2024 DTC TRAINING

31

## EL CCRA: ACT Accommodations & Supports

- ACT requires schools to request appropriate EL supports or accommodations for students with a documented need.

- EL supports or accommodation needs should be addressed during the development of the grade 11 student's English Language Academic Plan (ELAP).

- CCRA EL support or accommodation requests must be submitted to ACT during the designated window and approved before a student can be provided their ACT specific accommodations.

- For more information, please refer to the following:
  - ACT: Accommodations and English Learner Supports

- Please review the OSTP EL Accommodation Manual for reference.

32 | OSTP SPRING 2024 DTC TRAINING

32

## Spanish Translation

- All assessments for all grade levels are available online or in paper format (if needed for an accommodation) in English.

- Grades 3-8 Math, Grades 5 & 8 Science, and Grade 11 CCRA: U.S. History and Science Content are available online in Spanish with Spanish Text-to-Speech.

- There are **no** paper tests in Spanish available for the OSTP administration and there are no Spanish audio files for the English paper tests.

33 | OSTP SPRING 2024 DTC TRAINING

33

## Text-to-Speech Scheduling Info

- Ensure that text-to-speech (TTS) accommodations are selected in the portal **before** scheduling the student's test.
- If the test is scheduled before TTS is selected, these accommodations will not be available to the student.
- This applies to both English and Spanish TTS.

34 | OSTP SPRING 2024 DTC TRAINING

34

## Text-to-Speech Scheduling Info (cont.)

- TTS is an OSTP Accommodation for
  - All math, science, U.S. History assessments, and
  - Grade 5 and 8 ELA Writing (extended constructed response).
- The Read Aloud Accommodation must be approved as a Nonstandard Accommodation by SDE for ELA Grades 3-8.
  - If TTS is mistakenly selected for ELA Grades 3-8, the user will receive an error message when scheduling a test session for the student.

35 | OSTP SPRING 2024 DTC TRAINING

35

## Test Irregularities & Invalidations

36 | OSTP SPRING 2024 DTC TRAINING

36

## Test Irregularity Vs. Test Invalidations

- A **testing irregularity** is an out-of-the-ordinary situation which does not affect the outcome of testing and does not require students to retest.
  - Requires DTC or BTC to submit a Test Irregularity Form through SDE-provided Google Form.
- A **testing invalidation** is caused by a situation where the test or test security has been compromised and students must retake the test.
  - Requires DTC to submit a Test Invalidation Request through the Accountability Reporting Application in Single Sign On. A training about submitting invalidation requests will be posted on the Office of Assessments website before the testing window opens.

37 | OSTP SPRING 2024 DTC TRAINING

37

## Testing Irregularities

- Document testing irregularity.
- Re-administer same test form, if possible:
  - Student may need a new answer document or booklet depending on circumstances.
- Complete the Testing Irregularity Form provided by the Office of Assessment. This will be on the SDE website.
  - Take extra precaution when entering student's STN
- DTC must be contacted to obtain a Proctor Password for online testing.
- Proctor Passwords will be automatically reset daily throughout testing.

38 | OSTP SPRING 2024 DTC TRAINING

38

## Testing Irregularities

- Sickness
- TA/TP is distracting
- Student received the wrong accommodation
- Misread script
- Parent picked up student during testing
- Sections not given on consecutive days in correct order
- Technical issues during online testing

39 | OSTP SPRING 2024 DTC TRAINING

39

## Test Invalidation

- Reasons for possible test invalidations include, but are not limited to:
  - Cheating
  - Large-scale security violation
  - Presence of a cell phone (or other smart technology including smart watches) in the testing environment
  - Testing outside the test window
  - TA/TP/Student are related in the testing room
  - Student received read-aloud on ELA and was not supposed to
  - ELA writing section was started and didn't finish until days after
  - TP was not an employee of district for Human Reader sessions
  - Please see Appendix K of the Test Preparation Manual

**If the SDE approves the invalidation, the student will be considered a nonparticipant unless a Breach Assessment is administered.**

40 | OSTP SPRING 2024 DTC TRAINING

40

## Breach Tests

- In situations when a test must be invalidated, the DTC must enter the invalidation request on the **Accountability Reporting Application** on Single Sign On.
- Check the status through the Accountability Reporting Application.
- Once the invalidation is approved, the SDE will order the Breach Test.
  - The Breach Test must be administered to the student within the remainder of the testing window.
  - In the case of a paper/pencil test, all answer documents for Breach Tests, as well as the invalidated operational tests, must be returned with the scoreable answer documents.
  - In the case of online tests, Breach Tests may not be scheduled on the same day as the invalidated operational tests. Please follow the directions carefully and select the Breach Test form when scheduling the test in the OSTP portal.

41 | OSTP SPRING 2024 DTC TRAINING

41

## Test Security

- Important information regarding test security can be found in the *Test Preparation Manual*.

- Test materials must be kept secure at all times (i.e., in locked cabinets; behind locked doors) and should not be left in open or unattended areas.

- Test books are not to be opened prior to or after any test sessions. Only the students testing are allowed to view the contents of a test book or an online test and only at the time of testing.

- All secure test materials must be returned to the vendor after the completion of testing.

42 | OSTP SPRING 2024 DTC TRAINING

42

## Test Security

- Revealing information about test items or the overall test, either implicitly or explicitly, is a violation of test security protocols. This includes discussions:
  - with students – individually or as a class
  - with teachers
  - with parents or community members
  - on social media
- Nondisclosure Agreements (NDA) are included by completing the applicable OSTP training prior to testing and signing the Security Form after the completion of all testing.
- Test Proctors/Roving Proctors will submit NDA via their training requirement and Test Proctor Observation Log.

43 | OSTP SPRING 2024 DTC TRAINING

43

## Test Security

- All TAs, BTCs, and Building Principals must include their Teacher Certification Number on their applicable Security Form.
- The Test Proctor Observation Log sheet must be fully completed.
  - Each testing session must be documented on a Test Proctor Observation Log by the Test Proctor or Roving Proctor.
- Ensure the Official Schedule of Testing is current and accurate throughout the entirety of the testing window.
  - Include all make-up sessions.
  - Ensure the Test Administrator and Test Proctor/Roving Proctor is documented for each testing session on the Official Schedule of Testing.

44 | OSTP SPRING 2024 DTC TRAINING

44

## Test Security

- Violations in test administration and test security may result in an invalidation of the test and/or test results.
- Violations in test administration may result in the suppression of preliminary and final results.
- Violations in test administration may result in the revocation of teaching credentials.

45 | OSTP SPRING 2024 DTC TRAINING

45

## Test Security

Paper-based Testing

- Classroom Security Checklists must be completed, signed, and dated by the TA and the BTC. Please retain a copy of the checklist for your records.
- District and School Checklists provide a list of all materials' barcodes and have blank columns to record information regarding the location (school or classroom) of the test books

46 | OSTP SPRING 2024 DTC TRAINING

46

## Test Security

- Test Security forms will be provided and signed electronically
  - District Level Test Security Forms – DTC and Superintendent
  - Building Level Test Security Forms – BTC and Building Principal
  - Test Administrator Security Forms – all Test Administrators
- Test Proctors will complete and sign an Observation Log which must be returned to the BTC.
- Keep an electronic copy or print a hard copy for your district records for five years.

47 | OSTP SPRING 2024 DTC TRAINING

47

## Staffing Standard OSTP 3-8 and CCRA: Science and U.S. History Content

- Each testing room is required to have one Test Administrator.
  - Certified employee of the district.
- A proctor is required for each testing session.
  - Additional proctors are required for every 100 students for **online** testing.
- Administrator and Proctor cannot be related to anyone in the room – including each other.
- **Neither the DTC nor the BTC can serve as a Test Administrator or Test Proctor if more than one testing session is occurring at the same time.**

48 | OSTP SPRING 2024 DTC TRAINING

48

## Staffing Standard OSTP 3-8 and CCRA: Use of a Roving Proctor

- Buildings may use Roving Proctors when simultaneous test sessions are occurring.
  - The Roving Proctor must be able to rotate between all 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

49 | OSTP SPRING 2024 DTC TRAINING

49

## The ACT

- The Oklahoma ACT Webpage has many helpful resources including the Test Coordinator Manual.
- ACT does not allow test coordinators who are related to any student testing during the same testing window at any school in the United States.
  - Room supervisors cannot be related to a student taking the ACT in the same room.
- To protect athletic coaches and student-athletes from the appearance of a conflict of interest, an athletic coach may not serve as a test coordinator.
  - A coach may serve as a room supervisor except in the case of individual testing.

50

## Academic Assessment Monitoring Program (AAMP)

- To meet federal requirements, Oklahoma's AAMP evaluates school district implementation of both federal- and state-required academic assessments.
- All public school districts will be monitored at least once during the established five-year cycle.
- The list of districts and sites that will be monitored this year will be posted on the Test Security and Assessment Monitoring page.
  - Districts will be notified of On-site monitoring at least 10 working days before the opening of a testing window.

51 | OSTP SPRING 2024 DTC TRAINING

51

## Data Forensics

- OSDE conducts data forensics on all assessments and may conduct investigations as deemed necessary when test security and testing violations are suspected.

52 | OSTP SPRING 2024 DTC TRAINING

52

---

# DTC Responsibilities

53 | OSTP SPRING 2024 DTC TRAINING

53

---

## DTC Instructions and Information

General Responsibilities:

- **Serve as the SDE's contact for all testing activities**.
- Note: E-mail is often the quickest and most efficient way for the SDE or testing vendors to contact DTCs, so please access your account regularly.
- Request permission from the SDE for invalidating assessments.
- Provides Proctor Passwords to BTCs upon request (updated daily).
- Ensure that all personnel assigned to testing are adequately trained in proper test administration and test security.
  - Verify that all personnel are trained using the modules by asking for a copy of the training certificate. These must be kept on file by the DTC or BTC.

54 | OSTP SPRING 2024 DTC TRAINING

54

## DTC Instructions and Information

- Ensure SIS information for your district and schools are current and accurate.
- Inventory paper test materials immediately upon receipt. Confirm all boxes are received for each building and distribute materials accordingly.
  - Contact the vendor immediately if any discrepancies are found during the inventory.
- Order additional testing materials through the vendor's portal.
- Confirm that secure materials are properly returned from BTCs.
- Make certain all paper test materials are correctly packaged, sealed, and shipped to vendors according to the Key Dates documents.

55 | OSTP SPRING 2024 DTC TRAINING

55

## DTC Instructions and Information

- The DTC needs to be available at all times when testing is occurring within the district.
  - **The DTC must not act as a TA or TP when more than one test session is in progress within the district.**

56 | OSTP SPRING 2024 DTC TRAINING

56

## DTC Required Training

- Any DTC who has not completed the required DTC training by **March 1st** may have their access to the Cognia testing portal deactivated.
- Any DTC who did not complete the required training by logging in to one of these webinars can contact the Assessment Office at assessments@sde.ok.gov for guidance.

57 | OSTP SPRING 2024 DTC TRAINING

57

**BTC
Responsibilities**

58 | OSTP SPRING 2024 DTC TRAINING

58

## BTC Instructions and Information

General Responsibilities:

• Serve as the site contact for the DTC, direct the entire testing procedure at the specified building site.

• Ensure all TAs and TPs are trained using the TA/TP Modules and maintain documentation. Verify that all personnel are trained using the modules by asking for a copy of the training certificate. These must be kept on file by the DTC or BTC.
  • **Note:  Module training certificates required for all TAs/TPs.**

• Identify students who need special accommodations and/or alternate assessments and make the appropriate testing arrangements for these students.

59 | OSTP SPRING 2024 DTC TRAINING

59

## BTC Instructions and Information

General Responsibilities:

• Inventory all paper test materials upon receipt from the DTC.

• Distribute or provide access to the *PSTGs* and *Test Administration Manuals.*

• Check testing materials out to TAs the day of testing using the Security Checklist.

• Verify the presence of a TP or Roving Proctor for every testing session before testing begins.

60 | OSTP SPRING 2024 DTC TRAINING

60

## BTC Instructions and Information

**General Responsibilities**:

- Collect all test materials from the TAs upon completion of testing each day.
- Ensure all Test Proctor Observation logs, Test Security Forms, and Classroom Security Checklists are completed. (Print or save copies for your records.)
    - All testing sessions must have a completed Test Proctor Observation log.
- All materials must be accounted for and returned to the DTC.
- Complete the Official Schedule of Testing form.
    - This form should stay current for the duration of the test window.
    - Include all the building's make-up sessions.
    - Revise this schedule as necessary.

61 | OSTP SPRING 2024 DTC TRAINING

61

## BTC Instructions and Information

- The BTC needs to be available at all times when testing is occurring within the building.

- The BTC must not act as a TA or TP when more than one test session is in progress within the building.

62 | OSTP SPRING 2024 DTC TRAINING

62

# Test Administrator & Test Proctor Training

63 | OSTP SPRING 2024 DTC TRAINING

63

## TA and TP Training Records

- The BTC **must** ensure TAs and TPs are trained using the TA/TP Training Modules within Canvas.
- The BTC must verify that all TAs and TPs are trained using the modules by asking for a copy of the training certificate.
  - These must be kept on file by the DTC or BTC.
  - The BTC may provide additional training for TAs and TPs.
  - TAs and TPs must earn an 80% on the quiz to complete the training module.

64 | OSTP SPRING 2024 DTC TRAINING

64

## TA and TP Training Records

- The names of Test Administrators and Test Proctors used on the OSDE Canvas account and training documentation **must match** the name used for signing the Test Administrator Security Form, the Official Schedule of Testing & Test Proctor Observation Log.
- Certificates with handwritten or altered names will not be accepted.
- The TA training module meets TP/Roving Proctor training requirements, so it is unnecessary for TAs to complete both modules, even if they serve as TPs.

65 | OSTP SPRING 2024 DTC TRAINING

65

## Test Administrator Responsibilities

66 | OSTP SPRING 2024 DTC TRAINING

66

## TA Instructions and Information

General Responsibilities:

- TAs must be a certified employee of the district.
- TAs must be trained via the SDE-provided TA training module.
- Review the *Test Administration Manual (TAM)* for directions several days prior to testing.
- Ensure all visual aids are removed or covered during testing.
- Confirm arrangements for students who require special accommodations or alternate tests.

67 | OSTP SPRING 2024 DTC TRAINING

67

## TA Instructions and Information

General Responsibilities:

- Follow the scripts in the *TAMs* exactly. Any departure from the test script is a test security violation.
- Make sure students use No. 2 pencils, scratch paper/unmarked grid paper, appropriate calculator, and if your district chooses: Reference Sheets for grades 6-8 math, Writer's Checklist for grade 5 & 8 ELA Writing, or Periodic Table for CCRA: Science Content.
- Administer tests with a TP or Roving Proctor present the entire testing session.
- Ensure that the TA and TP/Roving Proctor are not related to each other nor to any student in the testing session.

68 | OSTP SPRING 2024 DTC TRAINING

68

## TA Instructions and Information

General Responsibilities:

- Ensure the Test Proctor Observation log has been fully completed.
- Report any testing irregularities directly to the BTC.
- Keep records of students who missed the test on the original test date.
- Keep a record of TP/Roving Proctors with dates/test sessions.
- Administer make-up tests within the testing window, if needed.
- TA must sign the Test Security Form.

69 | OSTP SPRING 2024 DTC TRAINING

69

## Test Proctor & Roving Proctor Responsibilities

70 | OSTP SPRING 2024 DTC TRAINING

70

## TP and Roving Proctor Instructions and Information

General Responsibilities:

- Must be at least 18 years old, approved by the building principal, and cannot be related to the TA or any student in the testing session.
- Must be trained via the SDE-provided TP training module.
- May NOT administer tests.
- May assist the TA with certain duties (e.g., inventory test materials).
- Maintain the security of all test materials.

71 | OSTP SPRING 2024 DTC TRAINING

71

## TP and Roving Proctor Instructions and Information

General Responsibilities:

- Must be present for the ENTIRE testing session.
- Monitor the TA's transcribing of tests and checking of answer documents or test books for stray marks.
- Complete the Test Proctor Observation Log. Sign, date, and return the completed form to the Building Test Coordinator.
  - One log must be completed for every testing session.
- A TP that monitors a read-aloud session must be an employee of the school district.

72 | OSTP SPRING 2024 DTC TRAINING

72

## Slide 73

**OSTP**
**Scheduling &**
**General Updates**

73 | OSTP SPRING 2024 DTC TRAINING

OKLAHOMA Education

73

## Slide 74

### 2023-24 OSTP Testing Window

| | ONLINE TESTING | PAPER/PENCIL TESTING* | ASSESSMENTS |
|---|---|---|---|
| Grade 3 | April 15 - May 15, 2024 | April 15 - May 1, 2024 | MATH \| ELA |
| Grade 4 | April 18 - May 15, 2024 | April 18 - May 1, 2024 | MATH \| ELA |
| Grade 5 | April 18 - May 15, 2024 | April 18 - May 1, 2024 | MATH \| ELA \| SCIENCE |
| Grade 6 | April 18 - May 15, 2024 | April 18 - May 1, 2024 | MATH \| ELA |
| Grade 7 | April 18 - May 15, 2024 | April 18 - May 1, 2024 | MATH \| ELA |
| Grade 8 | April 18 - May 15, 2024 | April 18 - May 1, 2024 | MATH \| ELA \| SCIENCE |
| COLLEGE- & CAREER-READINESS ASSESSMENTS | | | |
| Grade 11 | April 1 - 25, 2024 | April 1 - 12, 2024 | SCIENCE \| U.S. HISTORY |
| ACT Test | April 9 – 19, 2024 | Please reference the ACT test administration manuals | |
| ACT Make-Up | April 23 - May 3, 2024 | for accommodated testing schedules | |

OKLAHOMA Education

74

## Slide 75

### Testing Schedules

- Estimated testing times for each test include distributing books, filling in student demographic information, and reading directions aloud to students. These times can be found in the Test Preparation Manual.
- The tests are not timed. Students should be given additional time if needed as an immediate extension of the current session. A TA and TP/Roving Proctor are required for the duration of testing.
  - Additional time **must** be an immediate extension of the testing session **not** to exceed double the amount of recommended time per section/session.

75 | OSTP SPRING 2024 DTC TRAINING

OKLAHOMA Education

75

## Testing Schedules

- Ideally, each content assessment should be administered on a separate day.
- If more than one content assessment is administered on the same day, students should be given a rest break between sessions.
- Under no circumstances should a test be started unless there is enough time to complete it.

76 | OSTP SPRING 2024 DTC TRAINING

76

## Testing Schedules
- Students may only be given breaks, including lunch breaks or recess, between sections or sessions.
- Sections 1 and 2 must be given in sequential order on consecutive instructional days for each subject area.
- The grade 5 and grade 8 ELA Writing test has been made a separate test which can be scheduled at any time during the testing window.
  - Please ensure that every student who took a grade 5 or grade 8 ELA multiple choice test also completes the Writing test.
  - Writing test scores will still be merged into ELA assessment results.

77 | OSTP SPRING 2024 DTC TRAINING

77

## Testing Schedules
- It is highly recommended, but not required, that all ELA assessments take priority in scheduling.
- In order to receive early RSA reporting, Grade 3 ELA tests must be completed and submitted no later than **April 25, 2024**.
- The only preliminary results available this year for grades 3-8 will be science due to standard setting for ELA and math this summer.
  - ELA and math results will be provided in final reporting.

78 | OSTP SPRING 2024 DTC TRAINING

78

## Test Results – Grades 3-8 and CCRA

- Preliminary results:
  - Preliminary Grade 3 RSA Reports Posted in the OSTP Data Portal **5/16/2024**
  - CCRA preliminary reports will be available in the OSTP Data Portal **5/17/2024.**
  - OSTP preliminary reports (for science only) will be available in the OSTP Data Portal **6/10/2024**
- Final results:
  - Available in the OSTP Data Portal **TBD**
  - Available on the Parent Portal **TBD**

Materials returned late or incorrectly will impact reporting dates

79 | OSTP SPRING 2024 DTC TRAINING

79

## Online Testing

- Online practice tests are available for students to become familiar with the online tools and formatting of questions.
  - https://okpracticetest.cognia.org/student/login
- Only a basic calculator will be available in the online sample sections for Grade 6-8 Math due to the allowability of mixed group test administration.
- The operational portion of the Grade 6-8 online tests will provide:
  - Grades 6-7: Basic Calculator
  - Grade 8: Scientific Calculator

80 | OSTP SPRING 2024 DTC TRAINING

80

## Scratch Paper & Unmarked Grid Paper

- Students are allowed scratch paper for all assessments.
  - Blank copy paper
  - Lined notebook paper
  - Unmarked grid paper
- Ensure students are writing their essays on the lined pages in the test booklet or in the online platform's text box.
- BTCs MUST collect all scratch paper and unmarked grid paper after testing.
- All scratch and unmarked grid paper is to be **DESTROYED** by the BTC immediately after testing.

81 | OSTP SPRING 2024 DTC TRAINING

81

## Reference Sheets

- Reference Sheets will be provided in the tools section for online tests and paper copies for paper tests:
  - Math Reference Sheets: Math grades 6 – 8 (available in English or Spanish)
  - Periodic Table: Science grade 11 (available in English or Spanish)
  - Writer's Checklist: ELA grades 5 and 8 writing section (CBT and PBT)
- Your district may elect to provide paper copies of these documents to online testers. They can be printed from Oklahoma Cognia Help and Support Site and must be **DESTROYED** by the BTC immediately after testing.

82  OSTP SPRING 2024 DTC TRAINING

82

## Content Level Updates

83  OSTP SPRING 2024 DTC TRAINING

83

## Grades 5 and 8 ELA Assessments

- Writing sections will be a paired passage-based prompt.
- Paper Tests – Students will write on the five (5) lined pages in their test books.
  - Planning pages are included.
- Online Tests – Students will type their essays in the online platform.
  - Planning can be done on the scratch paper.
  - **Remind BTCs that students should not hit "Turn In" until they are finished.**
- TTS and Human Reader is available for the writing portion as an IEP/504 Plan OSTP Accommodation.

84  OSTP SPRING 2024 DTC TRAINING

84

## ELA Assessments

- Short Constructed-Response items that measure reading standards are included on grades 3, 4, 6, and 7 ELA assessments.
  - Students will write (paper testing) or type (online testing) their responses.
- TTS and Human Reader is only allowed as an approved Nonstandard Accommodation. If items are read aloud there must be a dedicated TP that is employed by the district. A roving test proctor cannot be used in this situation.
  - This year Grade 5 & 8 ELA Multiple Choice Assessments have Text to Speech available if students are approved for the Non-Standard Accommodation.

85

## Calculators

- Grades 3-5 Math
  - IEP or 504 Plan students with a documented accommodation may use a basic four-function calculator.
  - Any student with this accommodation will need a handheld calculator for both paper and online testing.
- Grades 6-7 Math
  - All students may use a handheld four-function calculator with square root and percentage, **including** the +/- key.
  - Online calculator will be provided:  DESMOS four-function calculator

86 | OSTP SPRING 2024 DTC TRAINING

OKLAHOMA Education

86

## Calculators

- Grade 8 Math & Science
  - All students may use a handheld scientific calculator.
  - Online calculator will be provided: DESMOS scientific calculator
- Grade 11 Science
  - All students may use a handheld graphing or scientific calculator.
  - Online calculator will be provided:  DESMOS graphing calculator
- Please review the published Calculator Policy.

87 | OSTP SPRING 2024 DTC TRAINING

OKLAHOMA Education

87

**NAEP Updates**

88

## NAEP Updates

- For those school districts and sites selected to administer the NAEP Assessment, please be aware that SDE filmed a presentation to show teachers NAEP resources that can be used to familiarize students with NAEP question types.

- The webinar link is posted on the Office of Assessments website.

- The Office can also schedule in-person training.

- Please contact NAEP Project Director Rebecca Logan for more information or to schedule a training.

89

Questions?

90

## OSTP
### Online System

91

---

## OSTP Online System Components

### OSTP Portal
- Manage portal users
- Manage student data and online test sessions
- Available via a browser

### OSTP Kiosk
- Student test delivery platform
- Technology staff will install OSTP Kiosks or Apps on student testing devices

92

---

## OSTP Portal Access

- Portal opened on January 16, 2024
- Available via a browser at https://oklahoma.cognia.org
- Already have a user account? Continue to use it!
- New District Test Coordinators (DTC): account will be created by Cognia and credentials e-mailed to you
- Not a DTC, don't have an account yet?
  - DTC must create all other portal users within the OSTP Portal.
  - Users will receive two automated emails, one with username and one with temporary password from *OSTPProgramManagementTeam@cognia.org*.
    - Add "Trusted" Email Sender
    - No email? Check Spam folder
    - Contact the Help Desk if no email received.
      - (866) 629-0220
      - oktechsupport@cognia.org
- Deactivate obsolete/unused accounts!
  - When an account is reactivated or deactivated, the user will receive an e-mail.

93

## OSTP Portal User Roles

| Role | Responsibilities |
|------|------------------|
| District Test Coordinator (DTC) | • Manage portal users<br>• Enrollment transfer requests & approvals<br>• Edit student data<br>• Create classes<br>• Schedule tests<br>• Manage & monitor student testing<br>• Track shipments and order additional materials<br>• View Dashboard<br>• Create & review online reports<br>• Access Proctor Passwords from Administration home page |
| Building Test Coordinator (BTC) | • Manage portal users<br>• Edit student data<br>• Create classes<br>• Schedule tests<br>• Manage & monitor student testing<br>• View Dashboard<br>• Create & review online reports |

94

## OSTP Portal User Roles

| Role | Responsibilities |
|------|------------------|
| IT Coordinator (ITC) | • Download and install Kiosk<br>• Perform Site Readiness Testing<br>• Certify Site Ready for Testing |
| Deputy District Coordinator (DDC) | • Edit student data<br>• Create classes<br>• Schedule tests<br>• View Dashboard<br>• Access Proctor Passwords from Administration home page<br>• View online reports |
| Building User (BU) | • Edit student data<br>• Create classes<br>• Schedule tests<br>• View Dashboard<br>• View online reports |
| Reports Access Only (District or Building) | • View online reports |

95

## OSTP Portal Log-in

**1**

Welcome!

OKLAHOMA Education

Log In

eMetric

**2**

OKLAHOMA Education

Oklahoma School Testing Program

Username

Password                    Forgot Password?

Sign In

96
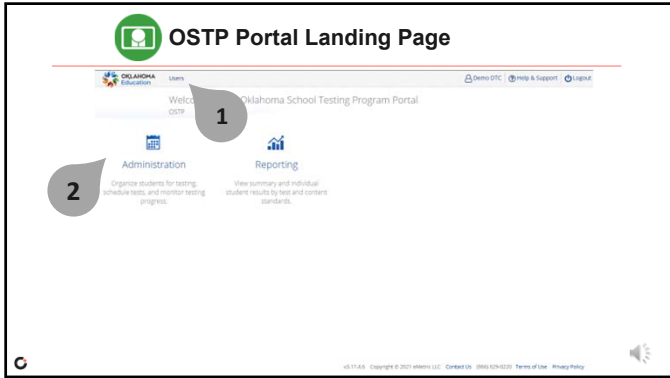
97
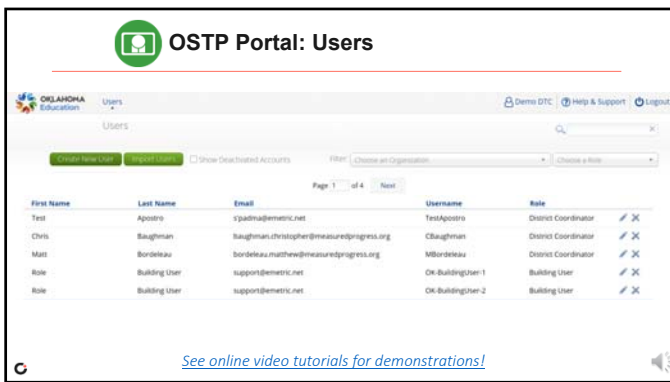


98
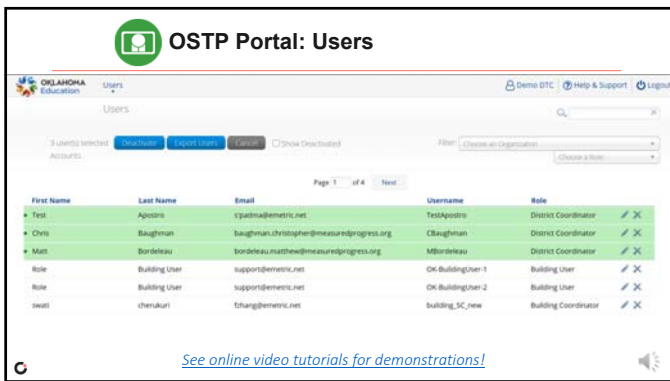


99

**What's new in 2024 in the OSTP Portal?**

- District level users can export Test Status report at district level for all tests under the same content area
- School level users can export Test Status report at school level for all tests under the same content area
- The Text-to-Speech ELA accommodation is separated out into Reading and Writing
- Users can bulk add or edit a Test Report Code

100

**OSTP Portal Landing Page**

101

**OSTP Portal: Administration Landing Page**

102

## OSTP Portal: Administration

| IT Coordinators | District Test Coordinators/Building Test Coordinators/Deputy District Coordinators/Building Users |
|---|---|

Site Readiness → Manage Student Information → Create Classes → Schedule Test Sessions
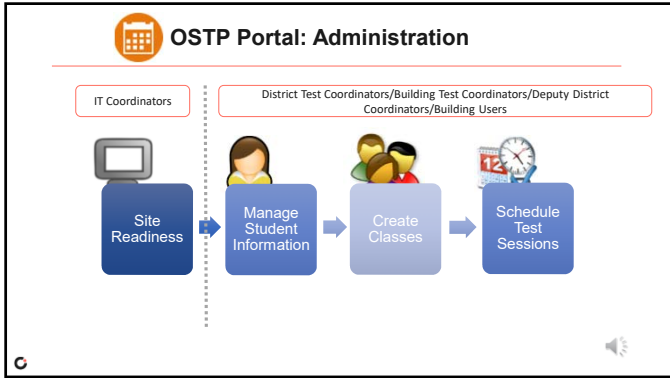
103

## Administration - Site Readiness

Site Readiness
- Download the Kiosks
- Conduct Site Readiness Testing
- Certify Site Readiness

*Conducting the site readiness testing and certifying your site is ready for testing is extremely important. Not doing so may pose a risk to your site for online testing.*

104

## Administration - Site Readiness

**Log in** → **Test** → **Review** → **Certify**

- Retrieve Site Readiness login credentials for each school from the Portal.
- Run the Site Readiness test on each device configuration.
- Details are available on the Site Readiness tab in the Portal.
- Certify your site as ready for testing on the Site Readiness tab in the Portal.

105

106



107

## Administration – Students

Student Information, Accommodations, and Enrollment

- Available from February 9th, 2024
- Review Student Information & Enrollment Data
- Assign Accommodations
  - DTCs and STCs are responsible for assigning all embedded and non-embedded student accommodations.
- Accommodations Upload & Export
  - The accommodations *export* will no longer be blacked out during peak operational testing hours and will be available throughout the operational administration.

108

109



110



111

## Administration – Enrollment Transfer

Request to transfer students into your district from another district.

Permissions:
- DTCs can initiate, approve, reject, and view enrollment transfer requests for all schools in their district and can transfer students within their district.
- SDE Service Desk approves unenrolled students for transfer.

Workflow:
- Requestor: Search by student ID, last name, and DOB
  - If student is located, request transfer, add optional note.
- Receiver: e-mail and portal notification
  - Approve or Deny request (denial requires a note).
- Requestor: e-mail notification of approval/denial

Note:
- All requests, approvals, denials are logged in Portal.
- Test Sessions are not transferred, use notes to indicate what sessions a student has already completed.

112

## Administration – Enrollment Transfer



*See online video tutorials for demonstrations!*

113

## Administration – Enrollment Transfer



114

**Administration – Enrollment Transfer**

Enrollment request - requestor's view

115



**Administration – Classes**

Class Creation
- Pre-created classes – removed
- Manual class creation
- Class bulk upload
- Max class size – 250

116



**Administration – Classes**

*See online video tutorials for demonstrations!*

117
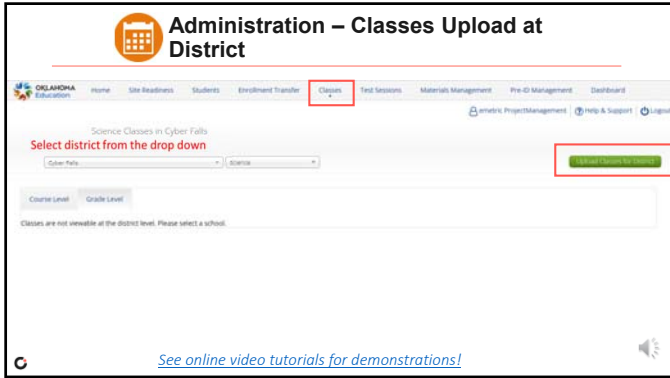
118



119
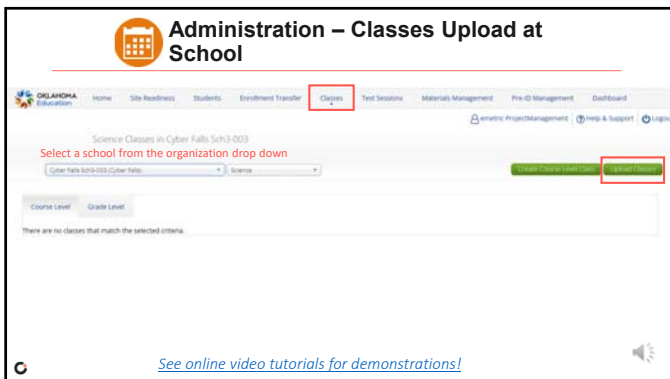


120

**Administration – Classes Upload at School**

See online video tutorials for demonstrations!

121



**Administration – Test Sessions**

Scheduling Tests
- Schedule classes to tests
- Print student test logins with students' usernames and passwords
- Manage & monitor test sessions
  - Test Status Export (district level and school level)
  - Students Not Scheduled to Test Export

122



**Administration – Test Sessions**

See online video tutorials for demonstrations!

123

124



125
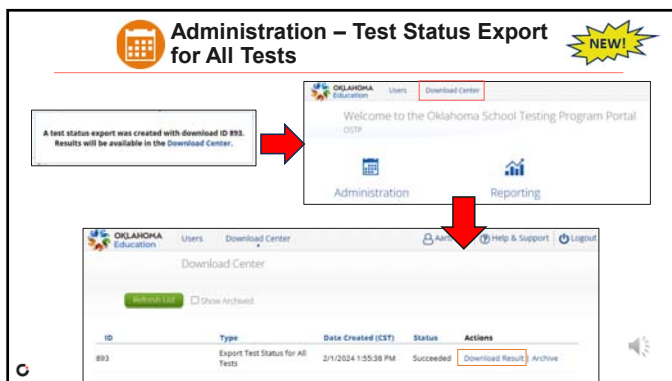


126

127



128

## Note About Spanish Test Scheduling...

Scheduling Spanish Tests:
- All students to be scheduled for a Spanish test need to be placed into a separate class.
- The new class must be scheduled to take the Spanish version test.
  - Select the test with SPANISH in the test name.

129

## 📅 Note About Breach Test Scheduling...

Scheduling Breach Tests:
- All students to be scheduled for a Breach test need to be placed into a <u>new</u> class.
- The new class must be scheduled to take the Breach test.

130

## 📅 Note About Text-to-Speech Accommodations...

- Accommodated form automatically assigned to students with accommodations.
- Must assign all students the text-to-speech accommodations <u>PRIOR to scheduling tests.</u>
  - If missing of accommodations is caught before student logs in, assign accommodation, return to test session and click on the *Add or Update Students* button.

Add or Update Students
Students have been added to the test session or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

[Add or Update Students]

  - Check *Date/Time Created* for the most recent students added.
  - If missing of accommodations is caught after student logs in, the student must continue testing with a human reader.

131

## 📅 Administration – Dashboard

- State Users, District Test Coordinators, Building Test Coordinators, Deputy District Coordinators, and Building Users
  - State level data
  - District level data
  - School level data
- During Operational Testing
  - Portal User Activity
  - Daily & Cumulative Test Summaries
    - Number of active testers
    - Number of tests scheduled
    - Number of tests completed
    - Percent of tests completed
  - Number of operating systems by OS type
  - By Hour Summaries
    - Number of tests paused
    - Number of tests completed
    - Number of tests in progress
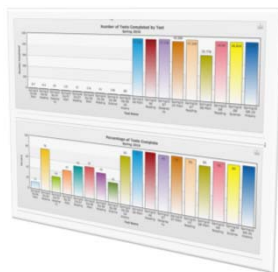
132

## OSTP Portal: File Uploads

| File Upload | Data | Dates Available | Record Limit |
|---|---|---|---|
| Portal Users | Add or edit portal user accounts for your organization | January 16 – May 15 | 30 |
| Student Accommodations Data | Student accommodations only | February 9 – May 15 | 1,000 |
| Class Data | Mapping students to classes or proctoring groups | February 9 – May 15 | 1,000 |

⚠ During the operational testing window, the bulk upload functionality is available from 7:00 PM CST to 7:00 AM CST.
Users can still _manually_ add students, edit students, create/edit classes, and create/edit portal users any time.

133

## OSTP Portal: File Exports

| Export | Data | Dates Available | Record Limit |
|---|---|---|---|
| Portal Users | List of portal user accounts for your organization | January 16 - May 15 | 30 |
| Student Accommodations Data | Student accommodations only | February 9 - May 15 | - |
| Students Test Status | List of students with their test completion status by school/test | April 1 - May 15 | - |
| Students Not Scheduled for a Test | List of students within a school that are not scheduled for the selected test | April 1 - May 15 | - |

134

## OSTP Online System Components

**OKLAHOMA Education**
Oklahoma School Testing Program

**OKLAHOMA Education**

**OSTP Portal**
- Manage portal users
- Manager student data and online test sessions
- Available via a browser

**OSTP Kiosk**
- Student test delivery platform
- Technology staff will install OSTP Kiosks or Apps on student testing devices

135

**OSTP Kiosks**

- Windows, MacOS and Linux Kiosk  NEW!
  - Available to download in Portal

- iPad and Chromebook Applications
  - Download directly from App Stores
  - Download "iTester" iPad app and select state on 1st log-in

  New kiosks and apps *ARE* required for Spring 2024

136

**OSTP Kiosk: Student Testing Device Requirements**

| System Requirements – All Hardware | |
|---|---|
| Connectivity | Student devices must be able to connect to the internet via wired or wireless networks. |
| Screen Size | 9.7" screen size or larger/ "10-inch class" tablets or larger |
| Screen Resolution | 1024 X 768 or larger |
| Browsers[a] (Practice Test ONLY) | Chrome™ 119 or newer  **UPDATED**<br>Firefox® 120 or newer<br>Safari® 17 or newer<br>Microsoft Edge™ 119 or newer |
| Headphone/Earphone/Ear Buds | Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation |

137

**OSTP Kiosk: Student Testing Device Requirements**

| Desktop and Laptop Specific Requirements | |
|---|---|
| CPU | 1.3 GHz |
| Memory | 2 GB (4 GB is strongly recommended for best performance) |
| Input Device | Keyboard – wired or wireless/Bluetooth® mouse or touchpad |
| Windows® | Windows 10 (21H2; 22H2) [b], 11 (21H2; 22H2) **UPDATED** |
| MacOS® | 12.6, 13.4, 14.1 (64-bit only)  **UPDATED** |
| Linux® | Fedora™ 38 (64-bit only) **UPDATED** |

138

46

## OSTP Kiosk: Student Testing Device Requirements

| Tablet/Netbook/2-in-1 Specific Requirements | |
|---|---|
| iPadOS | 15.7, 16.5, 17.1 **UPDATED** |
| Chrome OS™ | Long-Term Support (LTS) c **UPDATED** 114<br>Stable Channel<br>116, 117, 118 |

Note: Android devices will not be supported.
a. Text-to-Speech on browsers is partially supported.
b. Only in desktop mode. Windows 10 S is not supported.
c. Google releases new versions to the stable channel every four weeks and new versions to the Long-term Support (LTS) channel every six months. eMetric strongly recommends the use of the LTS channel. Devices on the LTS channel still continue to receive frequent security fixes. See https://support.google.com/chrome/a/answer/11333726 for additional information.

⚠ Students testing on devices that do not meet the student testing device specifications are likely to encounter performance-related issues during testing.
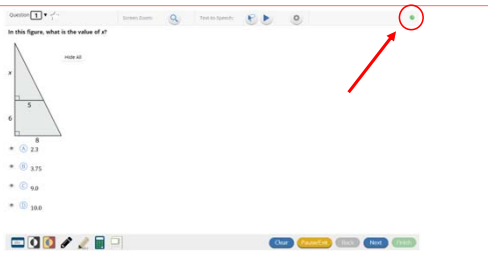
139

## OSTP Kiosk: Internet Connectivity



**Beginning of Test:**
- Authenticate login
- Download test content

**End of Test:**
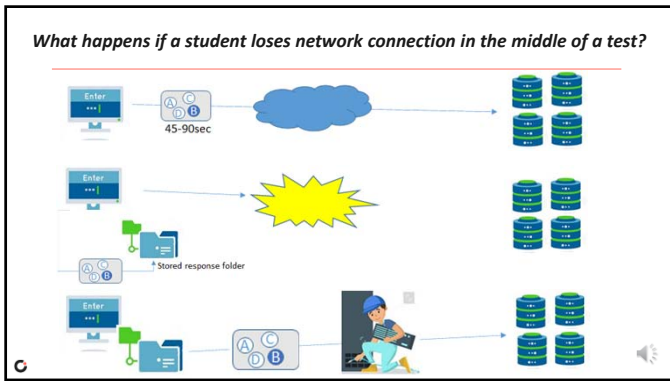- Submit responses for scoring
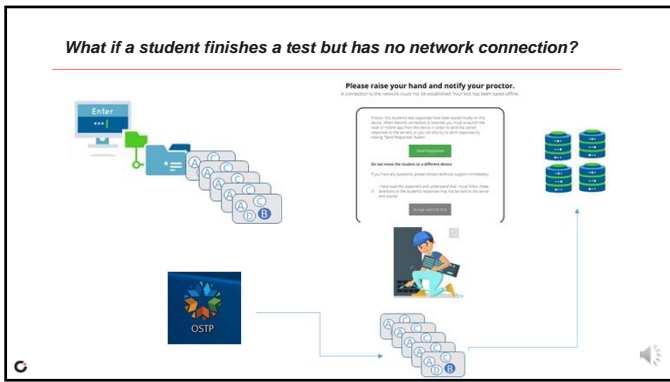
140

## OSTP Kiosk: Checking Internet Connectivity



🟢 Internet Connectivity is ON

⚫ Internet Connectivity is OFF

141

*What happens if a student loses network connection in the middle of a test?*

142



*What if a student finishes a test but has no network connection?*

143

## OSTP Kiosk Test Integrity

**Loss of Network Connectivity Procedure Summary**

- If a student loses network connectivity in the middle of a test:
  - Keep testing on that device
  - Test content and responses are stored securely on the test device
  - Responses will be sent when network is restored
- If student finishes and is ready to turn in test prior to network being restored:
  - Allow student to turn in test
  - Record the exact device the student is testing on
  - Ensure no network management tools or system maintenance will alter that devices files or configuration
  - When network connectivity is restored, return to that exact device and relaunch the kiosk
- If you are unsure of the status of the student responses, call the help desk

144

**IMPORTANT! Stale Responses**

- Students should test on one device.
- Switching devices during testing may result in stale responses.
- If a student absolutely must switch devices, contact the Service Desk first!
  - (866) 629-0220
  - oktechsupport@cognia.org

145

**What's new in 2024 in OSTP Kiosk?**

- Added Desmos calculators to Practice Tests and Operational Tests
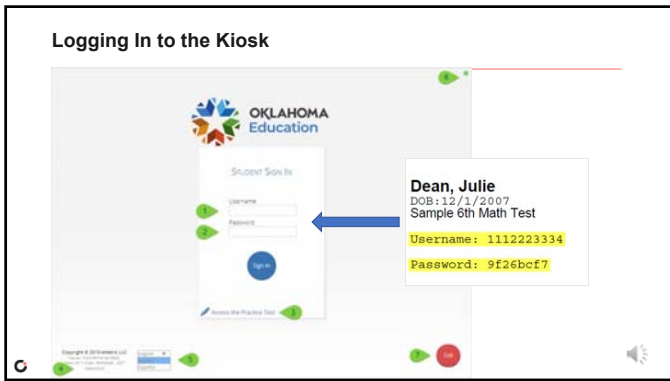
146

**Kiosk**

- Logging In to the Kiosk
- Entering a Session
- Options page
- Directions
- Testing Interface
- Review and Turn In

147

**Logging In to the Kiosk**



148

**Entering a Session**



149

**Options Page**



*Note: Only those students with accommodations will see the Options page.*

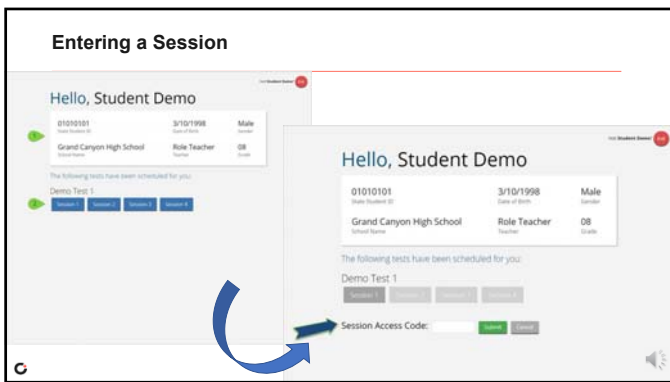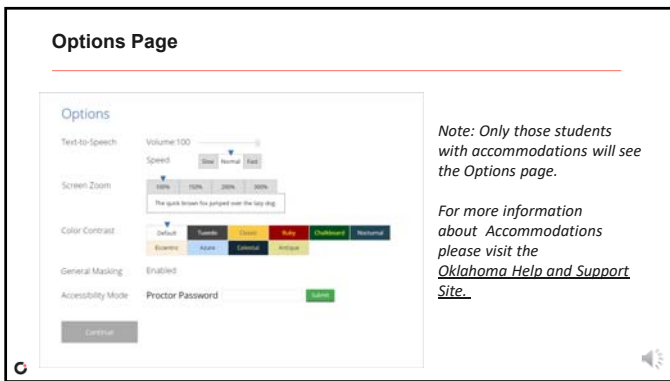*For more information about Accommodations please visit the Oklahoma Help and Support Site.*

150

**Directions Page**



Accommodations Options Overlay button allows a student to bring up the accommodation options page to change accommodation settings if needed.

151

**Test & Item Navigation**



152

**Review and Turn In**



153

## Universal Tools

Universal Tools are available to all students for online testing:

| Name | Assessment / Content Area | Tool Icon | Supported Devices |
|---|---|---|---|
| Guideline | All | | All |
| Answer Masking | All | | All |
| Sketch | All | | All |
| Highlighter | All | | All |

154

## Item Level Tools

Calculators are available to all students for specific assessments and content areas:

| Name | Assessment / Content Area | Tool Icon | Supported Devices |
|---|---|---|---|
| Basic Calculator | Grades 6-7 Math | | All |
| Scientific Calculator | Grade 8 Math and Science | | All |
| Graphing Calculator | Grade 11 Science | | All |

Desmos basic, scientific, and graphing calculators will be available on Practice Tests and Operational Tests.

155

## Accommodations

Text-to-Speech accommodations ordered for specific students:

| Name | Assessment/Content Area | Tool Icon | Supported Devices |
|---|---|---|---|
| Text-to-Speech Mathematics | Grades 3-8 Math | | Not supported on Linux |
| Text-to-Speech ELA Writing Grade 5 & 8  NEW!! | Grades 5 & 8 ELA Writing | | Not supported on Linux |
| Text-to-Speech NS1 ELA Gr. 3-8 Multiple-choice (State approval is required) NEW!! | Grades 3-8 ELA Multiple-choice | | Not supported on Linux |
| Text-to-Speech Science | Grades 5 & 8 Science | | Not supported on Linux |
| Text-to-Speech US History | Grade 11 US History | | Not supported on Linux |

156

## Accommodations

Text-to-Speech Accommodations ordered for specific students:

| Name | Assessment / Content Area | Tool Icon | Supported Devices |
|---|---|---|---|
| **Spanish Text-to-Speech Mathematics** | Grades 3-8 Math | | Windows, macOS, and Chrome OS |
| **Spanish Text-to-Speech Science** | Grade 5 & 8 Science | | Windows, macOS, and Chrome OS |
| **Spanish Text-to-Speech US History** | Grade 11 US History | | Windows, macOS, and Chrome OS |

157

## Text-to-Speech Voices

- Spanish voice is available on Windows, MacOS, and Chrome OS.

<u>Windows & MacOS</u>
- A Cepstral Spanish language pack must be installed on the student's device where Spanish version of the test will be taken using Text-to-Speech.
- The Spanish language pack must be requested from Cognia.

<u>Chrome OS:</u>
- There are no changes that need to be made to the device configuration; you just need to ensure the Spanish TTS accommodation has been selected in the portal.

- OSTP Kiosk uses the default voice set on the student's device.
  - See *Kiosk Installation Guide* for specific steps on how to change the default voice.
- Use the practice test to let the students hear the voice.
  - If the student does not like the voice, change the default voice setting on the device or try a device with a different operating system/voice pack.

158

## Accommodations

Accommodations ordered for specific students:

| Name | Assessment / Content Area | Tool Icon | Supported Devices |
|---|---|---|---|
| **Screen Zoom** | All | 100%, 150%, 200%, 300% | All |
| **Color Contrast** | All | | All |
| **General Masking** | All | | All |
| **Turn Off All Universal Tools** | All | Guideline, Answer Masking, Sketch and Highlighter not available | All |
| **Allow Accessibility Mode Testing** | All | | All |

159

## Proctor Password

When is a proctor password required?

- Student pauses for longer than 20 minutes
- Student is inactive longer than 60 minutes
- On an abrupt closure of the OSTP Kiosk
- When a student submits a test offline

DTC users can access the Proctor Password on the Home page within the Administration component of the portal.

Students must never enter or be given access to the Proctor Password.

160

## Item Locking

- Item lock and pause timeout
  - If a student pauses the test for more than 20 minutes, the kiosk will log the student out of the test.
  - A proctor password will be required to reenter the test.
  - Any items the student answered before the pause will be locked and the student will not be able to return to those items.
- Item lock and inactivity timeout
  - If a student testing is inactive for more than 60 minutes, the kiosk will log the student out of the test.
  - A proctor password will be required to reenter the test.
  - Any items the student answered before the inactivity will be locked and the student will not be able to return to those items.
- Item lock and abrupt closure
  - If an abrupt closure happens on a student's testing device, the kiosk will log the student out of the test.
  - A proctor password will be required to reenter the test.
  - Any items the student answered before the abrupt closure will be locked and the student will not be able to return to those items.
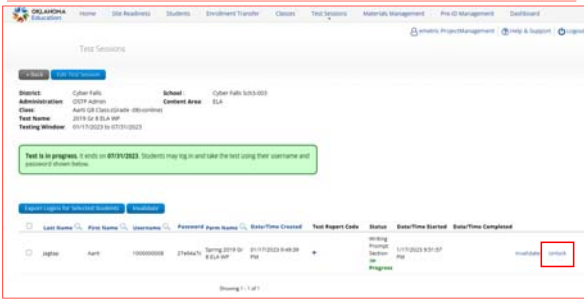
161

## Item locked in Kiosk

This item is locked.
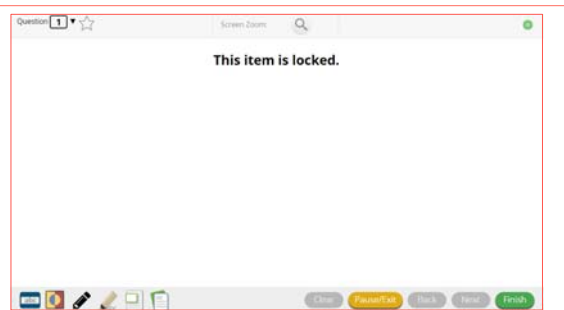
162

**Unlock link in the Portal**
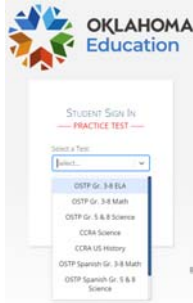


163

**Online Practice Tests**
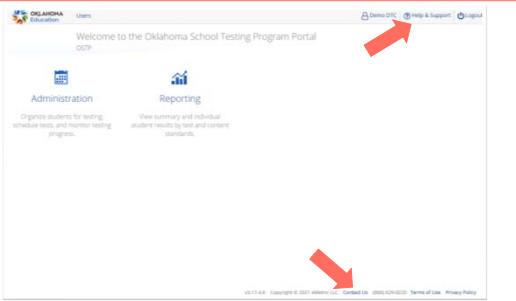
https://okpracticetest.cognia.org/student

NEW!

- The Practice Tests are split by content area/subject.
- The Practice Test can be taken on a browser or with the OSTP Kiosk or mobile apps.
- If a student needs screen zoom, they must use the Kiosk.
- Students should take the practice tests on the devices to be used for testing.
- Students will no longer need a username and password to access the practice tests.



164

**Training Resources**



165

**Training Resources**

Help & Support Site          https://oklahoma.onlinehelp.cognia.org/
- User Guides
- Tutorials

166

---

# Thank You!

167

---

Paper/pencil material

168

## Agenda

- Alternate Forms
- Spanish Options
- Manuals
- Student Labels and Rosters
- When to Void a Booklet
- Receiving and Returning Material
- Security Checklists
- Test Security Forms in Qualtrics
- Module Trainings in Canvas
- Support Materials

169

## Alternate Forms

- Large-Print and Braille are included in your initial shipment based on the January 2024 precode submission.
- Braille Kits include:
  - Braille materials, standard materials, administration note and Braille instructions
- Large Print Kits include:
  - Large Print materials, Standard materials, and administration note
- LP and Braille responses must be transcribed to a scannable standard test book or answer document.
  - All transcribed answer documents go in the regular scorable materials envelopes.

170

## Spanish Translation Options

**Grades 3-8 Math, 5 and 8 Science, and CCRA Science and U.S History Content:**

- A Spanish version of the test will be available online and requires installation of Cepstral Spanish Voice Pack

The Cepstral Spanish Voice Pack request form is available on the Help and Support Site

**Note:** *Student(s) who require a Spanish verbal translated online test form as documented in their ELAP **must** have been using this accommodation throughout the year. For further information about OSTP EL Accommodations, please refer to the OSTP EL Accommodations Manual.*

171

## Cepstral Spanish Voice Pack

Who
- The school or district will only need to install a Cepstral Spanish language voice pack if student(s) meet the following requirements for read-aloud accommodations:
  1. Student(s) must have been using the Spanish read-aloud accommodation throughout the year.
  2. Student(s) must have the read-aloud accommodation specified as required on the ELAP.

How
- The Spanish version of the test uses the read-aloud accommodation, which requires a Cepstral Spanish language pack on the machine where the test is run.
- Licensing of this language pack is limited. Please stagger student testing through the same machine(s) in order to use as few computers as possible.
- Request form on the Help and Support Site

172

## Manuals

| |
|---|
| Test Preparation Manual OSTP 3-8 |
| Test Preparation Manual CCRA Science and U.S. History Content |
| Test Administration Manual 3-5 |
| Test Administration Manual 6-8 |
| Test Administration Manual CCRA Science and U.S. History Content |
| PSTGs |
| Spanish PSTGs |

- A controlled number of printed manuals have been shipped
- You can print any manual off the Cognia Help and Support Site.
- You can read TAM directions electronically to students, but not with a cell phone.

http://oklahoma.onlinehelp.Cognia.org/

173

## Student Labels and Rosters

- Student labels will be provided for every student needing paper forms indicated through the Wave.

- **Students with Labels:** Verify Student Information
  - If any student demographic details are incorrect on the student label, still use the label **unless** there is a mistake in the main identifiers – **first name, last name, DOB, or State Student ID (STN)**.
  - If one or more of these identifiers is incorrect, do not use the label and bubble the student information on the demographic page of the answer document or integrated test booklet.
  - If a school receives labels for students who are no longer enrolled, adhere the label to a blank student answer document and mark the reason in box Q.

174

## Student Labels and Rosters

- **Students without Labels:**
  - If a student does not have a label for any reason (e.g., label is missing, lost or damaged), bubble the student information carefully on the student demographic page of the answer document or integrated test book.
  - If student ID labels for an entire class are missing, students may bubble their own demographic information.

175

## Void Bubble

| V | VOID–DO NOT SCORE |
| Void this answer document. |

- Voids are applicable when an answer document is damaged and/or not scoreable or a breach has been administered.
- Filling in the void bubble in box V indicates the answer document will not be scored.
- Testing Irregularities need to be submitted using Office of Assessment Google Form.
  - A testing irregularity does not mean an answer document needs to be voided.
- Opportunity to review during clean-up window.

176

## Tracking Shipments

The Materials Management link in the Administration menu allows the user to view shipment history.



The user will be able to view additional details about the order by clicking View Details in the order's data row.

Note: Orders that have not been shipped will not appear on this list.

177

## Ordering Additional Materials – Packing Slip



178

## Ordering Additional Materials



179

## Ordering Additional Materials



180

## Return Shipping Grades 3-8

| Last Day for Materials Pick-up | Grade 3-8 |
|---|---|
| * Districts are encouraged to schedule their own UPS pickup per the directions in the Test Preparation Manual. If you schedule your own UPS pickup, please contact Cognia to cancel the automatic pick up. | **Phase 1: Grade 3 ELA for RSA**<br>• If utilizing the self-schedule option that must be done by **4/25/2024**<br>• Cognia scheduled a 1-day pickup on **4/29/2024**<br><br>**Phase 2: All scorable and non-scorable material**<br>• If utilizing the self-schedule option that must be done by **5/2/2024**<br>• Cognia scheduled a 1-day pickup on **5/6/2024** |

181

---

Returning Materials OSTP

Two phased approach:

**Phase 1**

Scheduled pickup date: 4/29/24

Scorable Material Only for:
• Grade 3 ELA (for early RSA reporting)

**Phase 2**

Scheduled pickup date: 5/6/24

Scorable & Nonscorable Material for:
• Grades 3–8 all contents (includes Grade 3 ELA not returned for early RSA reporting)

Use the UPS Next Day Air Return Service Label(s) for the Return of All OSTP materials to Cognia.

Note: These labels are district, school, and test administration specific. Please ensure the correct district/school label(s) are being used.

182

---

Returning Materials OSTP

Please retain the boxes received with your test material for reuse for shipment when returning test materials to Cognia.

Packing for Phase 1 & Phase 2



183

### Return Shipping CCRA Science & U.S. History

| Last Day for Materials Pick-up | CCRA Science & U.S. History: All scorable and non-scorable materials |
|---|---|
| * Districts are encouraged to schedule their own UPS pickup per the directions in the Test Preparation Manual. If you schedule your own UPS pickup, please contact Cognia to cancel the automatic pick up. | • If utilizing the self-schedule option that must be done by 4/12/2024<br>• Cognia scheduled a 1-day pickup on 4/16/2024 |

184

**Scheduled pickup date: April 16, 2024 UPS Next Day Air Return Service**

Use the Next Day Air Return Service Label(s) for the Return of All CCRA: Science and U.S. History materials to Cognia.
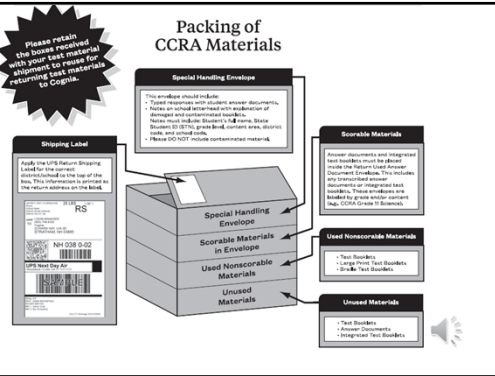
Note: These labels are district, school, and test administration specific. Please ensure the correct district/school label(s) are being used.

185



Packing of CCRA Materials

186

## Materials to be Discarded and Not returned to Cognia

• District Test Coordinator Memo
• Building Test Coordinator memo
• Test Preparation Manual (TPM)
• Test Administration Manual (TAM)
• Parent Student Teacher Guide (PSTG)
• Return Packing/Shipping Instructions

**Contaminated materials**
  • Follow the protocol set by your State Department for the disposal of hazardous materials

187

## Materials to be Shredded and Not Returned to Cognia

• Students' rough draft, scratch paper, and unmarked grid paper
• Math Reference Sheets and Periodic Table
• Students' test login tickets
• Unused student labels
• Unused UPS return shipping labels

**Contaminated materials**
  • Follow the protocol set by your State Department for the disposal of hazardous materials

188

## Return Shipping Labels

Return shipping labels are district, school, and testing administration specific. It's very important you take care to ensure the correct labels are applied to your boxes when returning all testing materials to Cognia.

• Materials will be returned using a UPS Next Day Air Service Label for OSTP Grades 3-8 and CCRA: Science and U.S. History testing materials.
• Return Shipping labels are only sent to districts if they have sites requiring PBT materials as indicated in the WAVE file.
• Envelopes containing return Shipping labels are packed in your district box(es).

189

## UPS Pickup – Self Schedule

The Materials Management link in the Administration menu will be used to schedule the UPS pick up at the end of testing.

Clicking on UPS Pick UP Request will send users to the Cognia UPS pick up site.

190

## UPS Pickup Option – Self Schedule

191

## UPS Pickup – Automatic

- UPS will automatically pickup from any district that has not scheduled their own pick up.
- OSTP Grade 3-8
  - Phase 1 – **4/29/2024** Grade 3 ELA for early RSA reporting
  - Phase 2 – **5/6/2024** Grade 3-8 All Scorable and nonscorable Material
- CCRA
  - **4/16/2024** – All Scorable and nonscorable materials for Science and U.S. History
- Everything must be ready for pickup prior to UPS arriving at the district.
- If you are self-scheduling, alert Cognia Oklahoma Service Desk 866-629-0220

192

## Security Checklists

- Grades 3-8 and CCRA: Science & U.S. History
  - School boxes will contain a paper version.
  - Districts will receive electronic versions via the SFTP site.
  - Additional materials orders will only receive paper versions.

193

## Test Security Forms 2024

- **Qualtrics** is our test security form software.

- **Five** forms for electronic signature
  1. District Superintendent Test Security Form
  2. District Test Coordinator Test Security Form
  3. Building Principal Test Security Form
  4. Building Test Coordinator Test Security Form
  5. Test Administrator Test Security Form and NDA

- Step by step instructions will be on the Help and Support Site

194

## Qualtrics Test Security Forms
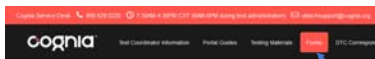


Where:
1. Oklahoma Help & Support Page
2. Forms tab
3. Links will be provided for every form!

How to get to forms:
The OK Help & Support Page will contain links to each of the five forms under the Forms tab.

Who should fill out forms:
Each person who holds one of the five roles during test administration (District Superintendent, DTC, Building Principal, BTC, and TA) must click the link and fill out their form individually when test administration is completed.

195

## Qualtrics Test Security Forms

Qualtrics test security forms are easy to fill out like online surveys.

- If you fulfill one of the five roles listed during test administration, you will go to the Oklahoma Help & Support Page to click on your form link to fill out.
- You will fill out the form like you were filling out an online survey.
- You will receive a message thanking you for filling out the form with a summary of your responses.
- At that 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.
- The PDF of your response serves as official record that you have complete the form. You must share this PDF with the proper school personnel.

196

## Qualtrics Reminders

- Forms will be filled out by the person who fulfills that role during testing. Forms will not be sent automatically via email to sign.
- **Five** forms for electronic signature
  1. District Superintendent Test Security Form
  2. District Test Coordinator Test Security Form
  3. Building Test Coordinator Test Security Form
  4. Building Principal Test Security Form
  5. Test Administrator Test Security Form and NDA
- When you receive the email form receipt, you must forward it to the proper school personnel. Emails will not be automatically forwarded.
  1. District Superintendent- forward to DTC
  2. District Test Coordinator Test Security Form
  3. Building Test Coordinator – forward to DTC
  4. Building Principal – forward to BTC
  5. Test Administrator-forward to BTC

197

## Qualtrics Reminders

- Cognia will post a training video on the Oklahoma Help & Support Site to go over each of the five spring 2024 test security forms by March 4, 2024.

- The Qualtrics Test Security form sandbox links along with detailed, step by step directions on how to fill out each form are posted now on the Oklahoma Help & Support Site.

- Qualtrics Test Security Form examples are included in the Test Prep Manual.

198

## TA/TP Training & Test Proctor Training

- Cognia will be providing the Test Administrator/Test Proctor Training Module and the Test Proctor Training Module through <mark>Canvas</mark> for spring 2024.
- Training module links will be posted on the Cognia Help and Support site for use on March 4, 2024.
- Cognia will host a Canvas training webinar on March 4th from 3:00PM-4:00PM CST. A registration link will be provided in an upcoming email blast.
- The Cognia Canvas training will be recorded and posted on the Help and Support Site on March 5, 2024.

199

## Cognia Oklahoma Help & Support Site
### https://oklahoma.onlinehelp.cognia.org/

- The Cognia Oklahoma Help & Support Site is a resource for finding information on the Oklahoma School Testing Program (OSTP) for grades 3-8 and College and Career Readiness: Science and U.S. History Content Assessment (CCRA: Science & U.S. History) for grade 11. We encourage you to visit this site often for updates and materials to support you before, during, and after the 2024 Spring testing administrations.

200

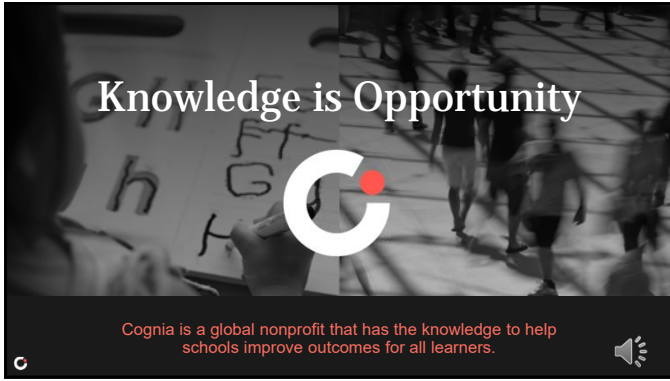## Cognia Oklahoma Help & Support Site
### https://oklahoma.onlinehelp.cognia.org/

- OSTP & CCRA Key Dates Documents
- Practice Test (Link)
- Portal User & Technology Guides
- Tutorials on Navigating the testing platform
- DTC & BTC Practice Site (Link)
- Test Administration Manuals (TAM)
- Test Preparation Manual (TPM)
- Accommodation Resources (Link)
- Parent Student Teacher Guides (English & Spanish)
- Reference Sheets, Periodic Table, & Writer Checklist (English & Spanish)
- Cepstral Spanish Voice Pack Request Form
- Test Security Forms & Test Administration Forms

- Assessment Reporting User Guide
- OSTP TA & TP Training Module Resources
- OSTP Parent Portal (Link)
- OSTP Parent/Student Portal User Guide
- Parent Report Example
- Performance Lookup Table
- Online Reporting Training Modules
- Training Presentations
- Return of Materials Posters
- Calculator Policy
- DTC Correspondence

201

**Knowledge is Opportunity**

Cognia is a global nonprofit that has the knowledge to help schools improve outcomes for all learners.

202