District Superintendent Test Security Form Directions

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

The District Superintendent version of the District 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. You can click in the dropdown box and start typing your district to find it quickly in the list.

Official District Name and Code

District [▾]

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

District Superintendent Legal Name

First

[   ]

Last

[   ]

Step 4: Enter your official school email address into the text field below.

Official School Email Address

Step 5: **Review all the OSDE stipulations for a District Superintendent for the OSTP and CCRA test administration**. Select the appropriate certification attestation radio button. Then click the FINISH button.

District Superintendent Certification

I certify the above stipulations have been met.	○
The above conditions have not been met.	○

FINISH

Step 6a: 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.

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

<<   FINISH

Step 6b: **<u>This step is required only if the conditions were not met. Provide justification. Supporting documentation must be available upon OSDE request.</u>**

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

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

`<<`   **FINISH**

Step 7: 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 you for completing the District Test Coordinator Test Security Form for Spring 2022. Please make sure to dowload the PDF to either print or save for your records.
Regards,
OSTP Program Managment

Below is a summary of your responses   Download PDF

Step 8: Receive email.

Completed District Superintendent Test Security Form Spring 2022

QS Qualtrics Survey Software <noreply@qemailserver.com>
To Elizabeth Garcia
Retention Policy Cognia_Inbox (7 years)   Expires 11/6/2028

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

Step 9: Remember to forward your District 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.