



Qualtrics Training for Test Security Forms

Elizabeth Garcia

Lead Program Manager

Agenda

- Test Security Forms
- Test Security Form and Form Directions Location
- Qualtrics Information
- Form Creation and Signing
- Qualtrics Reminders

Qualtrics Test Security Forms

- **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 can be found on the Help and Support Site here:

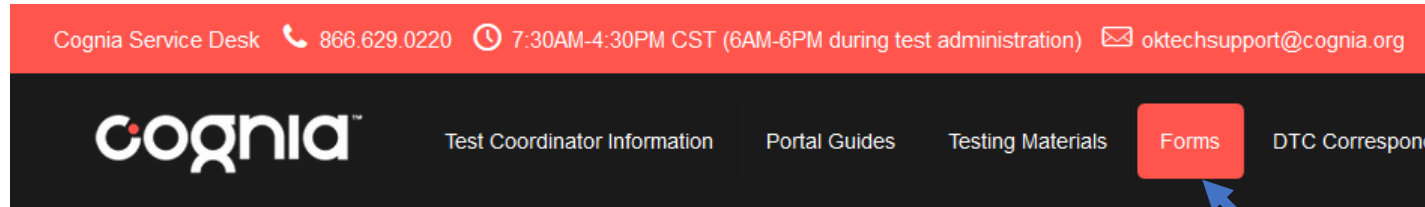
<https://oklahoma.onlinehelp.cognia.org/forms/>

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.

Qualtrics Test Security Forms Location



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.

Location and Instructions Links

- Location of Forms on OK Help & Support Site
<https://oklahoma.onlinehelp.cognia.org/forms/>
- Review of Instructions on OK Help and Support Site
<https://oklahoma.onlinehelp.cognia.org/forms/>

Let's Create Some Forms!

District Test Security Form

Oklahoma School Testing Program (OSTP)

DISTRICT LEVEL TEST SECURITY FORM

This form must be electronically signed by the **District Test Coordinator** to certify that the security measures identified below have been maintained at the district level.

One form per district must be completed at the conclusion of all testing. Failure to electronically sign and submit this form can result in the invalidation or suppression of OSTP/CCRA scores for the district. Once submitted, share your electronic confirmation with the District Superintendent. Instructions for electronically signing and distributing security forms are found on the Oklahoma Help and Support Site on the forms page, <https://oklahoma.onlinehelp.cognia.org/forms>.

Official District Name and Code

District

District Test Coordinator Legal Name

First

Last

Official School Email Address

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.)

- DTC clicks link on OK H&S page to begin signing the form.
- Official District Names and Codes are now in a drop-down menu for easy selection.
- Enter your Official School Email Address
- Enter your Educators OK Teaching Certification number



District Test Security Form

I hereby certify that:

- All Building Test Coordinators, Proctors (i.e., Test Proctors and Roving Proctors) have met the training requirements outlined in the Test Preparation Manuals for administering Oklahoma School Testing Program (OSTP) assessments.
- To the best of my knowledge, all OSTP testing sessions in my school district were monitored by persons other than the Test Administrator (e.g., Test Proctor or Roving Procter).
- To the best of my knowledge, the DTC and BTC(s) did not administer an assessment as a Test Administrator while other test sessions were occurring.
- To the best of my knowledge, all Test Administrators, Test Proctors, and Roving Proctors of the OSTP are fully aware of the test administration procedures of the OSTP, including, but not limited to the Testing Rules of the State Board of Education that pertain to maintaining test security, adhering to proper test administration, and the penalties for violations of testing procedures.
- To the best of my knowledge, no reproductions of the test books, online tests, or any secure materials related to the testing program have been made in my school district. All original test books, scorable documents, and related test materials (both used and unused) have been packaged as per directions in the District Test Coordinator's section of the Test Preparation Manual and returned to Cognia.

- Read requirements and select certification button. Then click finish.

District Test Coordinator Certification

I certify the above stipulations have been met.

The above conditions have not been met.

FINISH

- Enter initials to certify.

District Test Coordinator Initials

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

<<

FINISH



District Test Security Form

Step 8: You will receive a message thanking you for filling out the form with 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 response serves as official record that you have complete 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 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 District Test Coordinator Test Security Form Spring 2022



Qualtrics Survey Software <noreply@qemai1server.com>
To: Elizabeth Garcia

Retention Policy: Cognia_Inbox (7 years)

Expires: 11/6/2028

[Reply](#) [Reply All](#) [Forward](#) [Share](#) [More](#)

Mon 11/8/2021 10:11 AM

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](#)

- Receive message thanking you for filling out the form with a summary of your responses.
- You may download the PDF summary of responses to forward.

OR

- You may forward the response email you receive to the proper school personnel.



Qualtrics Reminders

- Forms will now be filled out by the person who fulfills that role during testing. Forms will no longer 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 no longer 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



Qualtrics Reminders

- Cognia is now hosting the Qualtrics Test Security Form sandbox where educators can click links and practice filling out each form.
- The Qualtrics Test Security form sandbox links along with detailed, step by step directions on how to fill out each form are posted on the OK H&S Site.
- Qualtrics Test Security Form examples are included in the Test Prep Manual.
- Please be patient for the Qualtrics email to arrive in your email box. It may take a bit depending upon your location.
 - Whitelist this email to ensure you receive your receipt **@qemailserver.com**
 - Double check your Spam Email Inbox
- You may want to instead download the PDF generated upon competition and email that to the proper district or school personnel.



Knowledge is Opportunity



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

