

## For School Staff Only

### FAQ for Parents Viewing Preliminary Score Reports

This year, families will have access to students' preliminary score reports on May 24, 2024, for CCRA US History and Science, and June 10, 2024, for Grade 3 RSA, Grade 5 Science & Grade 8 Science. There will be no preliminary scores for Grades 3-8 English Language Arts & Math due to Standard Setting this summer.

As families review information, they may have questions for you about what they are (or are not) seeing in the Parent/Student Portal. This document provides you with information to help answer questions regarding preliminary reporting. This is an internal tool for school staff members; **please do not distribute this FAQ to families.**

#### **What is the “preliminary reporting window”?**

Preliminary reporting is a first look at how students performed on their OSTP Assessments. The preliminary reporting window is the time in which the state reviews the information to ensure the reported student information and testing experiences reflect accurate student data and confirm what was anticipated. The state provides feedback before final reports are generated.

#### **What can be changed between preliminary and final reporting?**

Several things may be changed between reporting windows. For example, student demographic information may have changed by the time final reports are generated. Also, some scores that were unavailable for preliminary scoring may become available in final reports.

#### **There is no information in the Parent/Student Portal for my Student. Why is this?**

1. Your student's information may not appear because of the timing or condition of the paper testing materials when they arrived at Cognia. Some of the reasons include:
  - Your student's paper testing materials arrived at Cognia after the preliminary reporting deadline of April 16<sup>th</sup> (CCRA) or May 6<sup>th</sup> (Grades 3-8).
  - Your student's paper testing materials were not returned correctly. For example, answer documents may have been mixed in with test booklets and would not have been examined in time for preliminary reporting. Another possibility is that answer documents for several grade levels were intermingled, and there was not time to properly process them. There may have been other inconsistencies in document returns.
  - Answer documents were damaged or incomplete, and the processes to properly identify students or track down missing information can take additional time.
  - Multiple answer documents were received for on student, and we need more time to identify which is the correct one.

In all these cases, the student scores will be reported and accurate on the final reporting date.

**There is no information in the Parent/Student Portal for my Student. Why is this? (cont.)**

2. Your student's scores will not appear if the test your student took does not report preliminary scores.
  - Preliminary scores are not provided for Grades 3-8 English Language Arts and Math due to Standard Setting. These results will be provided during final reporting.

**I am trying to log in and my student's birthdate is not correct. How do we fix that?**

The birthdate in your school's Student Information System is the one that is used in the Parent/Student Portal. Review the student's information in the Student Information System and provide the parent with the birthdate listed there. The parent will only need the date of birth the first time they log in. After that, the parent will use the student's state testing number and their password. Guidance for setting up an account can be found in the Parent Portal User Guide located on the Cognia Help & Support Site <https://oklahoma.onlinehelp.cognia.org/test-coordinator-information/>

**Can I call SDE or Cognia for more information?**

Unfortunately, no. Based on federal privacy laws (FERPA), the SDE and Cognia cannot provide information directly to parents. If parents contact the SDE or Cognia, we must ask them to contact their student's school district. If school districts require additional information let us know what you need, and we will try to provide it.

**Additional questions**

If you (school representatives) have additional questions, please contact us as noted below. Remember that you need to request additional information on behalf of parents, because we are not able to provide information to parents directly.

- **Reporting policy:** Contact the State Department of Education at 1-405-521-3341.
- **Missing information or technology support:** Contact Cognia at 1-866-629-0220.