



# Oklahoma School Testing Program Test Administration Training 2025



# Training Topics

## **OSTP Overview**

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

## **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



# 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](mailto: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*

Monday – Friday, 7AM – 7PM (CST)

*Outside Testing Window*

Monday – Friday, 8:00AM – 5:00PM (CST)

(866) 629-0220 [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org)



# Contact Information

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- Tandra Lambert, Tutoring Coordinator | [tandra.lambert@sde.ok.gov](mailto:tandra.lambert@sde.ok.gov)
- Luke Luschen, Project Coordinator | [luke.luschen@sde.ok.gov](mailto:luke.luschen@sde.ok.gov)





# Important Dates

	CCRA	OSTP
Test Materials & Manuals arrive in districts <ul style="list-style-type: none"><li>• CCRA – PBT materials, TPM, and PSTGs for Large Print &amp; Braille only.</li><li>• OSTP – PBT materials, TPMs, TAMs, and PSTGs</li></ul>	3/11/25	3/25/25
Tests available for scheduling	3/25/25	4/8/25
Recommended testing window to receive G3-8 ELA Preliminary Results testing must be <b>completed</b> and <b>submitted</b> for computer-based testers (CBT) and paper-based testers (PBT) during this recommended window.	n/a	4/15/25-5/7/25
Last day for scoreable testing material pick-up	4/15/25	5/5/25



# Testing Window 2024-2025

Paper/Pencil testing <b>CCRA</b> : Science & U.S. History Content	4/1/25 – 4/11/25
Computer based testing <b>CCRA</b> : Science & U.S. History	4/1/25 – 4/25/25
Paper/Pencil testing for <b>OSTP</b> Grade 3-8	4/15/25 - 5/1/25
Computer based testing for <b>OSTP</b> Grades 3-8	4/15/22 – 5/14/25
Recommended Testing Window for <b>OSTP</b> Grade 3-8 ELA to receive <u>preliminary reporting</u>	4/15/25 – 5/7/25



# OKLAHOMA SCHOOL TESTING PROGRAM

DTC Training  
Spring 2025



**OKLAHOMA**  
Education



# OSTP Overview



# Agenda

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



# OSTP Testing Overview

Grades 3-8 & 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.



# 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



# 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 (11<sup>th</sup>)



# Demographic Information & Participation Rules

Office of Accountability



# 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.



# 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



# Demographic Overlay Snapshot

- Demographic Overlay Snapshot Dates:
  - **11<sup>th</sup> grade CCRA: April 18**
  - **OSTP grades 3-8: May 8**
- 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.



# 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.



# Participation in CCRA

- Students enrolled in grade 11 on **January 10<sup>th</sup>, 2025**, will be expected to participate in all CCRA tests including foreign exchange students enrolled in grade 11.
- 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 11<sup>th</sup> grade are expected to test in the 12<sup>th</sup> grade for Accountability purposes.

# 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.





# Students Who Receive Instruction Away from Sites of Enrollment

- 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*.



# 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.

# Alternate Site Testing

## Students Testing at Alternate Sites

- Special education consortia;
  - Alternative education cooperatives;
  - Hospital placement or treatment centers;
  - Juvenile Detention Centers; and
  - Technology Centers.
- 
- By **February 24, 2025**, districts must request permission in writing (email) from the Office of Assessments at [assessments@sde.ok.gov](mailto:assessments@sde.ok.gov).



# Alternate Site Testing (cont'd)

- Requests must include
  - a description of the student's unique situation
  - the student's STN (do not send student names, please!)
  - the name and location of the alternate site including address
  - the names of the TA and TP for the test session(s)
  - how testing materials (test booklets, test tickets, session access codes) will be securely transferred to the testing site

Remember to include these test sessions on your Official Schedule of Testing.



# 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.
  - New this year: Remote proctoring may also be used to assess students in Grades 3-8 for the OSTP. This does not change the requirement of the in-person testing locations.
  - Please send a list of on-site testing locations, including physical addresses, no later than **April 1, 2025**.

# Accommodations



# 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](#)
- For online testers check the accommodations in the student profile in the Cognia Portal. Many accommodations, like small group testing and separate location, will be indicated by a check in the Delivered Locally section.
- If a student tests with accommodations, please indicate this in the Cognia Portal or on the back of the student's answer document.



# 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.





# 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.

# 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.



# 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.



# Text-to-Speech Scheduling Info

- Ensure that the student has text-to-speech (TTS) accommodations 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.

# 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.



# Test Irregularities & Invalidations



# 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 the Test Irregularity through the SDE-provided Google Form.
  - The irregularity should be noted on the Test Proctor Observation Log (TPOL).
- A **testing invalidation** is caused by a situation where 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.
  - SDE's March Updates Webinar will describe this process.
  - The situation resulting in an invalidation should also be noted on the TPOL.

# Testing Irregularities

- Document testing irregularity on the Test Proctor Observation Log.
- 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.



# 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



# Test Invalidation

- Reasons for possible test invalidations include, but are not limited to:
  - Cheating
  - Large-scale security violation
  - Presence/Use 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
  - Test Administrator leaves the test session
  - 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.**



# Breach Tests

- 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.

# 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.



# 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.



# 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.
  - ACT testing sessions should be included.
  - Ensure the Test Administrator and Test Proctor/Roving Proctor is documented for each testing session on the Official Schedule of Testing.

# 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.



# 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.





# 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.



# Staffing Standard OSTP 3-8 and CCRA: ACT, Science & US History

- 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.**

# Staffing Standard OSTP 3-8, ACT, 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 through 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

# Special Staffing Situations

- In some situations, both a Test Administrator and Test Proctor are required to be present in the test session at all times:
  - When items are read aloud by a Human Reader, TTS (without headphones), translator, or by the student.
  - When items are being signed (ASL).
  - When the student response is being transcribed.
  - When a student is being tested individually.
- The Test Proctor must be an employee of the district.



# The ACT

- The ACT is part of the OSTP, and all state test security and staffing rules apply. All ACT TAs and RPs should complete the required TA/TP training for the OSTP. RPs should fill out a TPOL. The ACT should appear on the Schedule of Testing.
- ACT does not allow test coordinators who are related to any student testing during the same testing window, even at a different site or district. 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.



# 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.



# Data Forensics

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

# DTC Responsibilities





# 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.

# 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](#).

# 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.**

# DTC Required Training

- Any DTC who has not completed the required DTC training by **March 1<sup>st</sup>** 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](mailto:assessments@sde.ok.gov) for guidance.



# BTC Responsibilities



# 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.

# 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.



# 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.



# 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.



# Test Administrator & Test Proctor Training



# 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.



# 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.

# Test Administrator Responsibilities



# 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.

# 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.



# 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.





# Test Proctor & Roving Proctor Responsibilities



# 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.

# 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.

# OSTP Scheduling & General Updates



# 2024-25 OSTP Testing Window

	ONLINE TESTING	PAPER/PENCIL TESTING*	ASSESSMENTS
Grade 3	April 15 - May 14, 2025	April 15 - May 1, 2025	MATH   ELA
Grade 4	April 15 - May 14, 2025	April 15 - May 1, 2025	MATH   ELA
Grade 5	April 15 - May 14, 2025	April 15 - May 1, 2025	MATH   ELA   SCIENCE
Grade 6	April 15 - May 14, 2025	April 15 - May 1, 2025	MATH   ELA
Grade 7	April 15 - May 14, 2025	April 15 - May 1, 2025	MATH   ELA
Grade 8	April 15 - May 14, 2025	April 15 - May 1, 2025	MATH   ELA   SCIENCE
COLLEGE- & CAREER-READINESS ASSESSMENTS			
Grade 11	April 1 - 25, 2025	April 1 - 11, 2025	SCIENCE   U.S. HISTORY
ACT Test ACT Make-Up	March 25 - April 18, 2025 April 22 - May 2, 2025	Please reference the ACT test administration manuals  for accommodated testing schedules	

# 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 but it is recommended **not** to exceed double the amount of recommended time per section/session.



# 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.

# 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.





# Testing Schedules

- It is highly recommended, but not required, that all ELA assessments take priority in scheduling due to the constructed responses.
- With the passage of the Strong Readers Act, there is no need for RSA scores.
  - Students should not be retained based on Grade 3 ELA assessment results alone.
  - Grades 3-8 ELA, math, and science can be tested at any time within the OSTP testing window.



# Test Results – Grades 3-8 and CCRA

- Preliminary results:
  - CCRA preliminary reports will be available in the OSTP Data Portal **5/21/2025**.
  - OSTP preliminary reports (all subjects) will be available in the OSTP Data Portal **6/3/2025**.
- Final results:
  - Available in the OSTP Data Portal **TBD**
  - Available on the Parent Portal **TBD**

Materials returned late or incorrectly will impact reporting dates.

# Practice Tests

- Online practice tests are available for students to become familiar with the online tools and formatting of questions.
  - <https://okpracticetest.cognia.org/student/login>
- The practice test is also intended to allow students with accommodations to become familiar with the accommodations integrated within the testing platform.



# 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.



# 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.



# Content Level Updates



# 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.



# 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.
  - Remember that Grade 5 & 8 ELA Multiple Choice Assessments have Text to Speech available if students are approved for the Non-Standard Accommodation.





# 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



# 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](#).



# Remote Proctoring



# Remote Proctoring - Legislation

- Senate Bill 1904, now 70 O.S. § 3-145.11, provides for statewide virtual charter schools or schools with full-time virtual education programs to administer state assessments virtually to students in grades 3-8.
- It prohibits virtual testing for high school students.
- It requires proctoring with a camera and audio.
- A student's individual needs, including accommodations, should be considered.



# Remote Proctoring – General Guidelines

- The testing platform provided by Cognia/eMetric has audio and video capabilities. Please ensure that students have a device that has these capabilities, also.
- Test Administrators and Test Proctors – who will be called Remote Test Administrators and Remote Test Proctors – will need to have at least two screens in order to view the testing platform and all of the student screens.
- No more than 10 students can be assessed within one virtual testing session.



# Remote Proctoring – Staffing

- Since student screens have to be monitored during remote testing sessions, each session should have a dedicated Remote Test Administrator (RTA) and Remote Test Proctor (RTP).
- Both the RTA and RTP will need the Remote Test Administrator user role assigned within the testing portal so that they both can log in and monitor students.
- The RTA and RTP should be proctoring the test session in the same room so that they can easily communicate with each other when issues arise.
- The RTA and RTP should complete TA and TP modules for standard testing AND modules for remote testing.
- Both the RTA and RTP should be employees of the district.



# Remote Proctoring – Parents/Students

- Parents will be required to sign a letter indicating their permission for remote testing and agreement to the remote testing rules and procedures.
- Once a student is logged into the testing session, there should be no one else in the room during testing.
- Students/Parents will need to be able to communicate with the Testing Staff besides using the testing kiosk should issues arise.



# Remote Proctoring – Looking Ahead

- More training and resources will be provided to facilitate the remote proctoring process.
- Please ensure that your district has a way to securely transmit test tickets and session access codes to your students who are testing remotely.
- Please ensure that there is a virtual meeting method for your testing staff and students before the testing session starts. This will ensure that the testing script can be read to students and any issues can be addressed.
- Before remote testing, students should be familiar with the OSTP Online Practice Test, including how to navigate through the testing platform and the tools available.





# Remote Proctoring – Timelines & Reporting

- Remote proctoring test administration will occur within the OSTP Grades 3-8 Testing window.
  - April 15 – May 14, 2025
- Remote proctoring is not available in the evenings or weekends.
- Scores will be provided on the same timelines.
- Districts will be able to filter their online reports for students who tested remotely, but remote testing will not be indicated on individual student reports.



# Questions?



# Contact Information

- Catherine Boomer, Program Director, State Assessments | [catherine.boomer@sde.ok.gov](mailto:catherine.boomer@sde.ok.gov)
- Alyssa Tyra, Program Manager, State Assessments | [alyssa.tyra@sde.ok.gov](mailto:alyssa.tyra@sde.ok.gov)
- Corinne Beasler, Project Manager, Mathematics Assessments | [corinne.beasler@sde.ok.gov](mailto:corinne.beasler@sde.ok.gov)
- Deb Wade, Project Manager, ELA Assessments | [deb.wade@sde.ok.gov](mailto:deb.wade@sde.ok.gov)
- Janna Corn, Project Manager, ELPA Indicator Assessment | [janna.corn@sde.ok.gov](mailto:janna.corn@sde.ok.gov)
- Paige Johnson, Project Manager, ELPA | [paige.johnson@sde.ok.gov](mailto:paige.johnson@sde.ok.gov)
- Rebecca Logan, Project Director, NAEP | [rebecca.logan@sde.ok.gov](mailto:rebecca.logan@sde.ok.gov)
- Susan Viles, Assessment Monitoring Specialist | [susan.viles@sde.ok.gov](mailto:susan.viles@sde.ok.gov)
- Susan Hickey, Assessment Monitoring Specialist | [susan.hickey@sde.ok.gov](mailto:susan.hickey@sde.ok.gov)
- Tandra Lambert, Tutoring Coordinator | [tandra.lambert@sde.ok.gov](mailto:tandra.lambert@sde.ok.gov)
- Luke Luschen, Project Coordinator | [luke.luschen@sde.ok.gov](mailto:luke.luschen@sde.ok.gov)



# OSTP

## Online System

# 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



# OSTP Portal Access

---

- 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](mailto: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](mailto:oktechsupport@cognia.org)
- Deactivate obsolete/unused accounts!
  - When an account is reactivated or deactivated, the user will receive an e-mail.





# OSTP Portal User Roles

Role	Responsibilities
District Test Coordinator (DTC)	<ul style="list-style-type: none"><li>• Manage portal users</li><li>• Enrollment transfer requests &amp; approvals</li><li>• Edit student data</li><li>• Create classes</li><li>• Schedule tests</li><li>• Manage &amp; monitor student testing</li><li>• Track shipments and order additional materials</li><li>• View Dashboard</li><li>• Create &amp; review online reports</li><li>• Access Proctor Passwords from Administration home page</li></ul>
Building Test Coordinator (BTC)	<ul style="list-style-type: none"><li>• Manage portal users</li><li>• Edit student data</li><li>• Create classes</li><li>• Schedule tests</li><li>• Manage &amp; monitor student testing</li><li>• View Dashboard</li><li>• Create &amp; review online reports</li></ul>





# OSTP Portal User Roles

Role	Responsibilities
IT Coordinator (ITC)	<ul style="list-style-type: none"><li>• Download and install Kiosk</li><li>• Perform Site Readiness Testing</li><li>• Certify Site Ready for Testing</li></ul>
Deputy District Coordinator (DDC)	<ul style="list-style-type: none"><li>• Edit student data</li><li>• Create classes</li><li>• Schedule tests</li><li>• View Dashboard</li><li>• Access Proctor Passwords from Administration home page</li><li>• View online reports</li></ul>
Building User (BU)	<ul style="list-style-type: none"><li>• Edit student data</li><li>• Create classes</li><li>• Schedule tests</li><li>• View Dashboard</li><li>• View online reports</li></ul>
Reports Access Only (District or Building)	<ul style="list-style-type: none"><li>• View online reports</li></ul>





1



# OSTP Portal Log-in

Welcome!



OKLAHOMA  
Education

Log In

v3.17.4.6 Copyright © 2021 eMetric LLC [Contact Us](#) (866) 629-0220 [Terms of Use](#) [Privacy Policy](#) **eMetric**

2



OKLAHOMA  
Education

Oklahoma School Testing Program

Username


[Forgot Password?](#)  
Password

Sign In






# OSTP Portal Landing Page


 [Users](#) [Demo DTC](#) [Help & Support](#) [Logout](#)

Welcome to the Oklahoma School Testing Program Portal  
OSTP



### Administration

Organize students for testing, schedule tests, and monitor testing progress.



### Reporting

View summary and individual student results by test and content standards.

2

1





# OSTP Portal: Users



Users



Demo DTC



Help & Support



Logout

Users



Create New User

Import Users

☐ Show Deactivated Accounts

Filter:

Choose an Organization

Choose a Role

Page 1 of 4

Next

First Name	Last Name	Email	Username	Role	
Test	Apostro	s'padma@emetric.net	TestApostro	District Coordinator	
Chris	Baughman	baughman.christopher@measuredprogress.org	CBaughman	District Coordinator	
Matt	Bordeleau	bordeleau.matthew@measuredprogress.org	MBordeleau	District Coordinator	
Role	Building User	support@emetric.net	OK-BuildingUser-1	Building User	
Role	Building User	support@emetric.net	OK-BuildingUser-2	Building User	

[See online video tutorials for demonstrations!](#)





# OSTP Portal: Users



Users

Demo DTC | Help & Support | Logout

Users

3 user(s) selected  
Accounts

Deactivate

Export Users

Cancel

☐ Show Deactivated

Filter:

Page 1 of 4

Next

First Name	Last Name	Email	Username	Role	
• Test	Apostro	s'padma@emetric.net	TestApostro	District Coordinator	
• Chris	Baughman	baughman.christopher@measuredprogress.org	CBaughman	District Coordinator	
• Matt	Bordeleau	bordeleau.matthew@measuredprogress.org	MBordeleau	District Coordinator	
Role	Building User	support@emetric.net	OK-BuildingUser-1	Building User	
Role	Building User	support@emetric.net	OK-BuildingUser-2	Building User	
swati	cherukuri	fzhang@emetric.net	building_SC_new	Building Coordinator	

[See online video tutorials for demonstrations!](#)



# What's new for 2025 in the OSTP Portal?


---

- The “Test Sessions” tab in the portal is updated to say, “Test Scheduling”.
- The literal “ELL” is updated to “EL” in the portal under the Student Information tab.






# OSTP Portal Landing Page


 [Users](#) [Demo DTC](#) [Help & Support](#) [Logout](#)

Welcome to the Oklahoma School Testing Program Portal  
OSTP



### Administration

Organize students for testing, schedule tests, and monitor testing progress.



### Reporting

View summary and individual student results by test and content standards.





# OSTP Portal: Administration Landing Page

Home

Information for State User

Welcome to the Administration module for OSTP Grades 3-8 and CCRA Grade 11. This site provides access to student information and test session details. Based on device configurations at your facility, you or your Assessment Technology Coordinator need to download and install the appropriate student kiosk utilizing the links in the table below.

Apps for iPads and Chromebooks will need to be downloaded from the appropriate app store.

Windows	<a href="#">Student Kiosk for Windows</a>
Mac	<a href="#">Student Kiosk for Mac</a>
Linux	<a href="#">Student Kiosk for Linux</a>

If you need assistance utilizing this site, please contact Cognia support at [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) or by calling toll-free 866-629-0220.

Edit





# 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







# Administration - Site Readiness

---

## Site Readiness

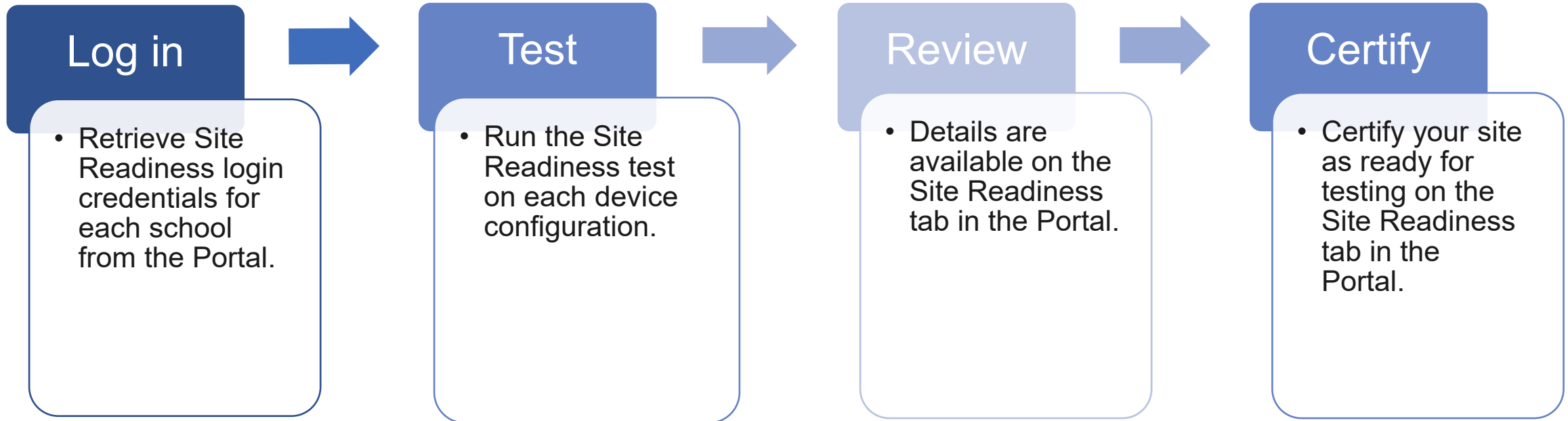
- Download the Kiosks
- Conduct Site Readiness Testing
- Certify Site Readiness



***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.***



# Administration - Site Readiness





# Administration - Site Readiness

[Home](#)[Site Readiness](#)[Students](#)[Enrollment Transfer](#)[Classes](#)[Test Scheduling](#)[Materials Management](#)[Pre-ID Management](#)[Dashboard](#)[emetric ProjectManagement](#) | [Help & Support](#) | [Logout](#)

## Site Readiness

Cyber Valley Sch1-001 (Cyber Valley)

**School** 🔍

Cyber Valley Sch1-001

**Number of Devices Tested** 🔍

3

**Date and Time** 🔍

1/26/2021 7:51:44 AM

**Certified By** 🔍

CyberValley\_ATC

[View Details](#)

Showing 1 - 1 of 1

\*Date and time is in Central Standard Time.

[See online video tutorials for demonstrations!](#)





# Administration - Site Readiness

[Home](#)[Site Readiness](#)[Students](#)[Enrollment Transfer](#)[Classes](#)[Test Scheduling](#)[Materials Management](#)[Pre-ID Management](#)[Dashboard](#)[emetric ProjectManagement](#) | [Help & Support](#) | [Logout](#)

## Site Readiness Details

Cyber Valley Sch1-001 (Cyber Valley)

Device Name 🔍	OS 🔍	Screen Size 🔍	Date and Time 🔍
emetric-114	Windows 10	1536x842	1/26/2021 7:07:54 AM
emetric-114	Windows 10	1536x842	1/26/2021 7:14:14 AM
Mozilla/5.0 (X11; CrOS x86_64 13505.100.0) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/87.0.4280.142 Safari/537.36 iTester_ChromeKioskWebView chromestorageenabled	Chrome OS:87.0.4280.142 13505.100.0	1366x768	1/26/2021 7:49:13 AM

Showing 1 - 3 of 3

## Site Certification

Site certified for testing on 1/26/2021 7:51:44 AM by CyberValley\_ATC.

\*Date and time is in Central Standard Time.

« Back





# Administration – Students

---

## Student Information, Accommodations, and Enrollment

- Available from February 7<sup>th</sup>, 2025
- 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.





# Administration – Students

[Home](#)[Site Readiness](#)[Students](#)[Enrollment Transfer](#)[Classes](#)[Test Scheduling](#)[Materials Management](#)[Pre-ID Management](#)[Dashboard](#)[emetric ProjectManagement](#)[Help & Support](#)[Logout](#)

Students in Cyber Valley Sch1-001

Cyber Valley Sch1-001 (Cyber Valley)

☐ View Unenrolled Students

Choose a Subject

[Add Student](#)[Upload Accommodations](#)[Student Search](#)[Exports ▼](#)

Last Name	First Name	Middle Initial	State Student ID Number	Grade				
Demo	John Doe	R	6789123451	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	A	6789123452	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	R	6789123453	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	A	6789123454	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	R	6789123455	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	A	6789123456	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	R	6789123457	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	A	6789123458	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	R	6789123459	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	A	6789123460	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>

Showing 1 - 10 of 50

Page 1 of 5

[Next](#)[>|](#)

10 ▼

per page







# Administration – Students

[Home](#)[Site Readiness](#)[Students](#)[Enrollment Transfer](#)[Classes](#)[Test Scheduling](#)[Materials Management](#)[Pre-ID Management](#)[Dashboard](#)[Metric ProjectManagement](#)[Help & Support](#)[Logout](#)

Students in Cyber Valley Sch1-001

Cyber Valley Sch1-001 (Cyber Valley)

☐ View Unenrolled Students

Choose a Subject

[Add Student](#)[Upload Accommodations](#)[Student Search](#)[Exports ▼](#)

Last Name	First Name	Middle Initial	State Student ID Number	Grade				
Demo	John Doe	R	6789123451	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	A	6789123452	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	R	6789123453	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	A	6789123454	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	R	6789123455	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	A	6789123456	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	R	6789123457	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	A	6789123458	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	R	6789123459	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>
Demo	Jane Doe	A	6789123460	03	<a href="#">View Classes</a>	<a href="#">View Test Sessions</a>	<a href="#">Enrollment Info</a>	<a href="#">Edit</a>

Showing 1 - 10 of 50

Page 1 of 5

[Next](#)[>|](#)

10 ▼

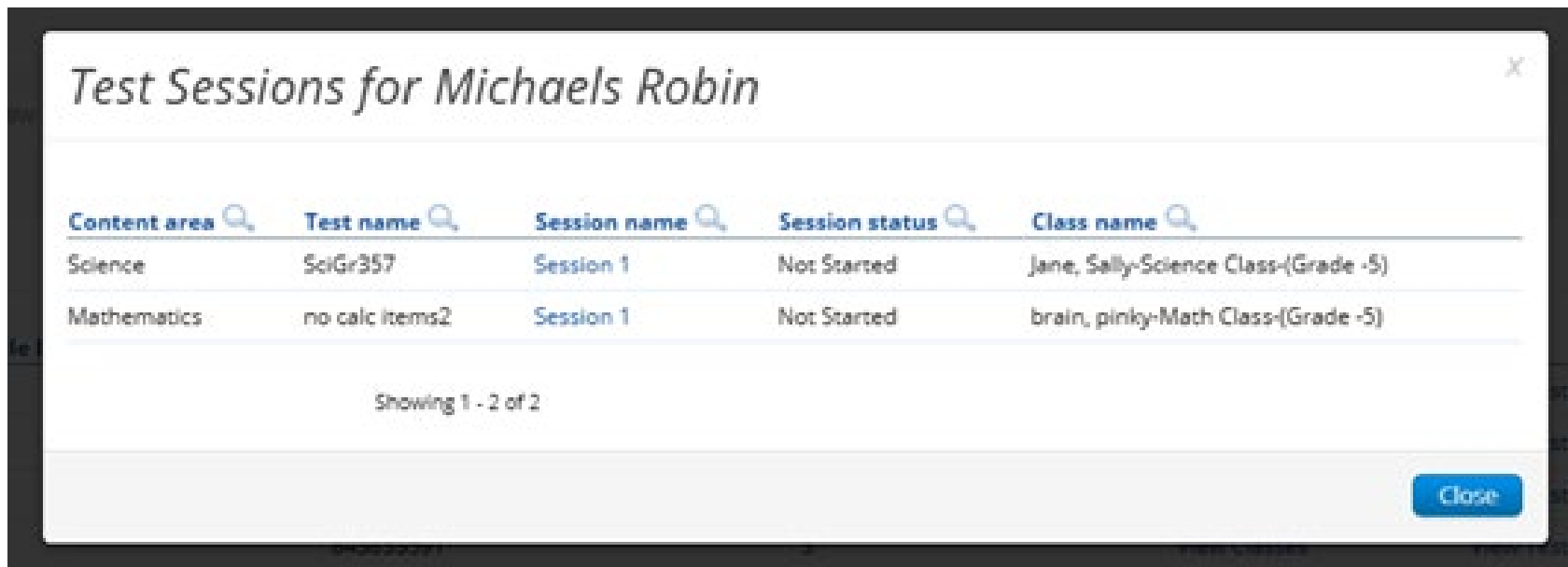
per page





# Administration - Students

A pop-up box is displayed with a list of the scheduled sessions.



*Test Sessions for Michaels Robin*

Content area	Test name	Session name	Session status	Class name
Science	SciGr357	Session 1	Not Started	Jane, Sally-Science Class-(Grade -5)
Mathematics	no calc Items2	Session 1	Not Started	brain, pinky-Math Class-(Grade -5)

Showing 1 - 2 of 2

Close

[See online video tutorials for demonstrations!](#)







# 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.





# Administration – Enrollment Transfer

 **OKLAHOMA**  
Education

HomeSite ReadinessStudents**Enrollment Transfer**ClassesTest SchedulingMaterials ManagementPre-ID ManagementDashboard

emetric ProjectManagementHelp & SupportLogout

Enrollment Transfer

Organization

OSTPAll

Request Transfer

ApprovalsRequests

Your requests

Request ID	State Student ID Number	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
2	001122334	Samara	Garcia	Cyber Sch1-001	Cyber Falls Sch1-001	01/29/2020 9:12:14 AM	Approved	<a href="#">View Details</a>
1	100000180	Tara	Lacey	Cyber Falls Sch2-002	Cyber Sch2-002	01/29/2020 8:33:54 AM	Approved	<a href="#">View Details</a>

Showing 1 - 2 of 2

**Transfer request details of Student Ninetynine (100000099)**

**Request Details:**

**Requested By:** Admin eMetric (Admin)

**Date:** 11/19/2019 1:43:00 PM

**Notes:** Please let me know what science test sessions the student completed.

Status:  
*Pending*  
*Canceled*  
*Approved*  
*Rejected*

Requests sent to  
you from other  
organizations

[See online video tutorials for demonstrations!](#)





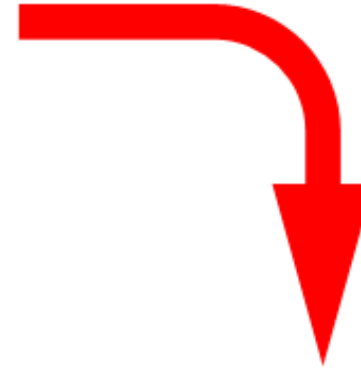
# Administration – Enrollment Transfer

*Request Enrollment Transfer* ✕

State Student ID: \*

Last Name: \*

Date of Birth (MM/DD/YYYY): \*



*Request Enrollment Transfer* ✕

State Student ID: \*

Last Name: \*

Date of Birth (MM/DD/YYYY): \*

*Student found. Select organization information below:*

Student will be transferred from:

Select the school in which you want to transfer the student: Student Ninetynine (100000099)

Notes: (Optional)





# Administration – Enrollment Transfer

## Enrollment request - requestor's view

Cyber City Sch1 (Cyber City)

Pending

Request Transfer

Approvals

Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
8	100000099	Student	Ninety-nine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	<a href="#">View Details</a> <a href="#">Cancel</a>

Showing 1 - 1 of 1

## Enrollment request - receiver's view

Cyber Falls Sch2 (Cyber Falls)

Pending

Request Transfer

Approvals

Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
8	100000099	Student	Ninety-nine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	<a href="#">View Details</a> <a href="#">Approve</a> <a href="#">Reject</a>

Showing 1 - 1 of 1





# Administration – Classes

---

## Class Creation

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





# Administration – Classes

[Home](#)[Site Readiness](#)[Students](#)[Enrollment Transfer](#)[Classes](#)[Test Scheduling](#)[Materials Management](#)[Pre-ID Management](#)[Dashboard](#)[emetric ProjectManagement](#) | [Help & Support](#) | [Logout](#)

Science Classes In Cyber City Sch DLV1

Cyber City Sch DLV1 (Cyber City)

Science

[Create Grade Level Class](#)[Upload Grade Level Class](#)

Course Level

Grade Level

Class	Grade	Student Count	
Science-(Grade -05)-(online)	05	13	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Science-(Grade -08)-(online)	08	17	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

Showing 1 - 2 of 2



[See online video tutorials for demonstrations!](#)





# Administration – Classes Upload at District



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Home

Site Readiness

Students

Enrollment Transfer

Classes


Test Scheduling

Materials Management

Pre-ID Management

Dashboard

 emetric ProjectManagement

 Help & Support

 Logout

Science Classes in Cyber Falls

Select district from the drop down

Cyber Falls

Science

Upload Classes for District

Course Level

Grade Level

Classes are not viewable at the district level. Please select a school.



[See online video tutorials for demonstrations!](#)





# Administration – Classes Upload at District


OKLAHOMA Education

Home Site Readiness Students Enrollment Transfer **Classes** Test Scheduling Materials Management Pre-ID Management Dashboard

emetric ProjectManagement Help & Support Logout

Upload Classes to Cyber Falls

Select a file to be uploaded

 Download Template | **View Class Data Definitions Info**

Choose File No file chosen

*Class Data Definitions Information*

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Social Studies,Science,ELA,Mathematics
ClassType	"grade" or "course"
Grade	03,04,05,06,07,08,09,10,11,12
Course	Mathematics,English Language Arts,Science, US History
SchoolCode	Unique identification number of the school
State Student ID Number	Existing state student id

Close

[See online video tutorials for demonstrations!](#)







# Administration – Classes Upload at School

[Home](#)[Site Readiness](#)[Students](#)[Enrollment Transfer](#)[Classes](#)[Test Scheduling](#)[Materials Management](#)[Pre-ID Management](#)[Dashboard](#)[emetric ProjectManagement](#)[Help & Support](#)[Logout](#)

Science Classes in Cyber Falls Sch3-003

Select a school from the organization drop down

Cyber Falls Sch3-003 (Cyber Falls)

Science

Create Course Level Class

Upload Classes

Course Level

Grade Level

There are no classes that match the selected criteria.



[See online video tutorials for demonstrations!](#)





# Administration – Classes Upload at School

[Home](#)[Site Readiness](#)[Students](#)[Enrollment Transfer](#)[Classes](#)[Test Scheduling](#)[Materials Management](#)[Pre-ID Management](#)[Dashboard](#)[emetric ProjectManagement](#)[Help & Support](#)[Logout](#)

Upload Classes to Cyber Falls Sch3-003

Select a file to be uploaded

[Download Template](#) | [View Class Data Definitions Info](#)

No file chosen

## Class Data Definitions Information

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Social Studies,Science,ELA,Mathematics
ClassType	"grade" or "course"
Grade	03,04,05,06,07,08,09,10,11,12
Course	Mathematics,English Language Arts,Science, US History
State Student ID Number	Existing state student id

[See online video tutorials for demonstrations!](#)





# Administration – Test Scheduling

---

## 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





# Administration – Test Scheduling



OKLAHOMA  
Education

[Home](#)

[Site Readiness](#)

[Students](#)

[Enrollment Transfer](#)

[Classes](#)

[Test Scheduling](#)

[Materials Management](#)

[Pre-ID Management](#)

[Dashboard](#)



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[Help & Support](#)



[Logout](#)

Displaying scheduled tests in Cyber City Sch QA

Cyber City Sch QA (Cyber City) ▼

Mathematics ▼

OSTP Operational ▼

Select a test (required) ▼

[Schedule New Test](#)

[Exports ▼](#)

Filter by testing status

All ▼

There are no tests scheduled that match the selected criteria.



[See online video tutorials for demonstrations!](#)



# Administration – Test Scheduling

OKLAHOMA Education

Home Site Readiness Students Enrollment Transfer Classes **Test Scheduling** Materials Management Pre-ID Management Dashboard

emetric ProjectManagement Help & Support Logout

Displaying scheduled tests in Cyber City Sch QA

*School level view*

Cyber City Sch QA (Cyber City) Mathematics

OSTP Operational Select a test (required)

Filter by testing status: All

Schedule New Test

Exports ▾

- Export Test Status
- Export Test Status for All Tests
- Export Students Not Scheduled

There are no tests scheduled that match the selected criteria.



[See online video tutorials for demonstrations!](#)



# Administration – Test Scheduling

OKLAHOMA Education

Home Site Readiness Students Enrollment Transfer Classes **Test Scheduling** Materials Management Pre-ID Management Dashboard

emetric ProjectManagement Help & Support Logout

Displaying scheduled tests in Cyber City

**Cyber City** Mathematics

OSTP Operational Select a test (required)

Filter by testing status

All

**Schedule New Test**

Exports ▼

Export Test Status for All Tests

*District level view*

There are no tests scheduled that match the selected criteria.

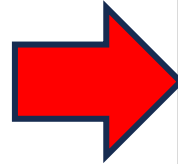



[See online video tutorials for demonstrations!](#)



# Administration – Test Status Export for All Tests


A test status export was created with download ID 893.  
Results will be available in the [Download Center](#).




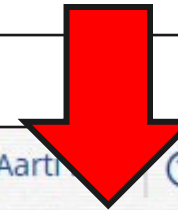
 **OKLAHOMA**  
Education


Users [Download Center](#)

Welcome to the Oklahoma School Testing Program Portal  
OSTP




  
Administration

  
Reporting



 **OKLAHOMA**  
Education

Users [Download Center](#)

 Aarti  Help & Support  Logout

Download Center

[Refresh List](#) ☐ Show Archived

ID	Type	Date Created (CST)	Status	Actions
893	Export Test Status for All Tests	2/1/2024 1:55:38 PM	Succeeded	<a href="#">Download Result</a>   <a href="#">Archive</a>





# Administration – Test Scheduling



OKLAHOMA  
Education

[Home](#)

[Site Readiness](#)

[Students](#)

[Enrollment Transfer](#)

[Classes](#)

[Test Scheduling](#)

[Materials Management](#)

[Pre-ID Management](#)

[Dashboard](#)

[emetric ProjectManagement](#)

[Help & Support](#)

[Logout](#)

Test Sessions

[« Back](#)

**District:** Cyber Falls  
**Administration:** OSTP Admin  
**Class:** Grade 3 Math-(Grade -03)-(online)  
**Test Name:** Spring 2022 G3 Math TAM  
**Testing Window:** 01/10/2022 to 02/28/2022

**School :** Cyber Falls Sch1-001  
**Content Area:** Mathematics

**Test is in progress.** It ends on **02/28/2022**. Students may log in and take the test using their username and password shown below.

## Section Access Code

Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	5521810312
2	Session 2	8194167901

## Test Tickets Print Options

Filter by Session

Choose a Session

[Export Logins for Selected Students](#)

## Form Name

## Time Student was added

## Test Status

## Login credentials

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Garcia	Samara	3333333355	efee578b	Spring 2022 Gr 3 Math Read Aloud	01/10/2022 10:57:21 AM	+	Session 1 :Not Started		Invalidate
<input type="checkbox"/>	Testing	Student	3333333366	4fd873bd	Spring 2022 Gr 3 Math	01/10/2022 10:57:21 AM	+	Session 2 :Not Started		Invalidate

Showing 1 - 2 of 2







# Administration – Test Scheduling

[Home](#)[Site Readiness](#)[Students](#)[Enrollment Transfer](#)[Classes](#)[Test Scheduling](#)[Materials Management](#)[Pre-ID Management](#)[Dashboard](#)[emetric ProjectManagement](#)[Help & Support](#)[Logout](#)

Test Sessions

[« Back](#)

**District:** Cyber Falls  
**Administration:** OSTP Admin  
**Class:** Grade 3 Math-(Grade -03)-(online)  
**Test Name:** Spring 2022 G3 Math TAM  
**Testing Window:** 01/10/2022 to 02/28/2022

**School :** Cyber Falls Sch1-001  
**Content Area:** Mathematics

**Test is in progress.** It ends on **02/28/2022**. Students may log in and take the test using their username and password shown below.

Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	5521810312
2	Session 2	8194167901

## Bulk Add/Edit Test Report Code

Filter by Session

Choose a Session

[Export Logins for Selected Students](#)[Add Report Code](#)

<input type="checkbox"/>	Last Name 🔍	First Name 🔍	Username 🔍	Password 🔍	Form Name 🔍	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Garcia	Samara	3333333355	efee578b	Spring 2022 Gr 3 Math Read Aloud	01/10/2022 10:57:21 AM	+	Session 1 :Not Started		Invalidate
								Session 2 :Not Started		Invalidate
<input type="checkbox"/>	Testing	Student	3333333366	4fd873bd	Spring 2022 Gr 3 Math	01/10/2022 10:57:21 AM	+	Session 1 :Not Started		Invalidate
								Session 2 :Not Started		Invalidate



Showing 1 - 2 of 2



## 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.





## Note About Breach Test Scheduling...

---

### Scheduling Breach Tests:

- All students to be scheduled for a Breach test need to be placed into a new class.
- The new class must be scheduled to take the Breach test.





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

- Accommodated form automatically assigned to students with accommodations.
- Must assign all students the text-to-speech accommodations PRIOR to scheduling tests.
  - 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

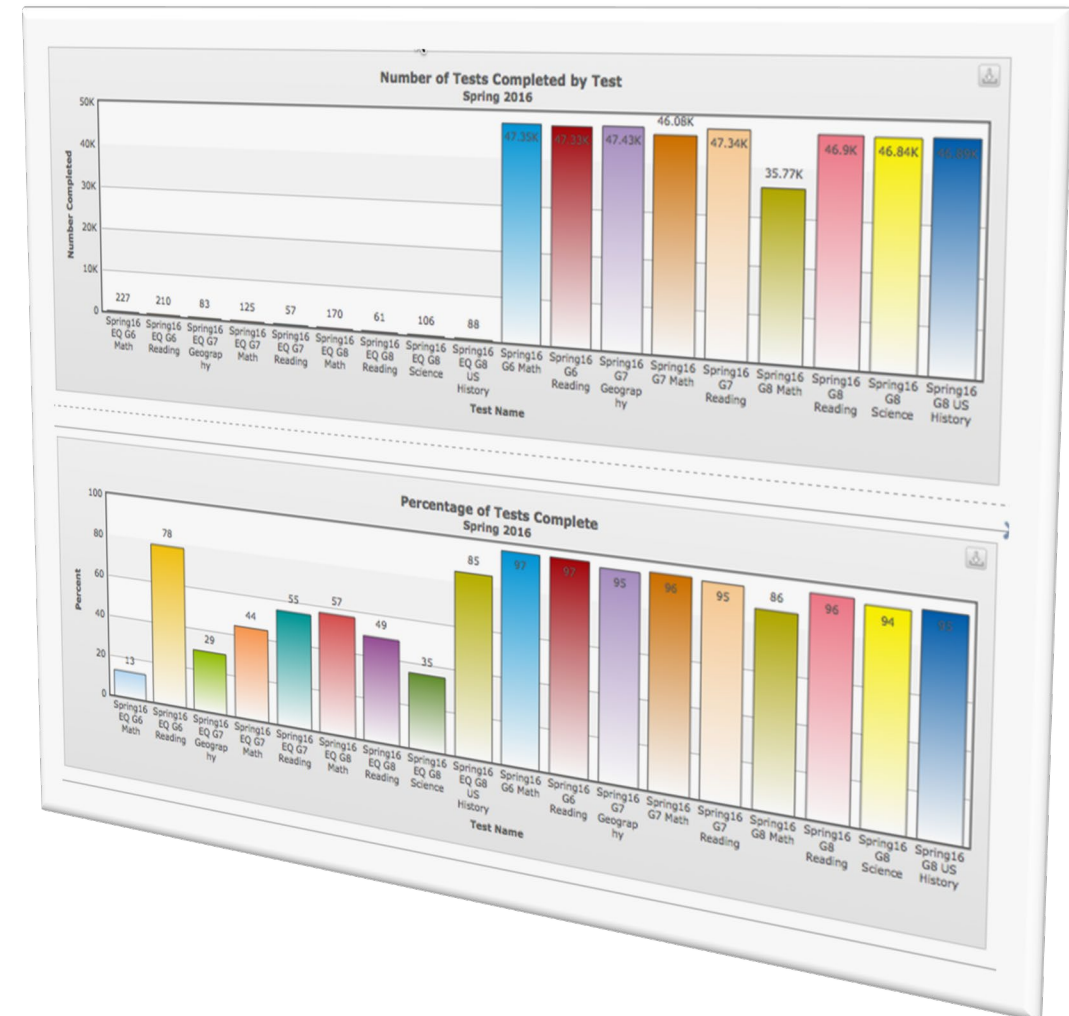
- Check *Date/Time Created* for the most recent students added.
- If missing of accommodations is caught after student logs in, the student must continue testing with a human reader.





# 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



# OSTP Portal: File Uploads

File Upload	Data	Dates Available	Record Limit
Portal Users	Add or edit portal user accounts for your organization	January 13 – May 14	30
Student Accommodations Data	Student accommodations only	February 7 – May 14	1,000
Class Data	Mapping students to classes or proctoring groups	February 7 – May 14	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.



# OSTP Portal: File Exports

Export	Data	Dates Available	Record Limit
Portal Users	List of portal user accounts for your organization	January 13 - May 14	30
Student Accommodations Data	Student accommodations only	February 7 - May 14	-
Students Test Status	List of students with their test completion status by school/test	April 1 - May 14	-
Students Not Scheduled for a Test	List of students within a school that are not scheduled for the selected test	April 1 - May 14	-

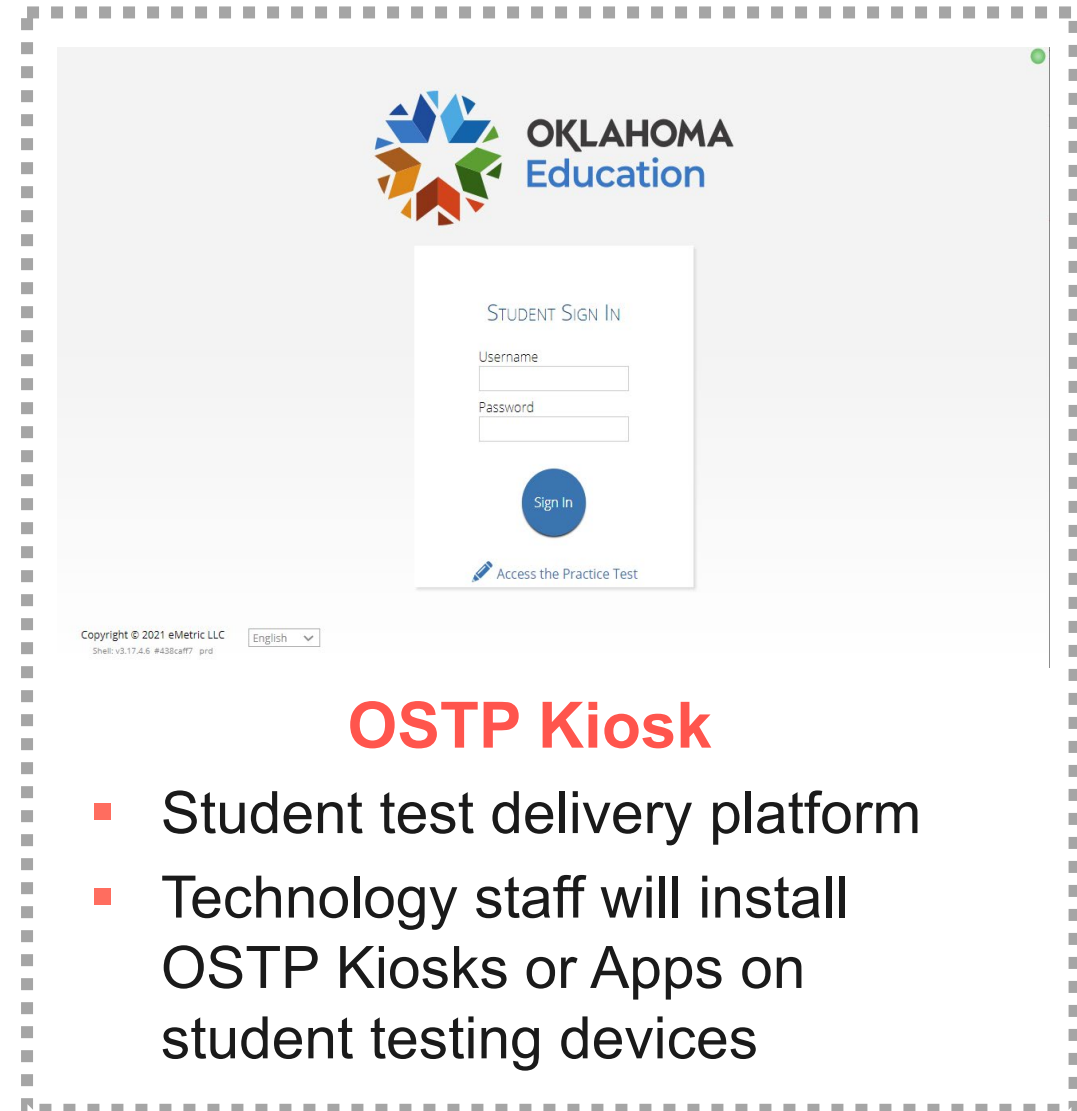


# OSTP Online System Components



## 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



# OSTP Kiosks

---

- Windows, MacOS and Linux Kiosk 
  - Available to download in Portal
- iPad and Chromebook Applications 
  - Download directly from App Stores
  - Download "iTester" iPad app and select state on 1<sup>st</sup> log-in

 New kiosks and apps **ARE** required for Spring 2025



# 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 <sup>a</sup> ( <b>Practice Test ONLY</b> )	Chrome™ 133 or newer Firefox® 135 or newer Safari® 18.3 or newer Microsoft Edge™ 132 or newer <b>**UPDATED**</b>
Headphone/Earphone/Ear Buds	Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation



# OSTP Kiosk: Student Testing Device Requirements

## Desktop and Laptop Specific Requirements

<b>CPU</b>	1.3 GHz
<b>Memory</b>	2 GB (4 GB is strongly recommended for best performance)
<b>Input Device</b>	Keyboard – wired or wireless/Bluetooth® mouse or touchpad
<b>Windows®</b>	Windows 10 (21H2; 22H2) <sup>b</sup> , 11 (22H2; 23H2) <b>**UPDATED**</b>
<b>MacOS®</b>	13.7, 14.7, 15.3 (64-bit only) <b>**UPDATED**</b>
<b>Linux®</b>	Fedora™ 40 (64-bit only) <b>**UPDATED**</b>



# OSTP Kiosk: Student Testing Device Requirements

## Tablet/Netbook/2-in-1 Specific Requirements

iPadOS	16.7, 17.6, 18.3 <b>**UPDATED**</b>
Chrome OS™	Long-Term Support (LTS) <sup>c</sup> <b>**UPDATED**</b> 126 Stable Channel 130, 131, 132

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 these requirements are likely to encounter performance-related issues during testing.

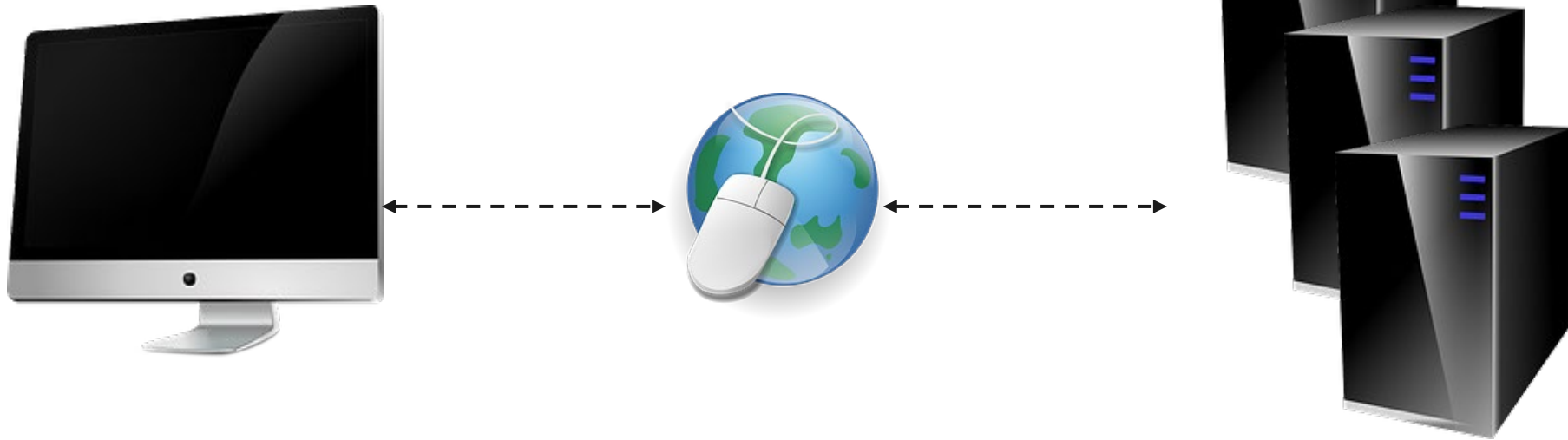


# OSTP Kiosk: Internet Connectivity

---

## Beginning of Test:

- Authenticate login
- Download test content



## End of Test:

- Submit responses for scoring

# OSTP Kiosk: Checking Internet Connectivity

Question 1

Screen Zoom: Text-to-Speech:

In this figure, what is the value of  $x$ ?

Hide All

8

6

5

$x$

(A) 2.3

(B) 3.75

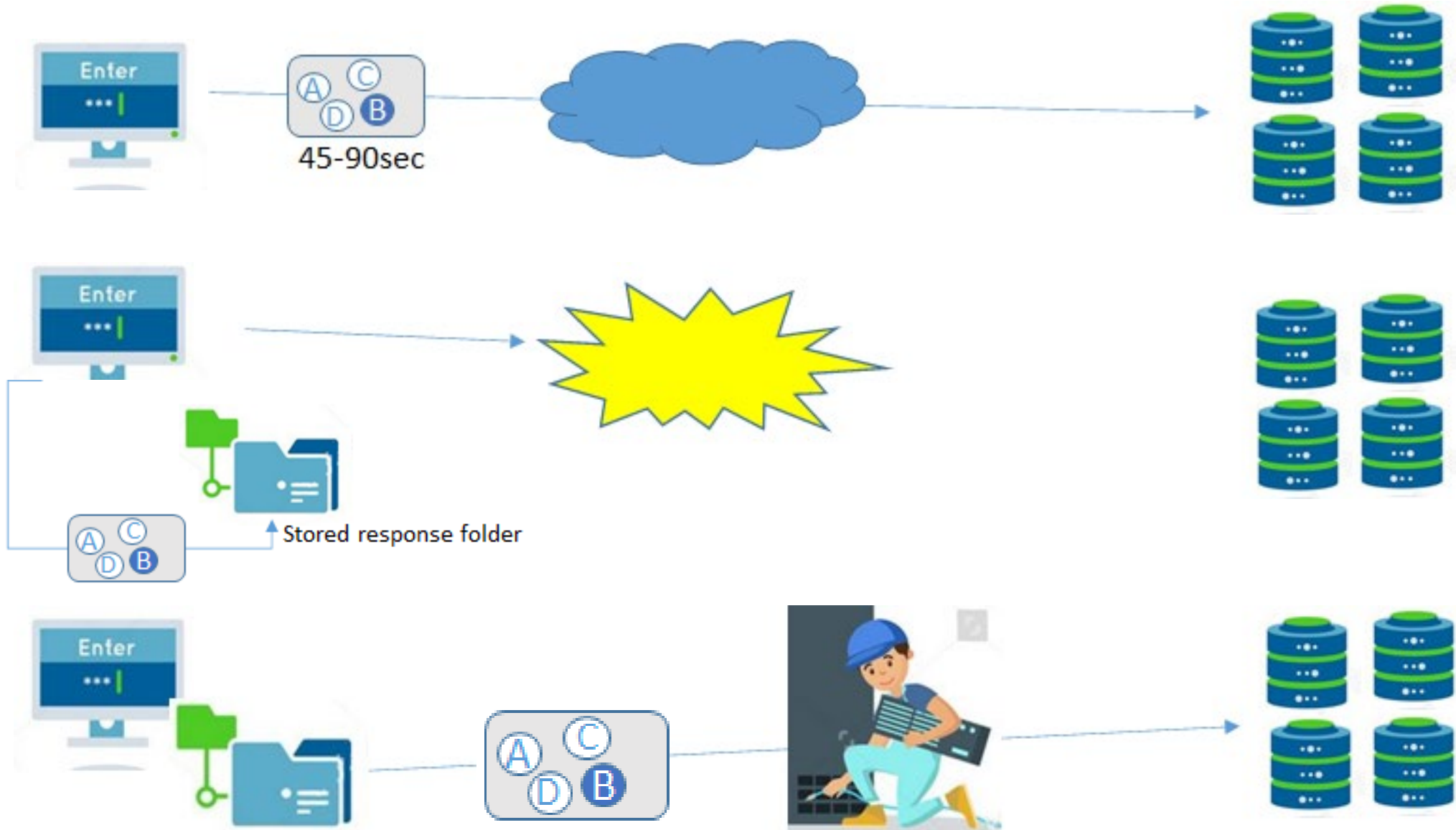
(C) 9.0

(D) 10.0

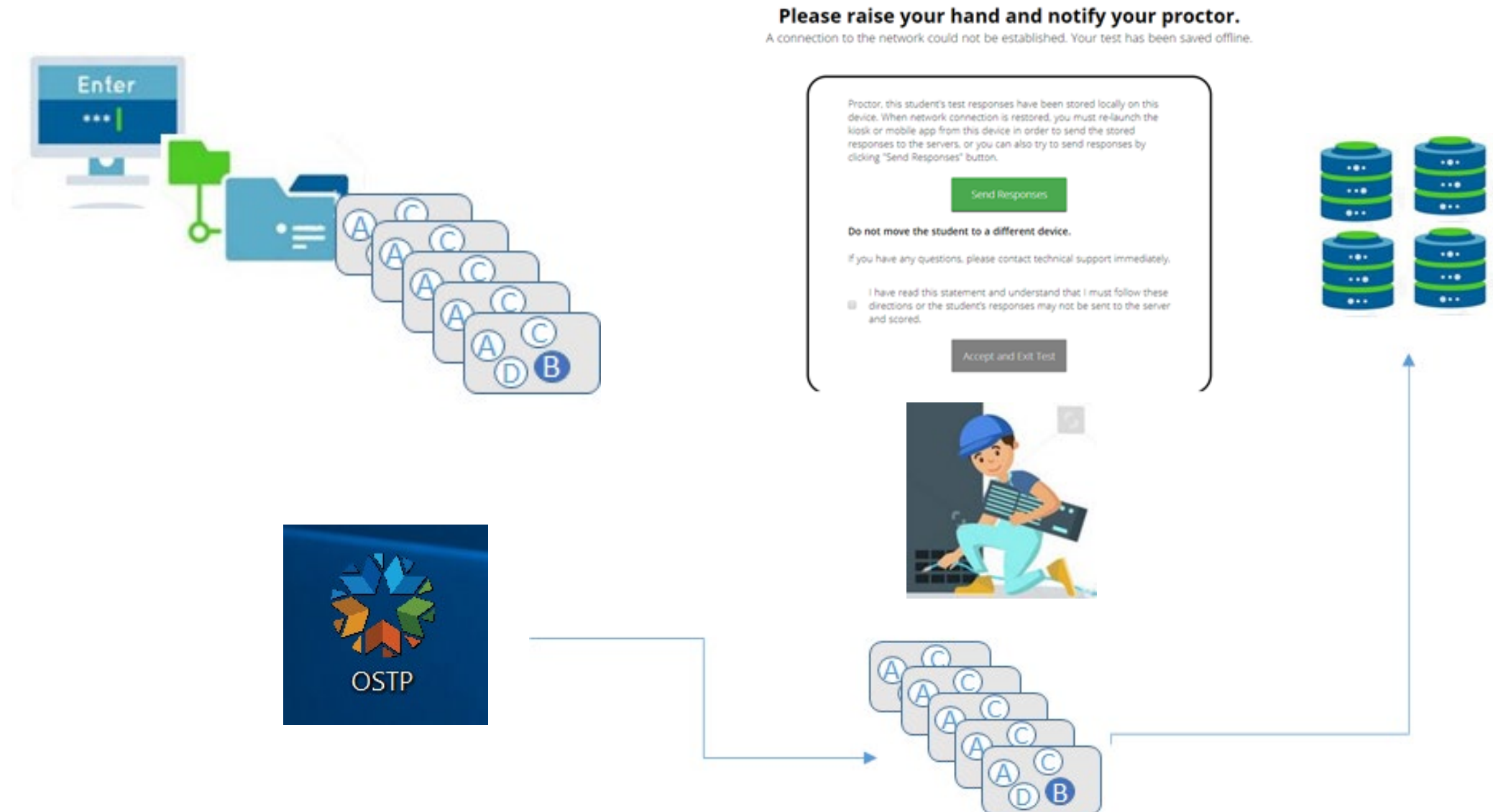
Clear Pause/Exit Back Next Finish

- ☒ Internet Connectivity is ON
- ☐ Internet Connectivity is OFF

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



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





# 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



# 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](mailto:oktechsupport@cognia.org)



# What's new for 2025 in OSTP Kiosk?

---

- The Text-to-Speech voice is standardized across all operating systems, ensuring a consistent experience regardless of the device being used.
- A Cepstral voice pack will not be necessary for Spanish Text-to-Speech.



# Kiosk

---

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



# Logging In to the Kiosk

The screenshot shows the Oklahoma Education Student Sign In kiosk interface. It features the Oklahoma Education logo at the top. The main section is titled "STUDENT SIGN IN" and contains two input fields: "Username" (callout 1) and "Password" (callout 2). Below these fields is a blue "Sign In" button. At the bottom of the sign-in area is a link "Access the Practice Test" with a pencil icon (callout 3). The footer contains copyright information, a language dropdown menu (callout 5) with options for English, Spanish, and Español, and an "Exit" button (callout 7). A small green circle with the number 6 is in the top right corner. A blue arrow points from the demo information on the right to the Username field.

**OKLAHOMA Education**

STUDENT SIGN IN

1 Username

2 Password

Sign In

3 Access the Practice Test

Copyright © 2018 eMetric LLC  
Carrier: 3.9.0 #97027ad #035  
Shell: v3.11.0-dev #04034e0 s227  
clear.cache

English  
English  
Español

7 Exit

**Demo, Diego**  
**DOB:5/30/2011**  
**Demo Test\_Math**

Username: 9580667890

Password: b4df323b

# Entering a Section

The diagram illustrates the process of entering a section for a scheduled test. It consists of two overlapping screenshots of a web application interface. A large blue curved arrow points from the first screenshot to the second, indicating a sequence of steps. A red arrow points to the 'Session Access Code' input field in the second screenshot.

**Left Screenshot (Initial State):**

- Header:** "Hello, Madison Demo" with "Not Madison Demo?", "Exit", and "?" buttons.
- Form Fields:**
  - State Student ID: 8142208219
  - Date of Birth: 5/30/2014
  - School Name: Cyber City Sch Supp
  - Teacher: 03
  - Grade: 03
- Text:** "The following tests have been scheduled for you:"
- Test Name:** Demo Test\_Math
- Buttons:** "Section 1" and "Section 2" (highlighted with a red callout '2').

**Right Screenshot (Final State):**

- Header:** "Hello, Madison Demo" with "Not Madison Demo?", "Exit", and "?" buttons.
- Form Fields:** (Same as the left screenshot).
- Text:** "The following tests have been scheduled for you:"
- Test Name:** Demo Test\_Math
- Buttons:** "Section 1" and "Section 2" (disabled).
- Session Access Code:** Input field with "Submit" and "Cancel" buttons (highlighted with a red arrow).



# Options Page

## Options

Text-to-Speech

Volume:100

Speed

Slow

Normal

Fast

Screen Zoom

100%

150%

200%

300%

The quick brown fox jumped over the lazy dog.

Color Contrast

Default

Tuxedo

Classic

Ruby

Chalkboard

Nocturnal

Eccentric

Azure

Celestial

Antique

General Masking

Enabled

Accessibility Mode

Proctor Password

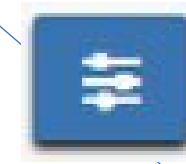
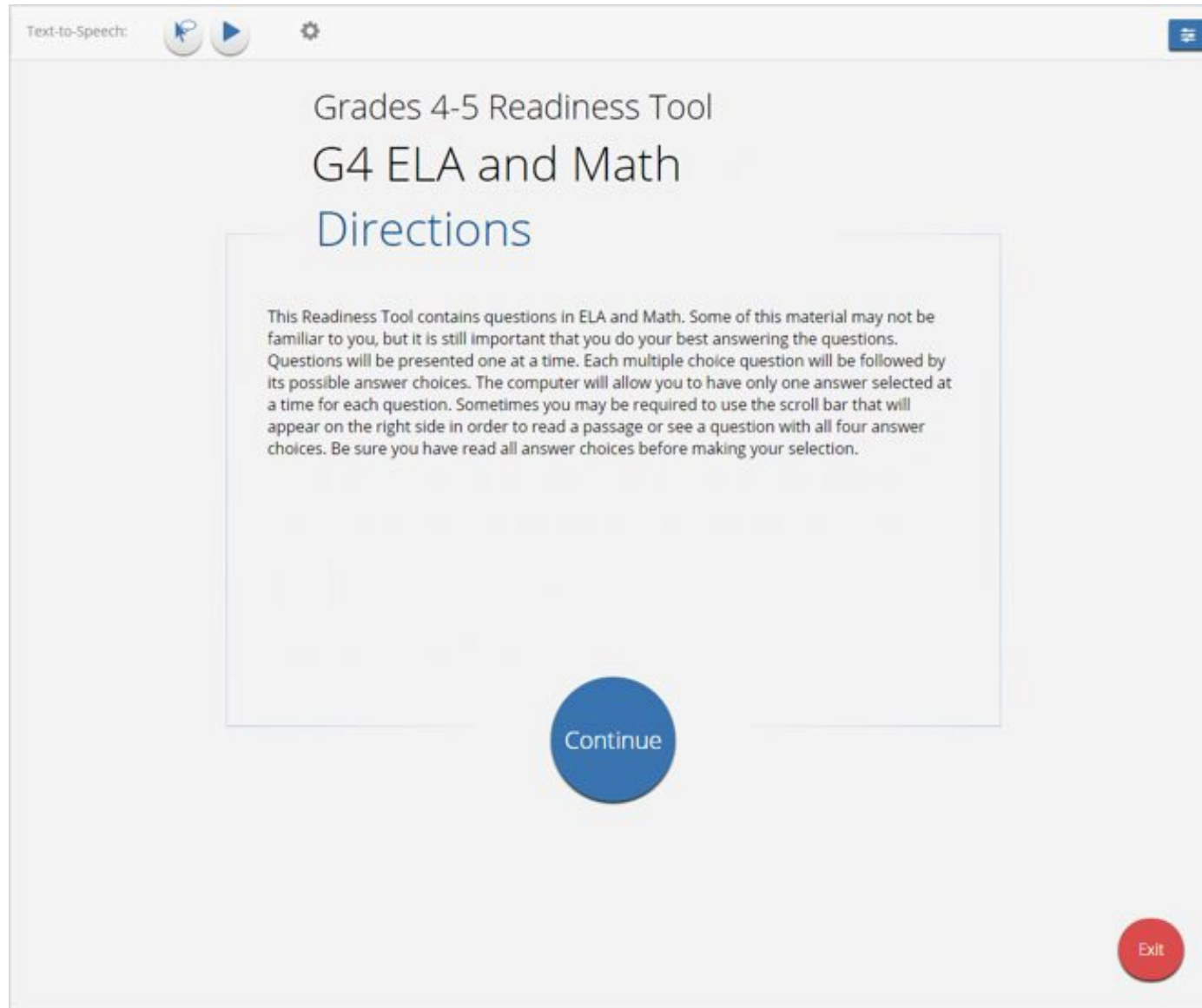
Submit

Continue

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

*For more information about Accommodations please visit the [Oklahoma Help and Support Site.](#)*

# Directions Page



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



# Test & Item Navigation

Question 9

Screen Zoom:


Text-to-Speech:

Tab 1

Tab 2

You will now read two related passages and answer the questions that follow. Some of these questions may ask you to compare the two passages.

### The American Buffalo



1 The state animal of Oklahoma is the American buffalo. It is most closely related to the European bison and the Canadian woods bison. A bison is another name for a buffalo. A long time ago it could weigh as much as 5,000 pounds. But, over the years, the American buffalo has slimmed down. Today, it weighs from 800–2,000 pounds and stands about six feet tall. People recognize the American buffalo by the large size of its head and the high hump on its shoulders. It is also recognized by its thick, dark brown, shaggy hair. It is a very impressive animal.

2 The American buffalo came to North America from Asia. The animals crossed a land bridge that once connected Asia to Alaska. Before long, millions of buffalo freely roamed the prairies of America. The large herds of the American buffalo were part of the landscape. This was quite a beautiful sight.

3 Buffalo were an important part of American Indian life as American Indians could not survive without them. They hunted them for food and used their hides to create shelter and clothing. American Indians made sure they used every part of the animal. They were not wasteful. But things changed when the settlers arrived.

4 Many of the settlers were trappers and traders. They began killing the American buffalo to sell as a

Which sentence from "The American Buffalo" supports the statement, "These settlers did not have the same respect for the buffalo as the American Indians"?

Hide All

- ☐ A Many of the settlers were trappers and traders.
- ☐ B These settlers killed more than what they needed.
- ☐ C They want to protect them.
- ☐ D This herd is carefully protected.

Clear

Pause/Exit

Back

Next

Finish

2

Clear

Pause/Exit

Back

Next

3

# Review and Turn In

Question **2**

Screen Zoom:

Text-to-Speech:

→ **What change, if any, should be made to the citation in line 12?**

Hide All

- A** (Groth 53)
- B** (Groth, 53)
- C** (Groth, p. 53)
- D** no change

**The following passage is the first two pages and the Works Cited page from a student research paper. Read the passage. Compare the paper with the preceding reference guide. Then answer the question that follows.**

1 Bormann 1  
2 Reagan Bormann  
3 Mrs. Cantu  
4 English II  
5 5 April 2011  
6 The Health Benefits of Running  
7 Running offers both physiological and psychological benefits. A significant  
8 physiological benefit of running is improved joint health (Sieben, Lindeman 45).  
9 Because running is an effective calorie burner, it is often an exercise  
10 people use even to lose or maintain a healthy weight. The more a person  
11 weighs, the more pressure joints experience, and this seems to increase the  
12 breakdown of cartilage, the tissue that cushions joints (Groth p. 53).  
13 Breakdown in cartilage is the cause of osteoarthritis, the most common form  
14 of arthritis. Thus, running can decrease a person's chances of developing  
15 osteoarthritis. In addition to reducing the stress that excess weight can cause  
16 joints, running improves the function of the joints. When a person runs, the  
17 cartilage in his or her joints compresses and expands

Clear Pause/Exit Back Next Finish

**1**

You have completed: **21** out of **28** question(s).

<b>1</b> answered	<b>2</b> answered	<b>3</b> answered
<b>4</b> not answered	<b>5</b> answered	<b>6</b> answered
<b>7</b> not answered	<b>8</b> not answered	<b>9</b> answered
<b>10</b> answered	<b>11</b> not answered	<b>12</b> answered
<b>13</b> answered	<b>14</b> answered	<b>15</b> answered
<b>16</b> answered	<b>17</b> answered	<b>18</b> not answered
<b>19</b> answered	<b>20</b> not answered	<b>21</b> not answered
<b>22</b> answered	<b>23</b> answered	<b>24</b> answered
<b>25</b> answered	<b>26</b> answered	<b>27</b> answered
<b>28</b> answered		

**2**

Return to test Turn In

**Are you sure you want to turn in your test?**

**3**


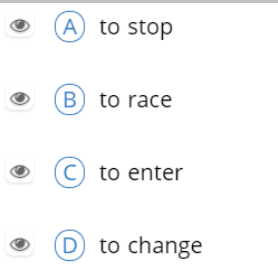
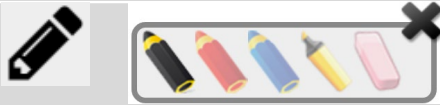

Turn In Cancel

Turning in your test...






# 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

# 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.






# 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	Text-to-Speech: 	Not supported on Linux
Text-to-Speech ELA Writing Grade 5 & 8	Grades 5 & 8 ELA Writing	Text-to-Speech: 	Not supported on Linux
Text-to-Speech NS1 ELA Gr. 3-8 Multiple-choice (State approval is required)	Grades 3-8 ELA Multiple-choice	Text-to-Speech: 	Not supported on Linux
Text-to-Speech Science	Grades 5 & 8 Science	Text-to-Speech: 	Not supported on Linux
Text-to-Speech US History	Grade 11 US History	Text-to-Speech: 	Not supported on Linux

# Accommodations

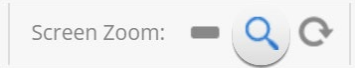


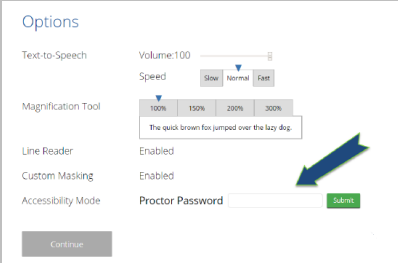
Text-to-Speech Accommodations ordered for specific students:

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



# 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

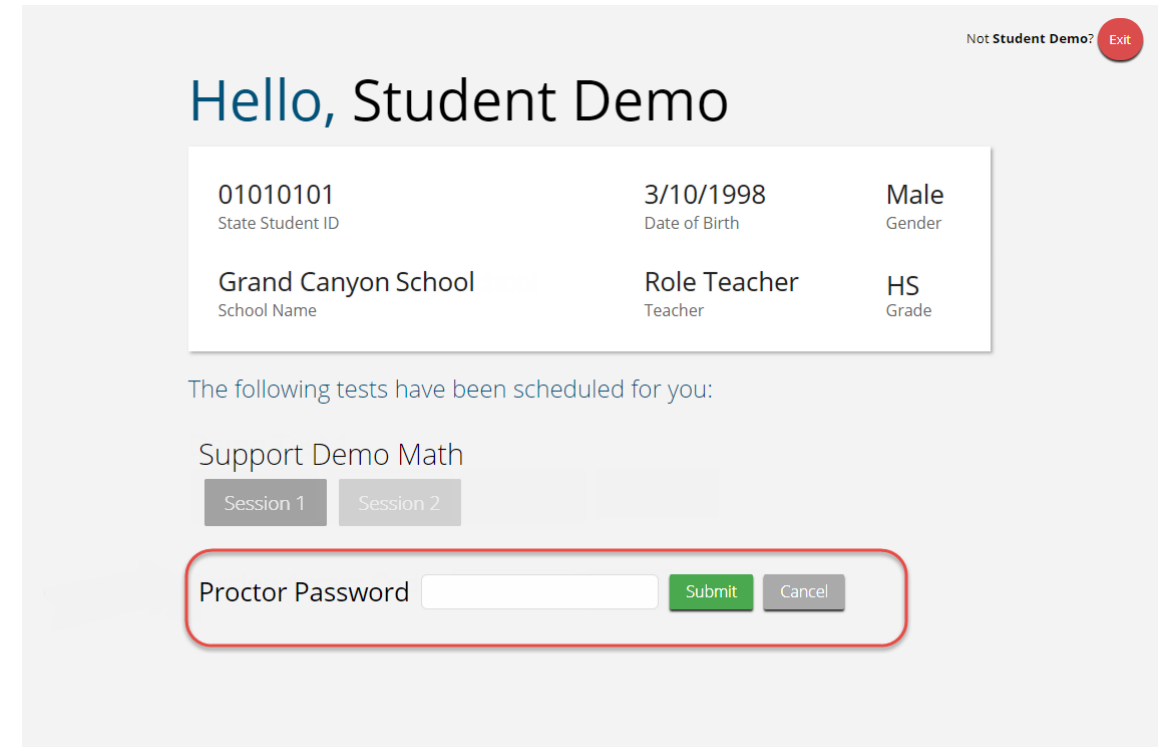
# Proctor Password

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.



The screenshot shows a 'Hello, Student Demo' interface. At the top right, there is a red button labeled 'Exit' and a link 'Not Student Demo?'. Below the greeting, a white box displays student information: State Student ID (01010101), Date of Birth (3/10/1998), Gender (Male), School Name (Grand Canyon School), Role Teacher, and Grade (HS). Below this, a message states 'The following tests have been scheduled for you:' followed by 'Support Demo Math'. There are two buttons for 'Session 1' and 'Session 2'. At the bottom, a red-bordered box contains the 'Proctor Password' label, an input field, a green 'Submit' button, and a grey 'Cancel' button.



# 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.



# Item locked in Kiosk


Question **1** ▼ ☆


Screen Zoom: 🔍


●


**This item is locked.**


abc











Clear

Pause/Exit


Back

Next

Finish



# Unlock link in the Portal

OKLAHOMA  
Education

HomeSite ReadinessStudentsEnrollment TransferClassesTest SchedulingMaterials ManagementPre-ID ManagementDashboard

emetric ProjectManagementHelp & SupportLogout

## Test Sessions

« BackEdit Test Session

**District:** Cyber Falls**School :** Cyber Falls Sch3-003  
**Administration:** OSTP Admin**Content Area:** ELA  
**Class:** Aarti G8 Class-(Grade -08)-(online)  
**Test Name:** 2019 Gr 8 ELA WP  
**Testing Window:** 01/17/2023 to 07/31/2023

Test is in progress. It ends on 07/31/2023. Students may log in and take the test using their username and password shown below.

Export Logins for Selected StudentsInvalidate

<input type="checkbox"/>	Last Name 🔍	First Name 🔍	Username 🔍	Password 🔍	Form Name 🔍	Date/Time Created 🔍	Test Report Code	Status	Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	Jagtap	Aarti	1000000008	27e94a7c	Spring 2019 Gr 8 ELA WP	01/17/2023 9:49:39 PM	+	Writing Prompt Section :In Progress	1/17/2023 9:51:57 PM		InvalidateUnlock

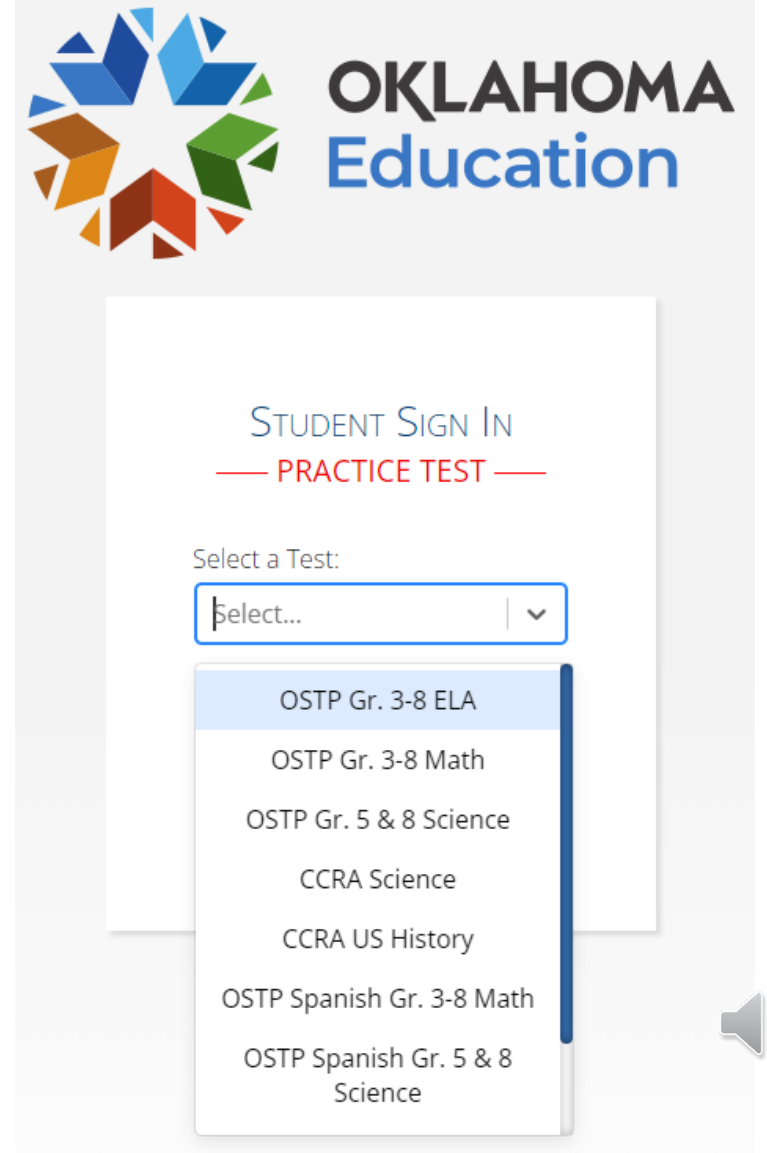
Showing 1 - 1 of 1



# Online Practice Tests

<https://okpracticetest.cognia.org/student>

- 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.



# Training Resources

**OKLAHOMA Education** Users [Demo DTC](#) [Help & Support](#) [Logout](#)

Welcome to the Oklahoma School Testing Program Portal  
OSTP

### Administration

Organize students for testing, schedule tests, and monitor testing progress.

### Reporting

View summary and individual student results by test and content standards.

v3.17.4.6 Copyright © 2021 eMetric LLC [Contact Us](#) (866) 629-0220 [Terms of Use](#) [Privacy Policy](#)

# Training Resources

## Help & Support Site

- User Guides
- Tutorials

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

### Tutorials

Coming Soon	Coming Soon	Coming Soon
<b>Adding Students &amp; Downloading School Rosters</b>	<b>Assigning Accommodations</b>	<b>Certifying Your Site</b>
Coming Soon	Coming Soon	Coming Soon
<b>Changing the Proctor Password</b>	<b>Creating Classes</b>	<b>Creating &amp; Editing Portal User Accounts</b>
Coming Soon	Coming Soon	Coming Soon
<b>Deactivating &amp; Reactivating Portal User Accounts</b>	<b>Exporting Testing Status</b>	<b>Printing Student Test Logins</b>

### Guides

There are two components of the OSTP and CCRA: Science & U.S. History online testing: the **Online Portal**, used by building and district administrators, and the Workstation Client, used by students for testing. The documentation below are how-to guides and helpful information for using this portal.

*Note: These are living documents that will be updated as changes are made to the online system.*

Quick Guide  
OSTP Portal



OSTP/CCRA Kiosk User Guide  
How to launch and log in to OSTP Kiosk

Guide  
Environment



OSTP/CCRA Portal User Guide  
Instructions for the OSTP online portal

ines  
ifications

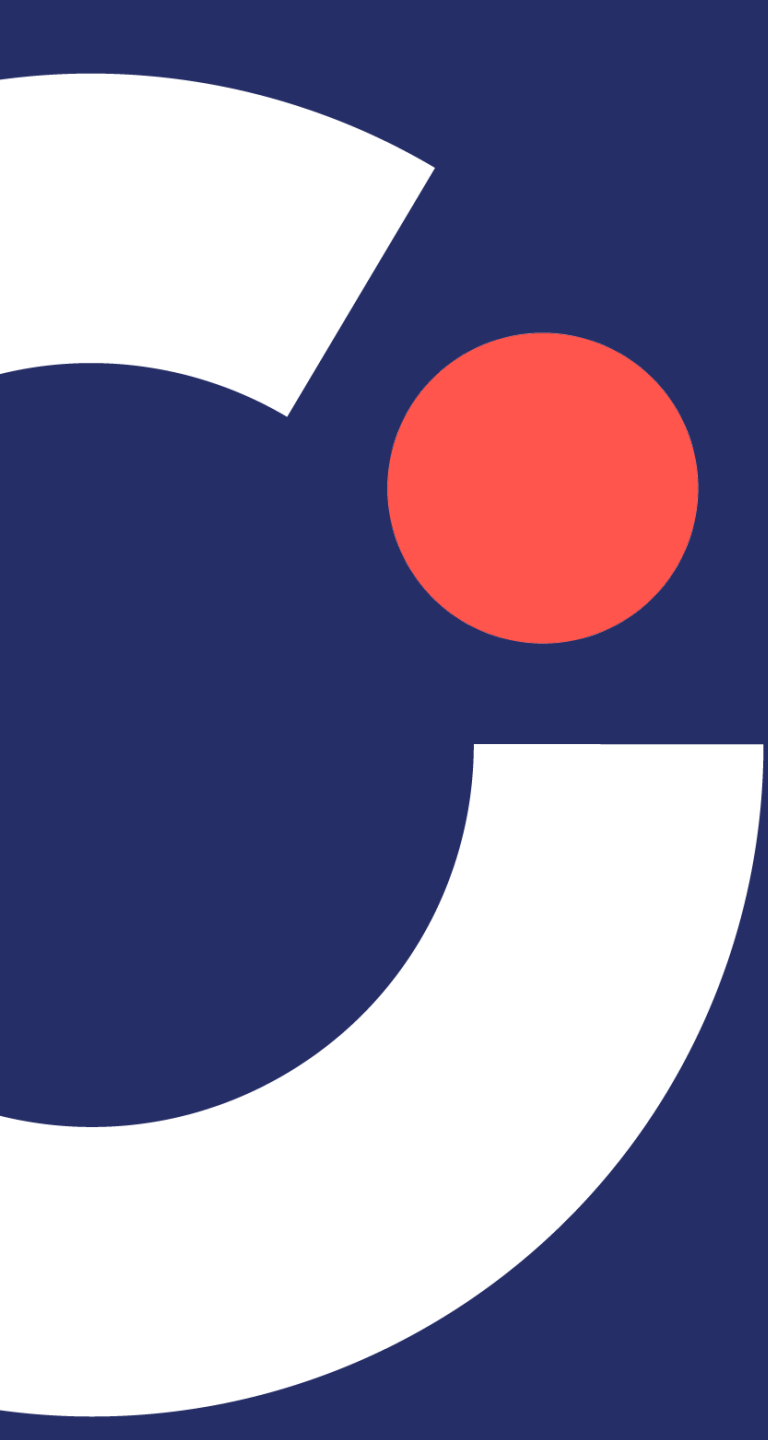


OSTP/CCRA Tools & Accommodations Quick Guide  
A quick reference of the Accommodation tools available

Assistive Technology Guide

# Thank You!





Break





Paper/pencil  
material



# 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



# Alternate Forms

- Large-Print and Braille are included in your initial shipment based on the January 2025 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.



# Spanish Translation Options



- A Spanish version of the test will be available online for **Grades 3-8 Math, 5 and 8 Science, and CCRA Science and U.S. History Content.**
- Please remember to create separate test sessions for Spanish test takers and for those students who need the Spanish text-to-speech accommodation.
- You are no longer required to download a Spanish voice pack if your student needs Spanish text-to-speech.
- The Spanish text-to-speech will automatically generate as the test is taken.

**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](#).*



# 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/>



# Student Labels and Rosters

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

Student Last, First MI	DOB: 99/99/9999
SSID: 123456789	
	
School Name	District-School Code
	Gr: xx

- **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.



<b>Q</b>	<b>IF THIS STUDENT WAS NOT TESTED, INDICATE THE REASON.</b>	
	Selections are subject to change based upon SDE review and validation.	
	ELA	MA
Did Not Attempt (DNA)	<input type="radio"/>	<input type="radio"/>
No Longer Enrolled (NLE)	<input type="radio"/>	<input type="radio"/>
Oklahoma Alternate Assessment Program (OAAP)	<input type="radio"/>	<input type="radio"/>

# 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.



# Void Bubble

V	VOID-DO NOT SCORE
<input type="radio"/>	Void this answer document.

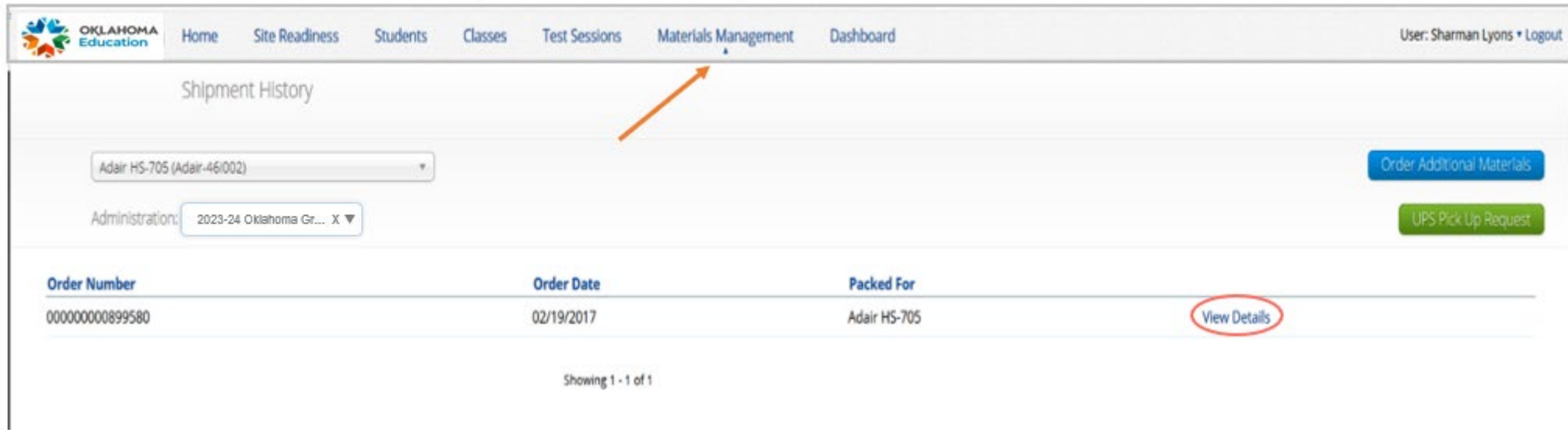
- Voids are applicable when an answer document is damaged and/or not scoreable or a breach has been administered.
- Filling in the void bubble in box V indicates the answer document will not be scored.
- Testing Irregularities need to be submitted using Office of Assessment Google Form.
  - A testing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





# Tracking Shipments

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



The screenshot displays the 'Materials Management' section of the Oklahoma Education website. The top navigation bar includes links for Home, Site Readiness, Students, Classes, Test Sessions, Materials Management (highlighted with an orange arrow), and Dashboard. The user is identified as 'User: Sharman Lyons' with a 'Logout' option. Below the navigation bar, the 'Shipment History' section features a dropdown menu for 'Adair HS-705 (Adair-46/002)' and a button for 'Order Additional Materials'. An 'Administration' dropdown shows '2023-24 Oklahoma Gr...' with a downward arrow, and a green button for 'UPS Pick Up Request' is visible. A table lists shipment details with columns for Order Number, Order Date, and Packed For. The first row shows Order Number 000000000899580, Order Date 02/19/2017, and Packed For Adair HS-705. A 'View Details' link is circled in red next to the Packed For column. The footer of the table indicates 'Showing 1 - 1 of 1'.

Order Number	Order Date	Packed For	
000000000899580	02/19/2017	Adair HS-705	<a href="#">View Details</a>

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.



# Ordering Additional Materials – Packing Slip




## PACKING SLIP \*Secure Material\*

Ship To:

Cognia Ship Code:	000000000754662	Date Packed:	03/11/2024
Contract: 155900	Contract Name: OSTP	Administration:	2023-2024
County Code:	County Name:	SU Code:	Superintendent Unit Name:
District Code:	District Name:		
School Code:	School Name:	Grade:	Enrollment:
Box Label:	00000056494003		



# Ordering Additional Materials

 OKLAHOMA Education

[Home](#) [Site Readiness](#) [Students](#) [Classes](#) [Test Sessions](#) [Materials Management](#) [Dashboard](#)

User: Sharman Lyons • [Logout](#)

## Shipment History

Adair HS-705 (Adair-461002)

Administration: 2023-24 Oklahoma Gr... X

[Order Additional Materials](#)

[UPS Pick Up Request](#)

Order Number	Order Date	Packed For	
000000000899580	3/14/24	Adair HS-705	<a href="#">View Details</a>

Showing 1 - 1 of 1



# Ordering Additional Materials



## Online Additional Materials 2023-2024 OSTP Grades 3-8 Operational

[Return to iServices](#)



Administration:

Order Level:

District:  [Search](#)

School:  [Search](#)

\* MPShipCode:

Login

**Note: Additional Material Requests received after 2:00 PM EST will be processed the following business day.**

### Instructions

1. Select Administration.
2. Select Order Level.
3. Select District.
4. Select School.
5. Enter MP Ship Code which is located at the top of your Material Summary.
6. Click Login.



# Return Shipping Grades 3-8

## Last Day for Materials Pick-up

\* 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.

## Grade 3-8

### **All scorable and non-scorable material**

- If utilizing the self-schedule option that must be done by **5/1/2025**
- Cognia scheduled a 1-day pickup on **5/5/2025**

# OSTP Return of Materials Grades 3-8: 2024-2025

**Once your materials are packaged for return, there are two options for sending them to Cognia:**

1. A UPS pickup may be scheduled anytime during the test administration by going to the Materials Management Section of the eMetric Portal (<https://oklahoma.cognia.org/>). See the Portal User Guide (<https://oklahoma.onlinehelp.cognia.org/guides/>) for directions.
2. To help facilitate the return of your testing materials, an automatic pickup has been prescheduled for your District. If your District chooses to schedule an earlier return, please contact the Oklahoma Service Center by 12:00 p.m. two days prior to the automatic pickup date.

**Contact information:**  
**1-866-629-0220; oktechsupport@cognia.org**

**Scheduled pickup date:**  
**May 5, 2025**  
**UPS Next Day Air Return Service**

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

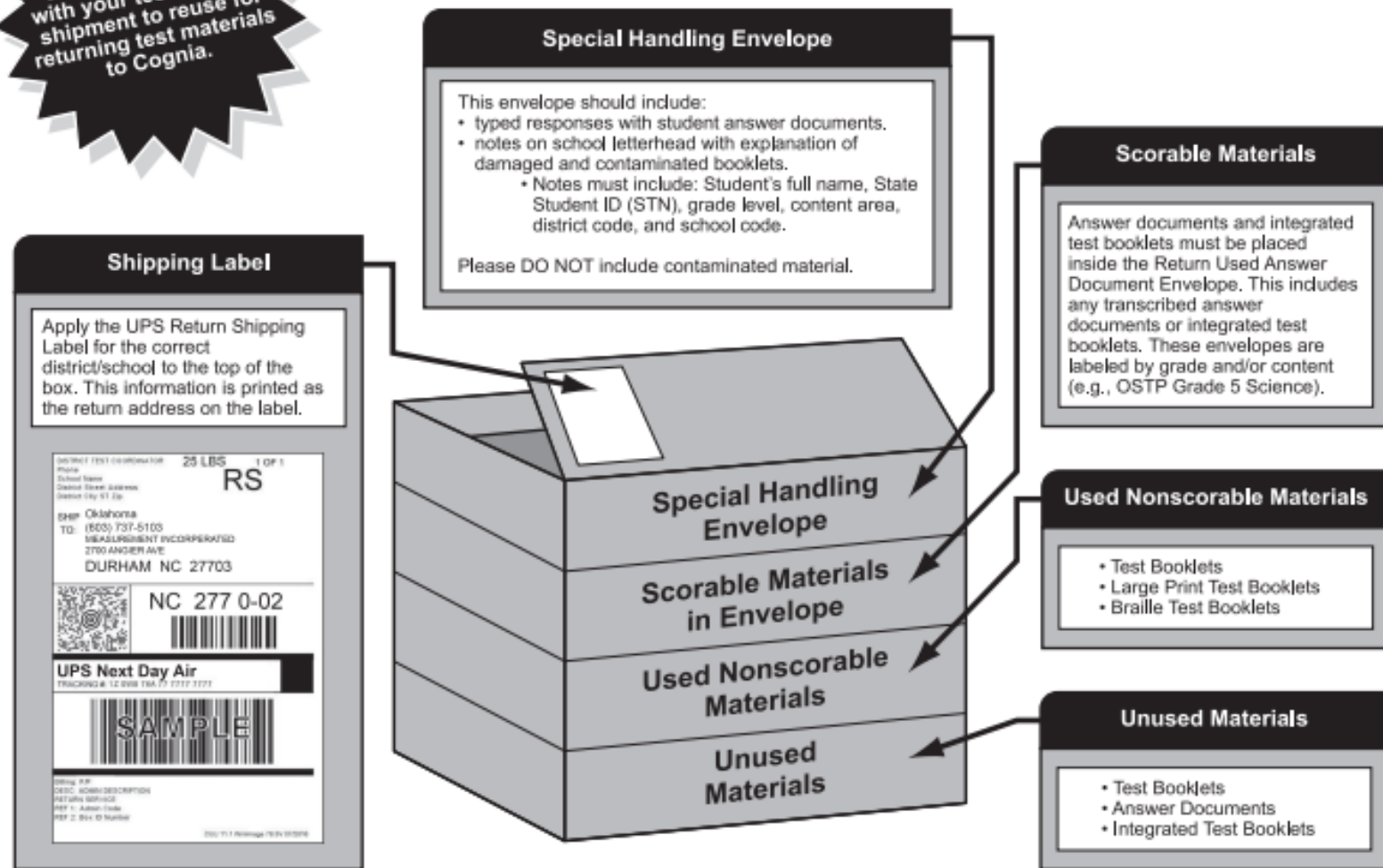
**Note: These labels are district, school, and test administration specific. Please ensure the correct district/school label(s) are being used.**



# Returning Materials OSTP

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

## Packing of OSTP Materials



### Materials to be Discarded

- District or Building Test Coordinator Memo
- Test Preparation Manual (TPM)
- Test Administration Manual (TAM)
- Parent Student Teacher Guide
- Return Packing/Shipping Instructions
- Math Reference Sheets or Periodic Table

### Materials to be Shredded or Destroyed

- Students' rough drafts, scratch paper, and unmarked grid paper
- Student test login tickets or unused student labels
- Contaminated materials (See instruction in TPM)
- Unused return shipping labels and envelopes



# Return Shipping CCRA Science & U.S. History

## Last Day for Materials Pick-up

\* 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.

## CCRA Science & U.S. History: All scorable and non-scorable materials

- If utilizing the self-schedule option that must be done by **4/11/2025**
- Cognia scheduled a 1-day pickup on **4/15/2025**





# Returning Materials CCRA

**Once your materials are packaged for return, there are two options for sending them to Cognia:**

1. A UPS pickup may be scheduled anytime during the test administration by going to the Materials Management Section of the eMetric Portal (<https://oklahoma.cognia.org/>). See the Portal User Guide (<https://oklahoma.onlinehelp.cognia.org/guides/>) for directions.
2. To help facilitate the return of your testing materials, an automatic pickup has been prescheduled for your District. If your District chooses to schedule an earlier return, please contact the Oklahoma Service Center by 12:00 p.m. two days prior to the automatic pickup date.

**Contact information:**  
**1-866-629-0220; oktechsupport@cognia.org**

**Scheduled pickup date:**  
**April 15, 2025**  
**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.**



# Returning Materials CCRA

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

## Packing of CCRA Materials

**Shipping Label**

Apply the UPS Return Shipping Label for the correct district/school to the top of the box. This information is printed as the return address on the label.

25 LBS 1 OF 1  
RS

SHIP TO: Oklahoma  
TO: (800) 737-5103  
MEASUREMENT INCORPORATED  
2700 ANDER AVE  
DURHAM NC 27703

NC 277 0-02

UPS Next Day Air  
TRACKING #: 1Z 098 TBA 77 1117 1117

SAMPLE

SHIP TO:  
TEST ADMINISTRATION  
RETURN SERVICE  
REF 1: Admin Code  
REF 2: Box ID Number

200-111-1111

**Special Handling Envelope**

This envelope should include:

- typed responses with student answer documents.
- notes on school letterhead with explanation of damaged and contaminated booklets.
- Notes must include: Student's full name, State Student ID (STN), grade level, content area, district code, and school code.

Please DO NOT include contaminated material.

**Scorable Materials**

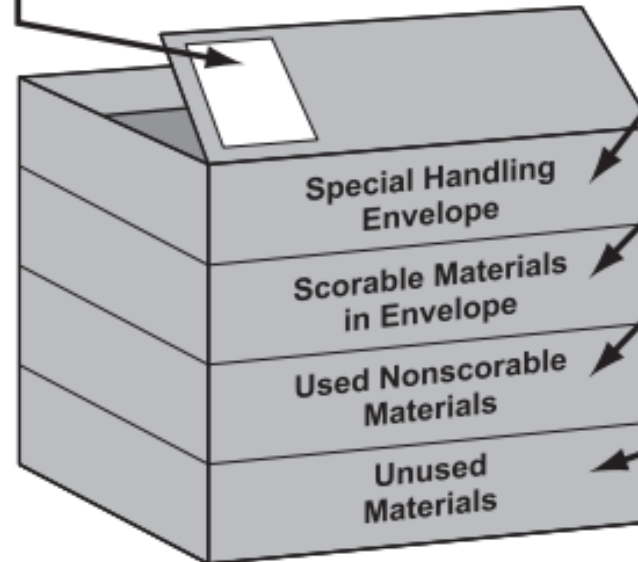
Answer documents and integrated test booklets must be placed inside the Return Used Answer Document Envelope. This includes any transcribed answer documents or integrated test booklets. These envelopes are labeled by grade and/or content (e.g., CCRA Grade 11 Science).

**Used Nonscorable Materials**

- Test Booklets
- Large Print Test Booklets
- Braille Test Booklets

**Unused Materials**

- Test Booklets
- Answer Documents
- Integrated Test Booklets



**Materials to be Discarded**

- District or Building Test Coordinator Memo
- Test Preparation Manual (TPM)
- Test Administration Manual (TAM)
- Parent Student Teacher Guide
- Return Packing/Shipping Instructions
- Math Reference Sheets or Periodic Table

**Materials to be Shredded or Destroyed**

- Students' rough drafts, scratch paper, and unmarked grid paper
- Student test login tickets or unused student labels
- Contaminated materials (See instruction in TPM)
- Unused return shipping labels and envelopes



# 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



# 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



# 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).



# 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.



OKLAHOMA Education

Home Site Readiness Students Classes Test Sessions Materials Management Dashboard

User: Sharman Lyons • Logout

Shipment History

Adair HS-705 (Adair-461002)

Order Additional Materials

Administration: 2023-24 Oklahoma Gr... X ▼


UPS Pick Up Request

Order Number	Order Date	Packed For	
000000000899580	3/14/24	Adair HS-705	<a href="#">View Details</a>

Showing 1 - 1 of 1

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


# UPS Pickup Option – Self Schedule



OKLAHOMA  
Education

Online UPS Pickup Request  
Oklahoma

[Return to iServices](#)



Administration :

\* RS Tracking #

Login

**NOTE:** Requests placed before 2:00 PM EST will be scheduled for the following business day. Requests placed after 2:00 PM EST will be scheduled for the second business day.

**Instructions**

1. Select Administration.
2. Enter RS Tracking # (located on your UPS return service label). You only need to identify one tracking number regardless of the number of boxes being returned.
3. Click Login.



# UPS Pickup – Automatic

- UPS will automatically be picked up from any district that has not scheduled their own pick up.
- OSTP Grade 3-8
  - **5/5/2025** Grade 3-8 All Scorable and nonscorable Material
- CCRA
  - **4/15/2025** – 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





# 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.

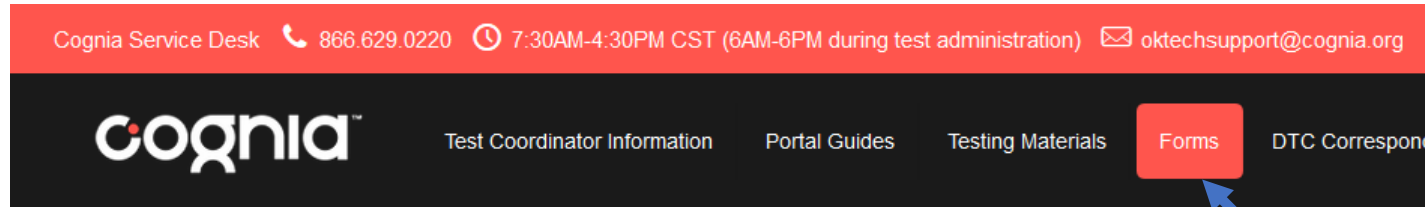


# Test Security Forms 2025

- **Qualtrics** is our test security form software.
- **Six** 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
  6. Remote Proctoring Test Security Form
- Step by step instructions will be on the Help and Support Site



# 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 six forms under the Forms tab.

## Who should fill out forms:

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

# Qualtrics Test Security Forms

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

- If you fulfill one of the six 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 completed the form. You must share this PDF with the proper school personnel.



# 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.
- **Six** 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
  6. Remote Test Administrator Security Form ← **NEW**
- 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 or Remote Test Administrator-forward to BTC ← **NEW**




# Qualtrics Reminders

- Cognia will post a training video on the Oklahoma Help & Support Site to go over each of the **six** spring 2025 test security forms by March 3, 2025.
- The Qualtrics Test Security form sandbox links along with detailed, step by step directions on how to fill out each form will be posted Oklahoma Help & Support Site.
- Qualtrics Test Security Form examples are included in the Test Prep Manual for all forms except the Remote Test Administrator Form. Please find directions on the OK Help and Support page for this form coming soon.



# TA/TP Training & Test Proctor Training

- Cognia will be providing the Test Administrator/Test Proctor Training Module and the Test Proctor Training Module through Canvas for spring 2025.
- **NEW**: There will be a Remote Test Administrator Training Module for spring 2025! If you are planning to remotely administer the OSTP Grades 3-8 test this spring, you will need to watch this module to prepare.  **NEW**
- Training module links will be posted on the OK Help and Support site for use on February 27, 2025.
- Cognia will host a Canvas training webinar on March 6<sup>th</sup> 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 OK Help and Support Site by March 7, 2025.

# 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 2025 Spring testing administration.





# 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



# Knowledge is Opportunity



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



A background photograph of three diverse students (two men and one woman) looking at a smartphone together. They are all smiling and appear to be in a campus setting. The woman is wearing a blue denim jacket and a backpack. The men are wearing a grey hoodie and a dark blue shirt, respectively. A dark blue semi-transparent banner is overlaid across the middle of the image, containing the text.

# Getting Ready for the ACT® Test Administration Oklahoma



A black and white photograph of three students, two men and one woman, looking at a book together. They are all smiling and appear to be in a classroom or library setting. The woman is on the right, and the two men are on the left. They are all wearing backpacks. A dark blue horizontal band is overlaid across the middle of the image, containing the text 'What's New?'.

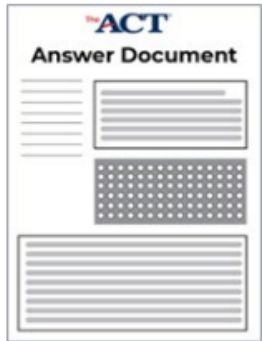
# What's New?



# What's New This Testing Cycle



Schools no longer return online test materials



Answer documents

- Year removed
- Added apostrophe for first and last names



Materials will be shipped together regardless of which testing window



No longer sending PreID barcode labels for students registered to test online



Translated test directions are available on your ACT-hosted website



Scribe, Reader, and Interpreter Agreements will be posted online



# What Dates Do I Need to remember?



# Test Days

Administration	Paper Accommodations Testing Window	Online Testing Window
Test Window 1	March 25 – 28 & March 31 – April 4	March 25 – 28 & March 31 – April 4
Test Window 2	April 8 – 11 & April 15 - 18	April 8 – 11 & April 15 - 18
Test Window 3	April 22 – 25 & April 29 – May 2	April 22 – 25 & April 29 – May 2





# Important Dates

Dec 6 – Feb 19



Online Site  
Readiness

Dec 6



Test Date  
Selection And  
Manage Contacts

Feb 7



Request  
Accommodations

Feb 10 – Mar 21



Request  
Qualified  
Exceptions  
to the Deadline

Feb 19



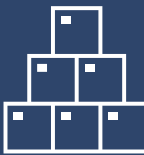
Verify Student  
Information  
in PearsonAccess<sup>next</sup>

Week of Mar 3 or  
Week of Mar 10



Receive  
Test  
Materials

Mar 25 - 28



Additional Order  
Window



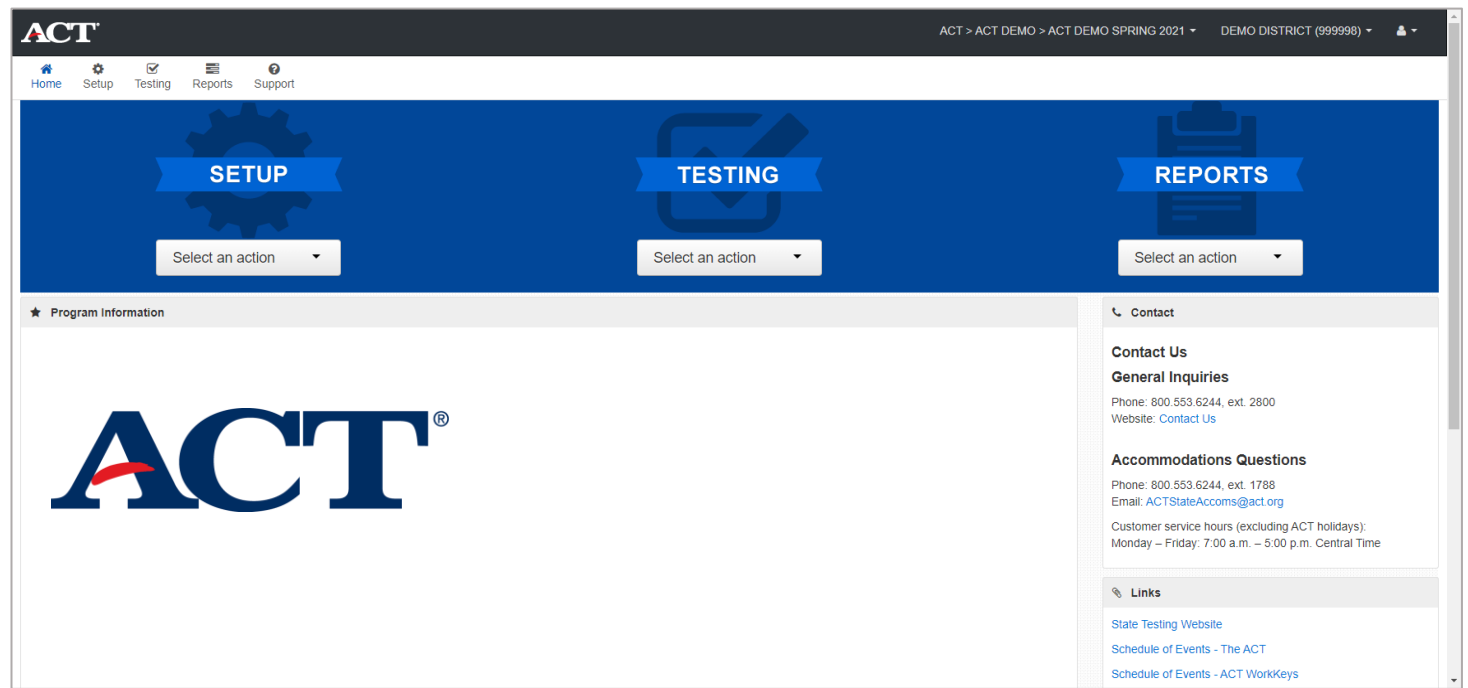


A black and white photograph of three students, two men and one woman, looking at a tablet together. They are all smiling and appear to be in a classroom or library setting. The woman is on the right, and the two men are on the left. They are all wearing backpacks. A dark blue horizontal band is overlaid across the middle of the image, containing the text 'ACT Systems' in white.

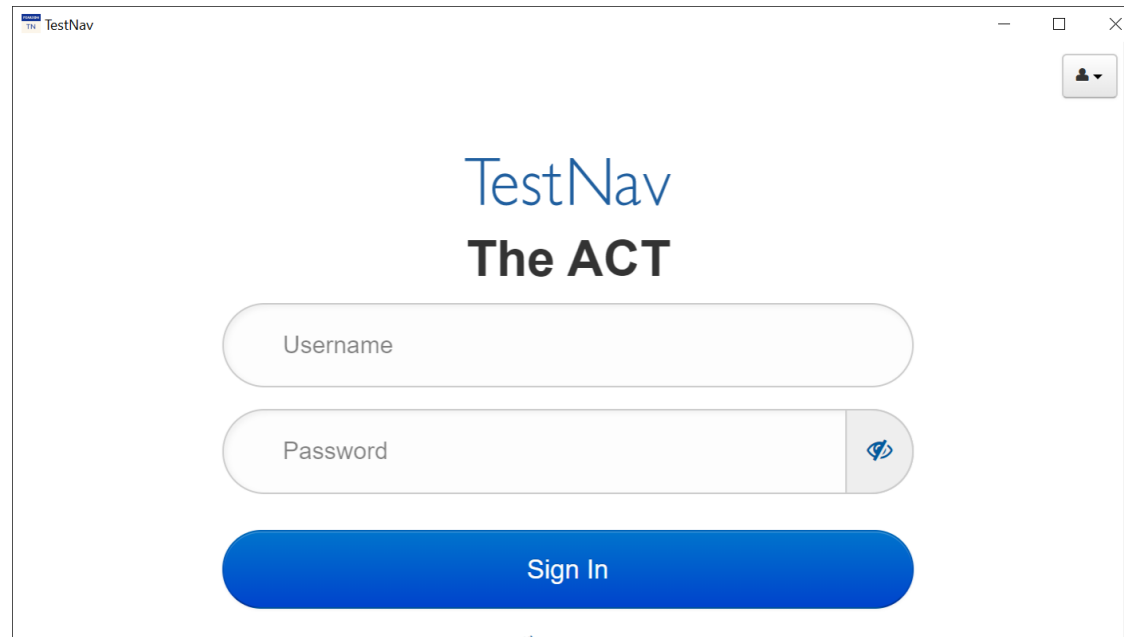
# ACT Systems



# PearsonAccess<sup>next</sup> (testadmin.act.org) Testing Staff



# TestNav (download.testnav.com) Examinees



# Your ACT Hosted Webpage

## The ACT Test: Your Program

[Next Steps](#) | [Important Dates](#) | [Help and Contact](#)

### Test Administration Process Next Steps

Select your current phase of the test administration process to see resources related to that phase.

1

[Step 1](#)

2

[Step 2](#)

3

[Step 3](#)

4

[Step 4](#)

5

[Step 5](#)

6

[Step 6](#)

7

[Step 7](#)



A grayscale photograph of three students (two men and one woman) looking at a device together. They are all smiling and appear to be in a school setting. A dark blue horizontal band is overlaid across the middle of the image, containing the title text.

# Preparation for ONLINE Testing



STEP  
4

# Create Test Sessions

Online

## SESSIONS (1)

+ Create Session

Sample Session

## DETAILS

### Sample Session

#### Session Name\*

Sample Session

#### Session Status

☐ Not Prepared

#### Test & Form

##### Test

The ACT with Writing

☐ Proctor Reads Aloud

#### Password\*

1C8E95

#### Form Group Type\*

February 27 (Tuesday) x ▼

Use Custom TestNav Settings

#### Precaching Computer\*

Add ▼

A pre-caching computer is required when there is one or more available.

#### Organization

DEMO SCHOOL (123456)

#### Actual Start Date

Session has not been started

#### Scheduling

##### Scheduled Start Date\*

02/20/2019



##### Scheduled Start Time

01:00 AM

CST ⌚

#### Lab Location



STEP  
4

# Add Examinees to Test Sessions

Online

**Students in Sessions** [Go to Sessions »](#)

Tasks 0 Selected

Select Tasks ▼

Start ▼

Manage


**Session List** [Add a Session](#)

- Sample Session x

**Sample Session**

☐ Not Prepared

- All Tasks
- Student Test Statuses
- Students
- Student Tests



STEP  
4

# Add Examinees to Test Sessions

Online

**Students in Sessions** [Go to Sessions »](#)

Tasks 0 Selected

Select Tasks ▼

Start ▼

Manage


**Session List** [Add a Session](#)

- Sample Session x

**Sample Session**

☐ Not Prepared

- All Tasks
- Student Test Statuses
- Students
- Student Tests



STEP  
4

# Add Examinees to Test Sessions

Online

**Students in Sessions** [Go to Sessions »](#)

Tasks 0 Selected

Select Tasks

Start

Manage

**Session List**

Add a Session

Sample Session

**Sample Session**

Not Prepared

All Tasks

Student Test Statuses

Students

Student Tests



STEP  
4

# Add Examinees to Test Sessions

Online

## Add Students to Sessions

Session

Sample Session 1 (The ACT with Writ ▾)

Find available students within SAMPLE HIGH SCHOOL ▾

Last Name starts with

Q Search ▾

3 available student(s) found

<input type="checkbox"/>	Student	Organization
<input type="checkbox"/>	STUDENT, NEW (567054332) ⓘ	SAMPLE HIGH SCHOOL (0)
<input type="checkbox"/>	STUDENT, NEW (489973540) ⓘ	SAMPLE HIGH SCHOOL (0)
<input type="checkbox"/>	STUDENT, NEW (898104980) ⓘ	SAMPLE HIGH SCHOOL (0)

« 1 »

\* Required

Add

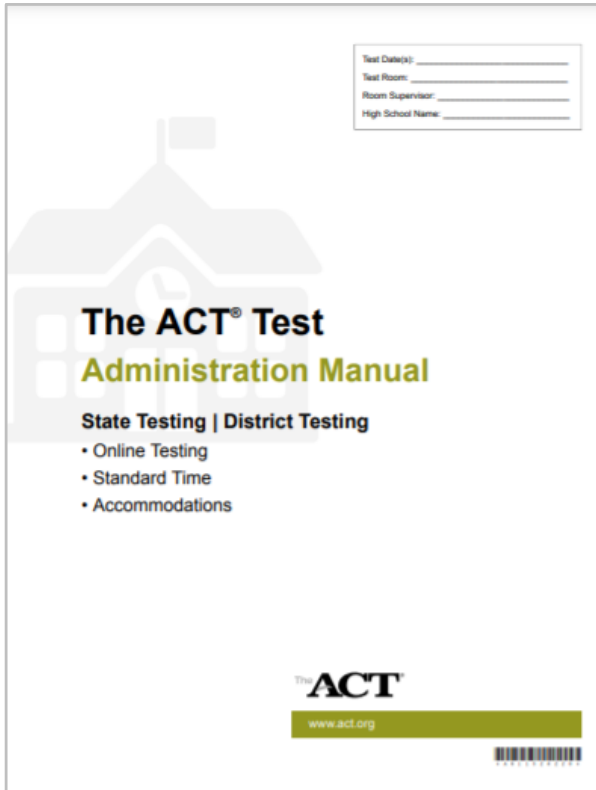
Reset



STEP  
4

# Testing Rooms

Online



The **ACT**®

**Test Administration Forms**  
**Standard Time, Online**  
**Test Room Report**

ACT High School Code \_\_\_\_\_ State \_\_\_\_\_ Type: ☐ No Writing ☐ Writing

School Name \_\_\_\_\_ Test Date \_\_\_\_\_

Room Supervisor \_\_\_\_\_ Room \_\_\_\_\_

☐ Testing at school ☐ Testing off-site—provide off-site location name and address:  
Location Name \_\_\_\_\_  
Address/City \_\_\_\_\_

Number of Examinees Seated in This Room \_\_\_\_\_ Number of Staff in This Room \_\_\_\_\_  
If two or more, complete the Seating Diagram.

**Test Coordinator**—After testing, mark (S) as you confirm counts and completeness/correctness of documents that apply to this room.

Student Authorization Tickets	Used Scratch Paper	Test Room Report	Seating Diagram	Roster	ACT ID Forms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there an Irregularity Report regarding timing? ☐ Yes ☐ No

**Test Coordinator—Return this completed folder in the OLIVE envelope.  
Keep all pages together (do not separate).**

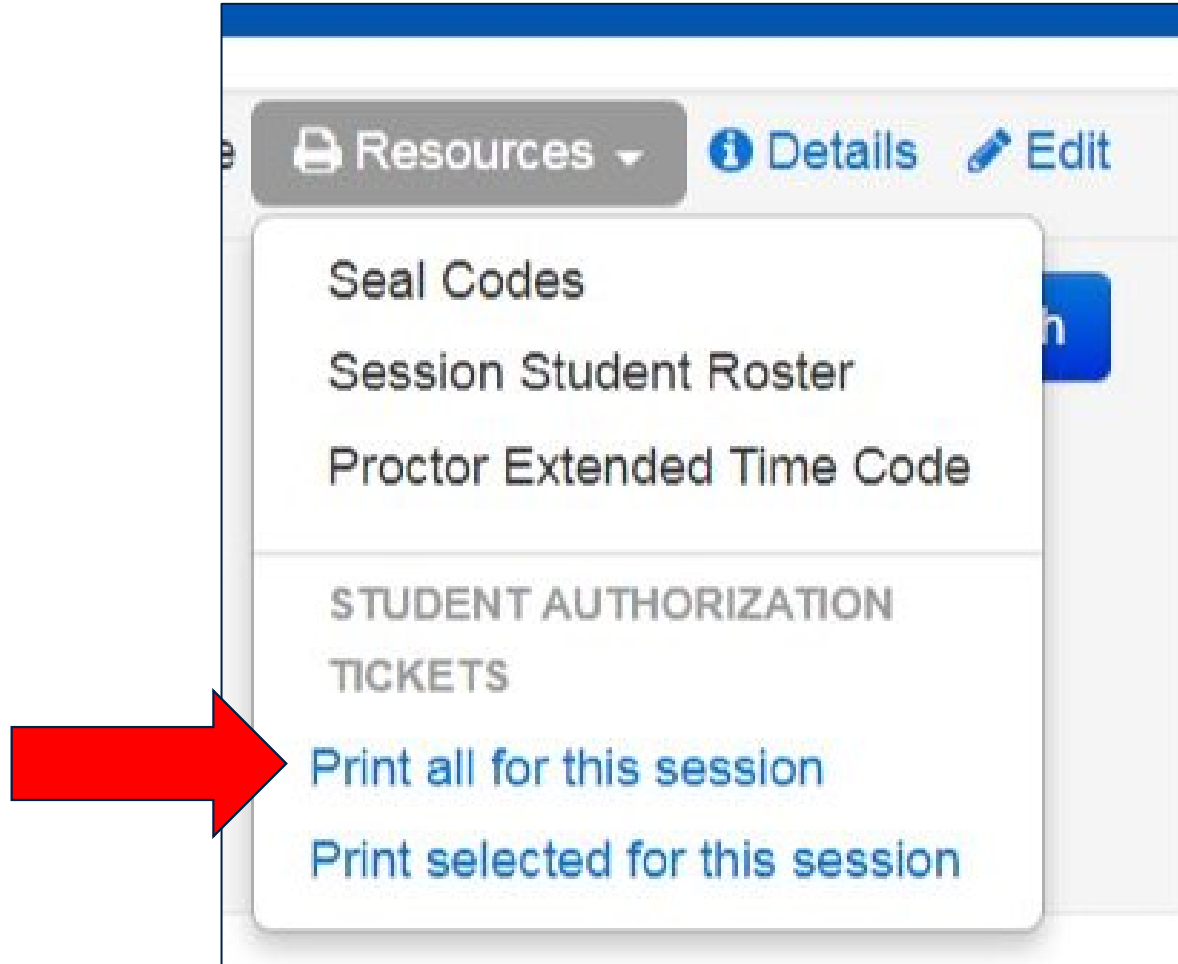
© 2018 by ACT, Inc. All rights reserved. FT10006.01/2720

**Student  
Authorization  
Tickets**

STEP  
4

# Print Authorization Tickets

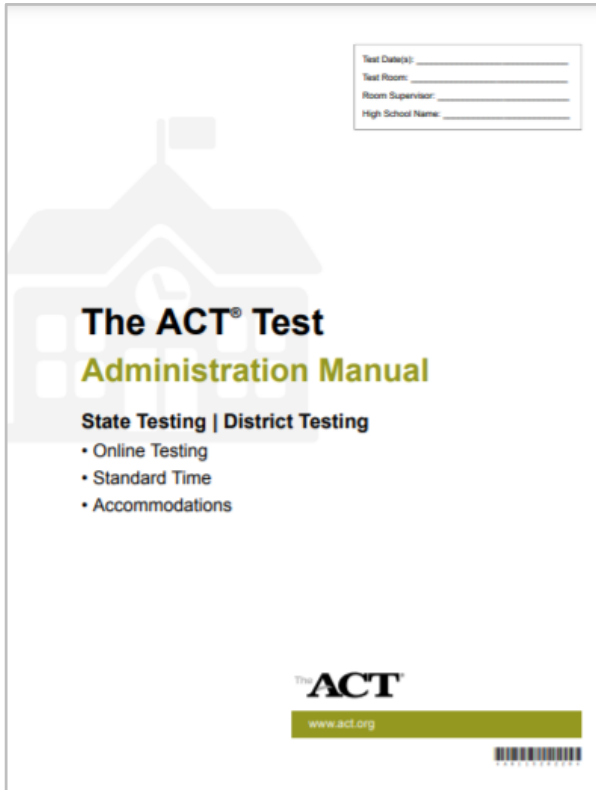
Online



STEP  
4

# Testing Rooms

Online



The **ACT**®

**Test Administration Forms**  
**Standard Time, Online**  
**Test Room Report**

ACT High School Code \_\_\_\_\_ State \_\_\_\_\_ Type: ☐ No Writing ☐ Writing

School Name \_\_\_\_\_ Test Date \_\_\_\_\_

Room Supervisor \_\_\_\_\_ Room \_\_\_\_\_

☐ Testing at school ☐ Testing off-site—provide off-site location name and address:  
Location Name \_\_\_\_\_  
Address/City \_\_\_\_\_

Number of Examinees Seated in This Room \_\_\_\_\_ Number of Staff in This Room \_\_\_\_\_  
If two or more, complete the Seating Diagram.

**Test Coordinator**—After testing, mark (S) as you confirm counts and completeness/correctness of documents that apply to this room.

Student Authorization Tickets	Used Scratch Paper	Test Room Report	Seating Diagram	Roster	ACT ID Forms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there an Irregularity Report regarding timing? ☐ Yes ☐ No

**Test Coordinator**—Return this completed folder in the OLIVE envelope.  
Keep all pages together (do not separate).

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**Student  
Authorization  
Tickets**

# STEP 4

## Prepare Testing Rooms

Online

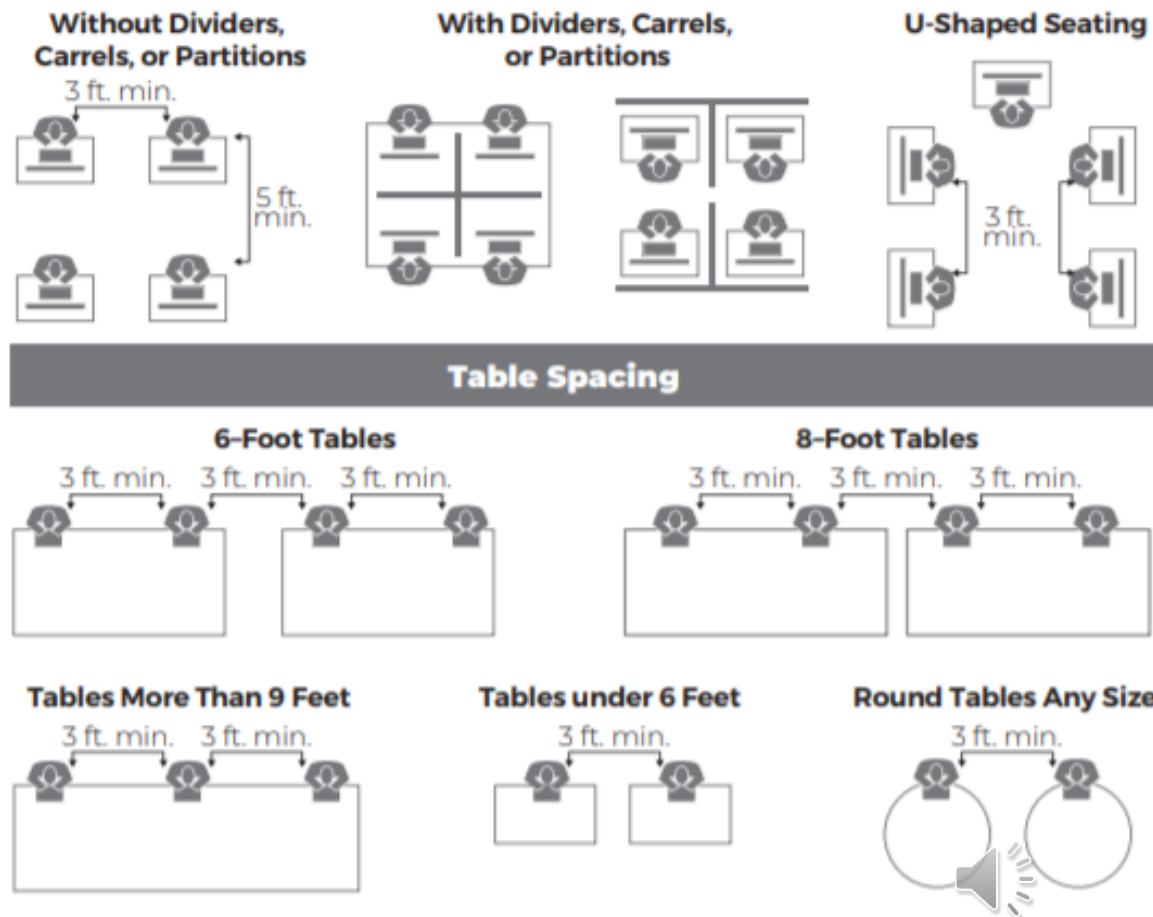
Allow 15 – 30  
standard-time  
examinees to each  
room

Single-level  
classrooms

Plan appropriately  
for students with  
local and/or ACT-  
authorized  
accommodations

Cover test-related  
bulletin boards

### Acceptable



STEP  
4

# Tracking Material Shipments

## Order Details

Order #  
45923

Sales Order # / Line #  
6647056 / 1

Details & Status

Ship To

Materials Order (10)

Shipments (1)

### Shipment 1

Box Number	Status	Expected Arrival	Delivery Date	Tracking Number
1	delivered	03/14/2018	03/15/2018	433845350253

Close

STEP  
4

# Verify Receipt of Test Materials



STEP  
**4**

# Verify Receipt of Test Materials

If you are  
participating in both  
**District Testing  
& State Testing**  
Materials and  
Students  
must be kept  
**SEPARATE**





# STEP 4

# Verify Receipt of Test Materials

Return with (10-Page) with Writing District Testing Answer Documents.  
The ACT® Site Header

## District Header

Block D—Number of Answer Documents to Be Scored: Record the number of answer documents to be scored in the four boxes. DO NOT include answer documents marked VOID or unused answer documents in the count. If the number is less than 1000, precede it with zeros to make four digits (e.g., 1234, 0123, 0012, 0001). In the column area below each box, note that the first test used in each column is "1" and the last used is "5".

Block H—Test Coordinator's Certification: Read the statement, complete the requested information, and sign.

TEST CENTER/SCHOOL NAME									
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170
171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190
191	192	193	194	195	196	197	198	199	200
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221	222	223	224	225	226	227	228	229	230
231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250
251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290
291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310
311	312	313	314	315	316	317	318	319	320
321	322	323	324	325	326	327	328	329	330
331	332	333	334	335	336	337	338	339	340
341	342	343	344	345	346	347	348	349	350
351	352	353	354	355	356	357	358	359	360
361	362	363	364	365	366	367	368	369	370
371	372	373	374	375	376	377	378	379	380
381	382	383	384	385	386	387	388	389	390
391	392	393	394	395	396	397	398	399	400
401	402	403	404	405	406	407	408	409	410
411	412	413	414	415	416	417	418	419	420
421	422	423	424	425	426	427	428	429	430
431	432	433	434	435	436	437	438	439	440
441	442	443	444	445	446	447	448	449	450
451	452	453	454	455	456	457	458	459	460
461	462	463	464	465	466	467	468	469	470
471	472	473	474	475	476	477	478	479	480
481	482	483	484	485	486	487	488	489	490
491	492	493	494	495	496	497	498	499	500
501	502	503	504	505	506	507	508	509	510
511	512	513	514	515	516	517	518	519	520
521	522	523	524	525	526	527	528	529	530
531	532	533	534	535	536	537	538	539	540
541	542	543	544	545	546	547	548	549	550
551	552	553	554	555	556	557	558	559	560
561	562	563	564	565	566	567	568	569	570
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581	582	583	584	585	586	587	588	589	590
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621	622	623	624	625	626	627	628	629	630
631	632	633	634	635	636	637	638	639	640
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751	752	753	754	755	756	757	758	759	760
761	762	763	764	765	766	767	768	769	770
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801	802	803	804	805	806	807	808	809	810
811	812	813	814	815	816	817	818	819	820
821	822	823	824	825	826	827	828	829	830
831	832	833	834	835	836	837	838	839	840
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941	942	943	944	945	946	947	948	949	950
951	952	953	954	955	956	957	958	959	960
961	962	963	964	965	966	967	968	969	970
971	972	973	974	975	976	977	978	979	980
981	982	983	984	985	986	987	988	989	990
991	992	993	994	995	996	997	998	999	1000

Block D—Number of Answer Documents to Be Scored: Record the number of answer documents to be scored in the four boxes. DO NOT include answer documents marked VOID or unused answer documents in the count. If the number is less than 1000, precede it with zeros to make four digits (e.g., 1234, 0123, 0012, 0001). In the column area below each box, note that the first test used in each column is "1" and the last used is "5".

Block H—Test Coordinator's Certification: Read the statement, complete the requested information, and sign.

Block I—Test Coordinator's Certification: Read the statement, complete the requested information, and sign.

If you are participating in both  
District Testing  
& State Testing  
Materials and  
Students  
must be kept  
**SEPARATE**

Return with (10-Page) with Writing State Testing Answer Documents.  
The ACT® Site Header

## State Header

Block D—Number of Answer Documents to Be Scored: Record the number of answer documents to be scored in the four boxes. DO NOT include answer documents marked VOID or unused answer documents in the count. If the number is less than 1000, precede it with zeros to make four digits (e.g., 1234, 0123, 0012, 0001). In the column area below each box, note that the first test used in each column is "1" and the last used is "5".

Block H—Test Coordinator's Certification: Read the statement, complete the requested information, and sign.

Block I—Test Coordinator's Certification: Read the statement, complete the requested information, and sign.

TEST CENTER/SCHOOL NAME									
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
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361	362	363	364	365	366	367	368	369	370
371	372	373	374	375	376	377	378	379	

# Verify Receipt of Test Materials

# District Header

# State Header

# SEPARATE

# District Students in PearsonAccess<sup>next</sup>

# State Students in PearsonAccess<sup>next</sup>

# Verify Receipt of Test Materials

# District Header

# State Header

**MIXING MATERIALS COULD  
RESULT IN DELAYED OR  
CANCELED SCORES.**

# District Students in PearsonAccess<sup>next</sup>

# State Students in PearsonAccess<sup>next</sup>

STEP

4

# Verify Receipt of Test Materials



STEP  
4

# Verify Receipt of Test Materials

The Test Coordinator must open and verify the receipt of all test materials using the packing list





STEP  
4

# Verify Receipt of Test Materials

The Test Coordinator must open and verify the receipt of all test materials using the packing list



After counting materials:



# STEP 4

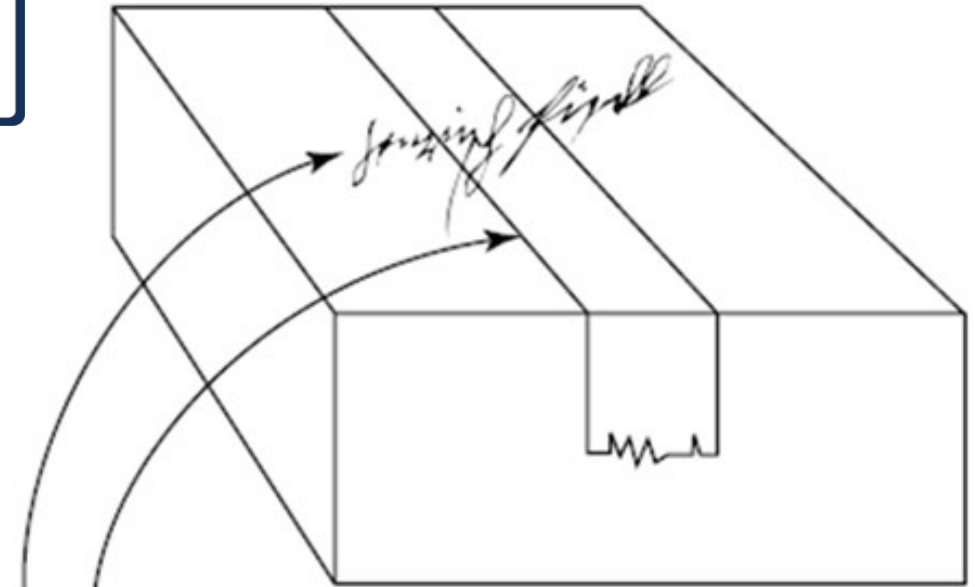
## Verify Receipt of Test Materials

The Test Coordinator must open and verify the receipt of all test materials using the packing list



After counting materials:

- ✓ Reseal boxes with the tape provided



1. Reseal in the same place as before.
2. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.

# STEP 4

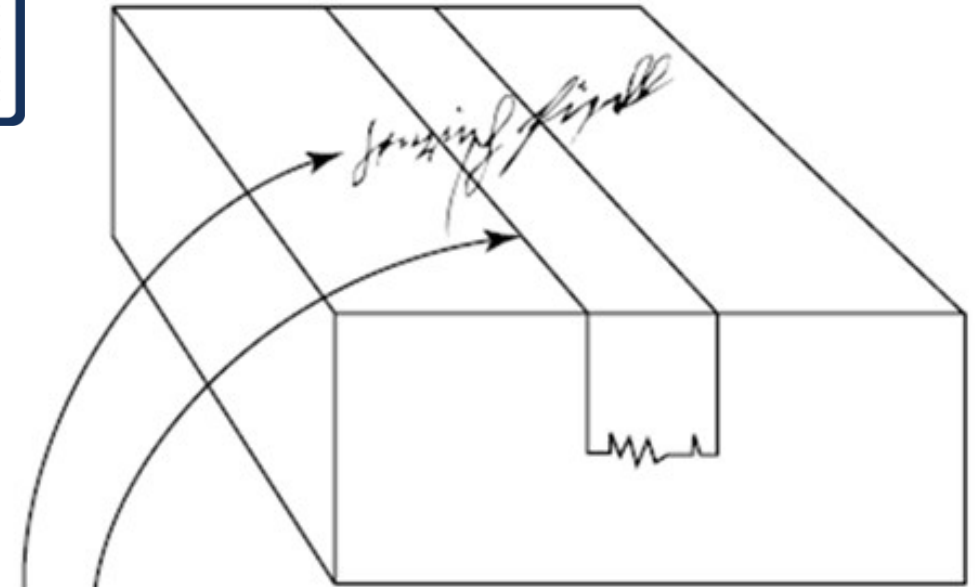
## Verify Receipt of Test Materials

The Test Coordinator must open and verify the receipt of all test materials using the packing list



After counting materials:

- ✓ Reseal boxes with the tape provided
- ✓ Sign your name across the seal



1. Reseal in the same place as before.
2. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.



# STEP 4

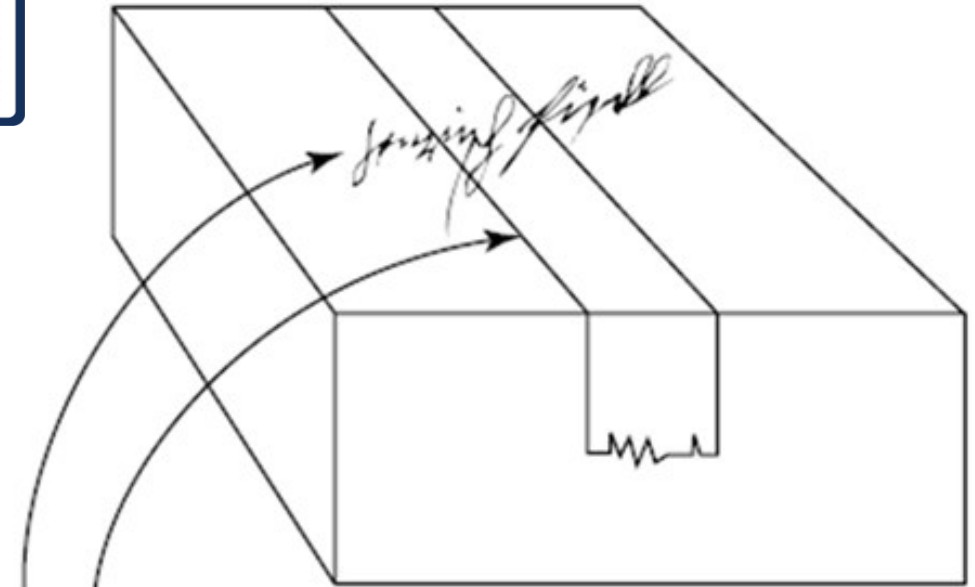
## Verify Receipt of Test Materials

The Test Coordinator must open and verify the receipt of all test materials using the packing list



After counting materials:

- ✓ Reseal boxes with the tape provided
- ✓ Sign your name across the seal
- ✓ Store in a secure location



1. Reseal in the same place as before.
2. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.

# STEP 4

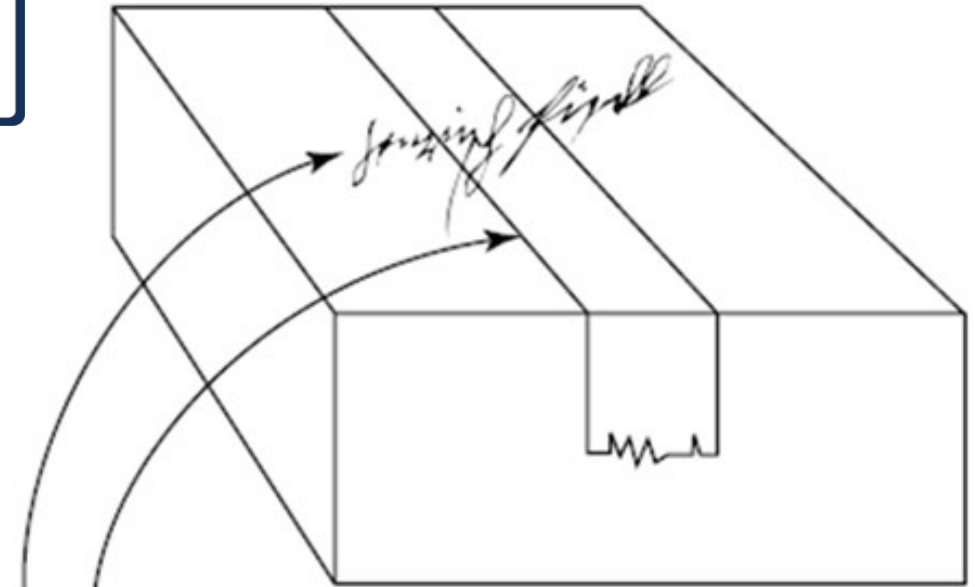
## Verify Receipt of Test Materials

The Test Coordinator must open and verify the receipt of all test materials using the packing list



After counting materials:

- ✓ Reseal boxes with the tape provided
- ✓ Sign your name across the seal
- ✓ Store in a secure location
- ✓ Retain boxes for return shipment



1. Reseal in the same place as before.
2. Sign your name across the tape. Be sure your signature starts on the cardboard, goes across the tape, and ends on the cardboard.

STEP  
**4**

## **Verify Receipt of Test Materials**

If there is a security breach at any time

Call ACT immediately at

**800.553.6244 ext. 2800**



A grayscale photograph of three students (two men and one woman) looking at a device together. They are smiling and appear to be in a school setting. The image is slightly blurred in the background, showing other students.

# What Are My Test Administration Activities for ONLINE Testing?



STEP  
5

# Test Day Activities



..... ● Prepare and start sessions in PearsonAccess<sup>next</sup>



..... ● Distribute authorization tickets



..... ● Retrieve Seal Codes



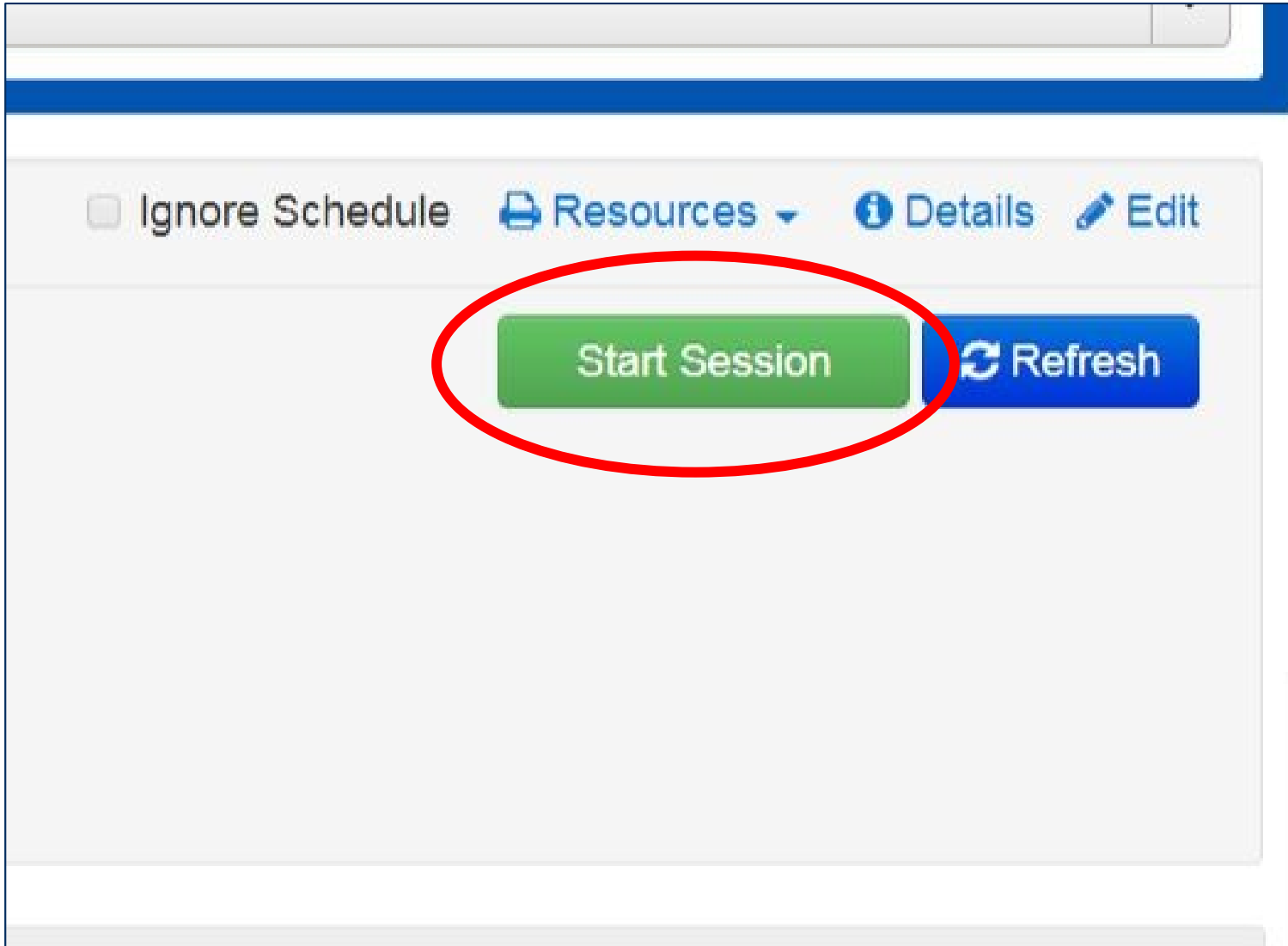
..... ● Move around room as students are testing to monitor for/discourage prohibited behavior



STEP  
5

# Start your Sessions

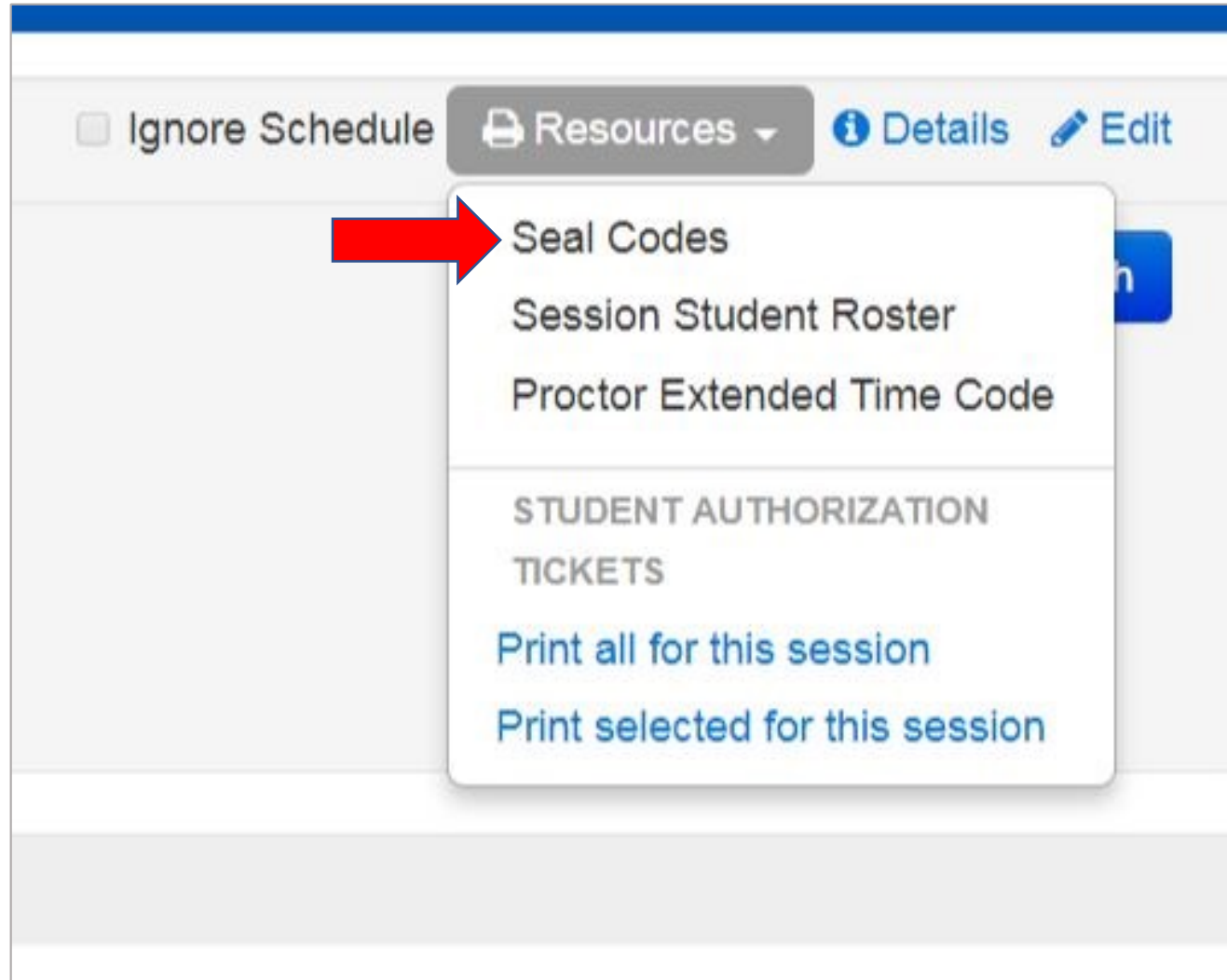
Online







STEP  
5

# Provide Seal Codes

Online







# Monitoring Online Testing

Dis	
	Student Test Status
he ACT with	 Exited ▼
he ACT with	 Resumed ▼
he ACT with	 Ready ▼
he ACT with	 Completed ▼







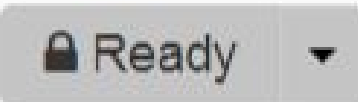

# Monitoring Online Testing

Dis	
	Student Test Status
he ACT with	 Exited
he ACT with	 Resumed
he ACT with	 Ready
he ACT with	 Completed

If a student has not started their test, they will be in Ready status



# Monitoring Online Testing





Dis	
	Student Test Status
he ACT with	
he ACT with	
he ACT with	
he ACT with	

← Error will show in red Exited status

← If a student has not started their test, they will be in Ready status



# Monitoring Online Testing

Dis	
	Student Test Status
he ACT with	 Exited ▼
he ACT with	 Resumed ▼
he ACT with	 Ready ▼
he ACT with	 Completed ▼

Error will show in red Exited status

Change the student record to Resumed status

If a student has not started their test, they will be in Ready status




STEP  
5

# Irregularity Reports

Online

**Manage Irregularities**

Irregularity Date/Time




Irregularity Type

▼

Comment

Apply to Selected

1 items selected

<input checked="" type="checkbox"/>	Student Name	Organization	Test	Type	Status	Irregularity Date/Time
<input checked="" type="checkbox"/>	Student, Sample (100075062)	SAMPLE HIGH SCHOOL (0)	The ACT with Writing	paper	assign	<div><input type="text"/></div> <div></div>

Save

Reset




STEP  
5

# Irregularity Reports


Online

**Manage Irregularities**

Irregularity Date/Time




Irregularity Type



Comment

Apply to Selected

1 items selected

<input checked="" type="checkbox"/>	Student Name	Organization	Test	Type	Status	Irregularity Date/Time
<input checked="" type="checkbox"/>	Student, Sample (100075062)	SAMPLE HIGH SCHOOL (0)	The ACT with Writing	paper	assign	<div><input type="text"/></div> <div></div>

## Prohibited Behavior by Students

(e.g., Cell phone use,  
causing distractions, etc.)




STEP  
5

# Irregularity Reports


Online

**Manage Irregularities**

Irregularity Date/Time




Irregularity Type



Comment

**Apply to Selected**

1 items selected

<input checked="" type="checkbox"/>	Student Name	Organization	Test	Type	Status	Irregularity Date/Time
<input checked="" type="checkbox"/>	Student, Sample (100075062)	SAMPLE HIGH SCHOOL (0)	The ACT with Writing	paper	assign	<input type="text"/> <div></div>

## Prohibited Behavior by Students

(e.g., Cell phone use,  
causing distractions, etc.)

## Individual Irregularities

(e.g., Illness, test item  
challenge, etc.)


STEP  
5

# Irregularity Reports


Online

Manage Irregularities

Irregularity Date/Time




Irregularity Type



Comment

Apply to Selected

1 items selected

<input checked="" type="checkbox"/>	Student Name	Organization	Test	Type	Status	Irregularity Date/Time
<input checked="" type="checkbox"/>	Student, Sample (100075062)	SAMPLE HIGH SCHOOL (0)	The ACT with Writing	paper	assign	<input type="text"/> 

**Prohibited Behavior  
by Students**

(e.g., Cell phone use,  
causing distractions, etc.)

**Individual  
Irregularities**

(e.g., Illness, test item  
challenge, etc.)

**Group Irregularities**

(e.g., Power failure)



STEP  
5

# Test Room Documentation

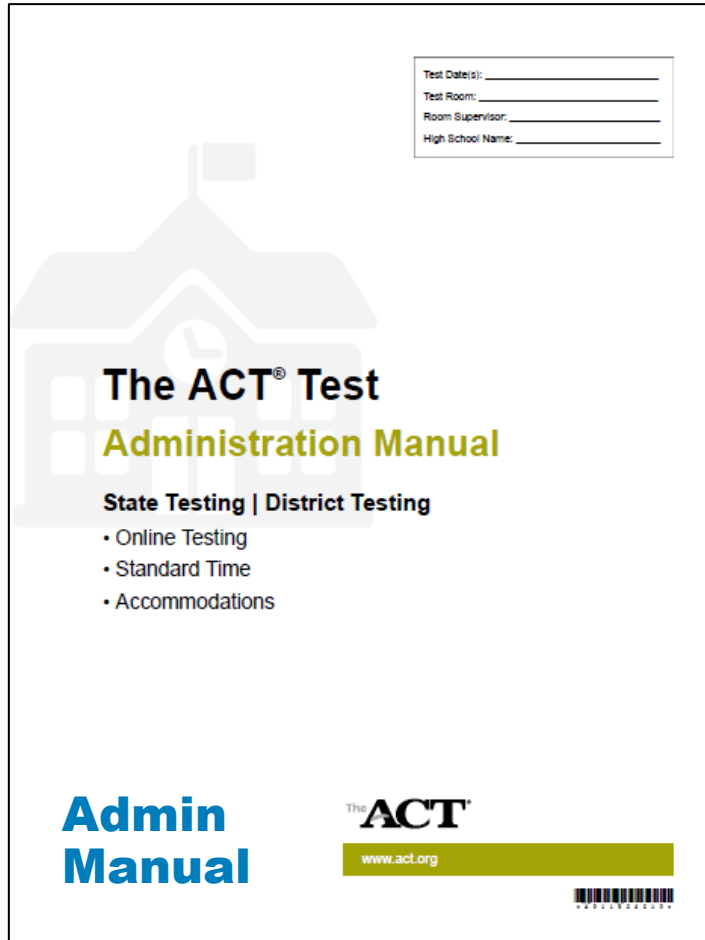




STEP  
5

# Test Room Documentation

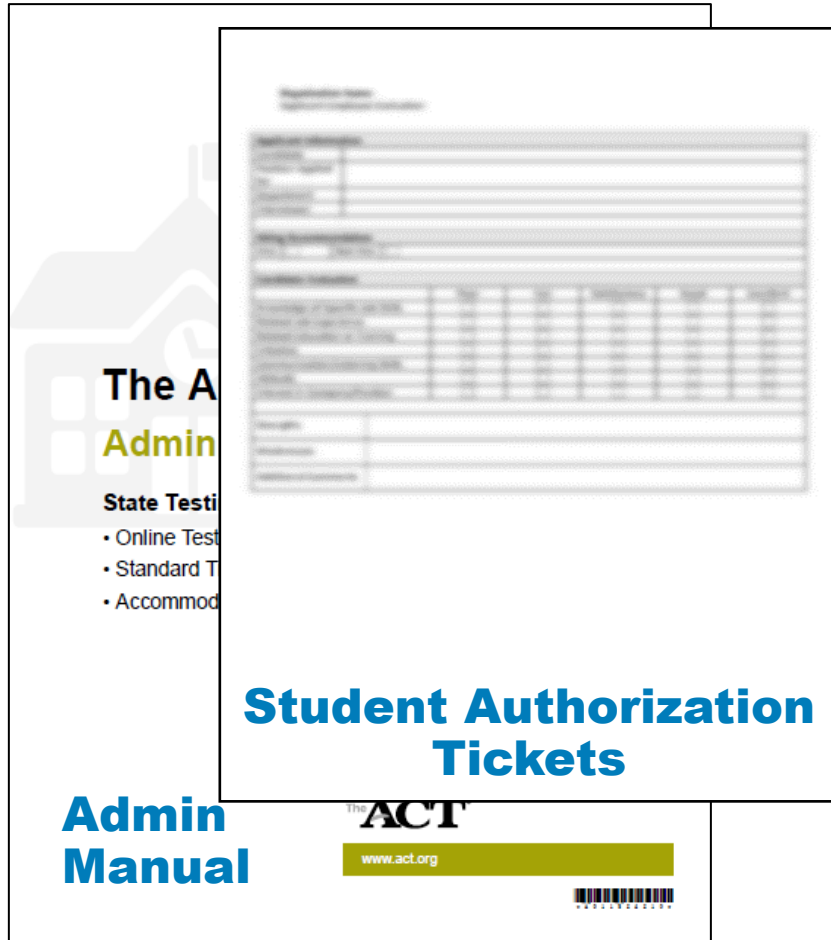
Online



STEP  
5

# Test Room Documentation

Online



The A  
Admin

State Testi

- Online Test
- Standard T
- Accommod

**Student Authorization  
Tickets**

**Admin  
Manual**

The ACT  
www.act.org

Barcode



STEP  
5

# Test Room Documentation

Online

**The ACT** **Test Administration Forms**  
**Standard Time, Online**  
**Roster**

Page \_\_\_\_ of \_\_\_\_

Attach extra pages as required.  
Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the type of ID.

Examinee's Name (please print) List all examinees <b>scheduled</b> to test in this room.	Type of ID			
	P	F	R	-
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
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10.				
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30.				

**Roster**

The A  
Admin

State Testi

- Online Test
- Standard T
- Accommod

**Student Authorization  
Tickets**

**Admin  
Manual**

**The ACT**

[www.act.org](http://www.act.org)



# STEP 5

# Test Room Documentation

Online

**The ACT**  
**Test Administration Forms**  
**Standard Time, Online**  
**Roster**

Page \_\_\_\_ of \_\_\_\_

Attach extra pages as required.  
Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the type of ID.

Examinee's Name (please print) List all examinees <b>scheduled</b> to test in this room.	Type of ID			
	P	F	R	—
1.				
2.				
3.				
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30.				

Mark attendance by noting type of ID.  
P = Photo ID  
F = ACT Student Identification Form  
R and Staff Initials = Recognized  
— = Absent

**Roster**

**Student Authorization  
Tickets**

**The ACT**  
**Test Administration Forms**  
**Standard Time, Online**  
**Seating Diagram**

**Instructions:**

- Complete blocks 1 through 4 during testing.
- In block 4, sketch the room setup and enter the name of each examinee to indicate the workstation where he or she is seated. Show the direction examinees are facing, any partitions/dividers, and walls.

See the *Administration Manual* for acceptable seating arrangements.

**1 Seating Type**

☐ Desks ☐ Tables ☐ Carrels  
☐ Other \_\_\_\_\_

**2 Partitions between Examinees**

☐ Yes ☐ No

**3 Distance between Examinees**

Shoulder-to-Shoulder: \_\_\_\_\_ ft.  
Head-to-Head: \_\_\_\_\_ ft.

Minimum 3 ft. Minimum 5 ft. if no partitions

**4 Diagram of Room Setup and Seating**

**Seating Diagram**



# STEP 5

# Test Room Documentation

Online

The ACT<sup>®</sup> **Test Administration Forms**  
**Standard Time, Online**  
**Roster**

Page \_\_\_\_ of \_\_\_\_

Attach extra pages as required.  
Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the type of ID.

**Type of ID**  
P = Photo ID  
F = ACT Student Identification Form  
R and Staff Initials = Recognized  
- = Absent

**Examinee's Name** (please print)  
List all examinees **scheduled** to test in this room.

**Mark attendance** by noting type of ID.  
P F R and initials -

1.				
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30.				

**Roster**

The ACT<sup>®</sup> **Test Administration Forms**  
**Standard Time, Online**  
**Test Room Report**

ACT High School Code \_\_\_\_\_ State \_\_\_\_\_ Type: ☐ No Writing ☐ Writing

School Name \_\_\_\_\_ Test Date \_\_\_\_\_

Room Supervisor \_\_\_\_\_ Room \_\_\_\_\_

☐ Testing at school ☐ Testing off-site—provide off-site location name and address:  
Location Name \_\_\_\_\_  
Address/City \_\_\_\_\_

Number of Examinees Seated in This Room \_\_\_\_\_ Number of Staff in This Room \_\_\_\_\_  
If two or more, complete the Seating Diagram.

**Test Coordinator**—After testing, mark ☒ as you confirm counts and completeness/correctness of documents that apply to this room.

Student Authorization Tickets ☐ Used Scratch Paper ☐ Test Room Report ☐ Seating Diagram ☐ Roster ☐ ACT ID Forms ☐

Is there an Irregularity Report regarding timing? ☐ Yes ☐ No

**Test Coordinator**—Return this completed folder in the OLIVE envelope.  
Keep all pages together (do not separate).

**Test Room Report**

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The A  
Admin

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• Online Test  
• Standard T  
• Accommod

**Student Authorization  
Tickets**

**Seating Diagram**

**Admin  
Manual**

The ACT<sup>®</sup>  
www.act.org



STEP  
5

# Test Room Documentation

Online

The ACT<sup>®</sup> **Test Administration Forms**  
**Standard Time, Online**  
**Roster**

Page \_\_\_\_ of \_\_\_\_

Attach extra pages as required.  
Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the type of ID.

**Type of ID**  
P = Photo ID  
F = ACT Student Identification Form  
R and Staff Initials = Recognized  
- = Absent

**Examinee's Name** (please print)  
List all examinees **scheduled** to test in this room.

Mark attendance by noting type of ID:  
P F R and Initials -

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

**Instructions:**

- Complete blocks 1 through 4.
- In block 4, sketch the room layout and show the direct seating.

**1 Seating**  
☐ Desks ☐ Table  
☐ Other \_\_\_\_\_

**2 Partitions between desks**  
☐ Yes

**4**

Roster

Student Authorization  
Tickets

The ACT<sup>®</sup> **Test Administration Forms**  
**Standard Time, Online**  
**Test Room Report**

ACT High School Code \_\_\_\_\_ State \_\_\_\_\_ Type: ☐ No Writing ☐ Writing

School Name \_\_\_\_\_ Test Date \_\_\_\_\_

Room Supervisor \_\_\_\_\_

☐ Testing at school

Number of Examinees \_\_\_\_\_  
If two or more, complete block 1.

Test Coordinator \_\_\_\_\_  
Student Authorization Ticket \_\_\_\_\_

Is there an irregularity? ☐ Yes ☐ No

**SETUP**  
Select an action

**TESTING**  
Select an action

**REPORTS**  
Select an action

★ Program Information

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Test Room Report

Seating Diagram

Irregularity Report

Admin  
Manual

The ACT<sup>®</sup>  
www.act.org



A black and white photograph of three students, two men and one woman, looking at a tablet together. They are all smiling and appear to be in a school setting. The woman is on the right, and the two men are on the left. They are all wearing backpacks. The background is blurred, showing other students in a hallway.

# What Are My Post-Test Activities?



STEP

6

## Makeup Testing Eligibility

Student:

- Was Absent on test window 1
- Arrived too late to begin testing
- Began but did not complete testing (must retake entire battery)
- Was dismissed for prohibited behavior

**Yes**

Student:

- Completed Testing

**No**



STEP

6

# Makeup Testing Eligibility



STEP  
6

# Makeup Testing



STEP  
6

# Makeup Testing



Create a new test session



STEP  
6

# Makeup Testing

Online

Create a new test session



Move examinees from original  
session to new session



STEP  
6

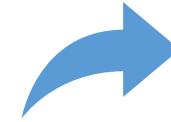
# Makeup Testing

Online

Create a new test session



Move examinees from original  
session to new session



Close original session



STEP  
6

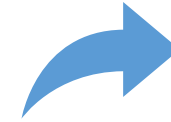
# Makeup Testing

Online

Create a new test session



Move examinees from original session to new session



Close original session



Print new student authorization ticket



STEP  
7

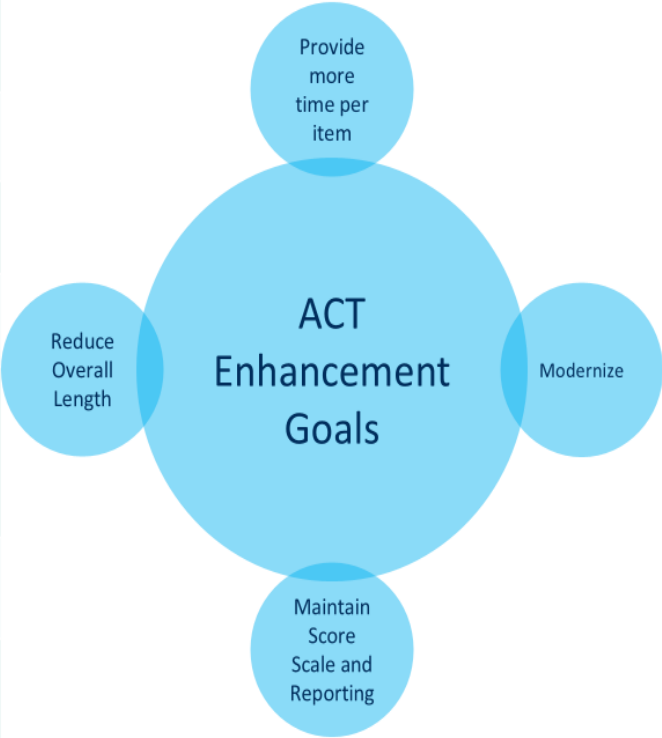
# Reporting Schedule

Source	Online Reports Portal	Student Online Scores	Student Score Report	High School Report	High School Checklist Report	Student Score Labels	Student College Report
Recipient	School, District, State	Student	Student via School	School	School	School	College
Timeline	5-8 weeks	5-8 weeks	5-8 weeks	5-8 weeks	5-8 weeks	5-8 weeks	5-8 weeks
Description	Dynamic Online Reporting	Online account	Paper Report	Paper Report	List of Examinees	Record Labels	College Reportable Scores

# Changes to National ACT and Future State ACT Testing

ACT Current State		
English	75 items	45 min
Math	60 items	60 min
Reading	40 items	35 min
Science	40 items	35 min
5 <sup>th</sup> Test* (Field Test)	12-28 items	20 min
Writing	1 item	40 min
	National	195 min
	-with Writing	235 min
	State & District	175 min
	-with Writing	215 min

\* State & District students do not receive 5<sup>th</sup> test



ACT Enhanced State		
English	50 items (10 Field Test)	35 min
Math	45 items (4 Field Test)	50 min
Reading	36 items (9 Field Test)	40 min
Science	40 items (6 Field Test)	40 min
5 <sup>th</sup> Test	Eliminated for all	
Writing	1 item	40 min
Scores Received	Composite	125 min
	-with Science <u>or</u> Writing	165 min
	-with Science <u>and</u> Writing	205 min

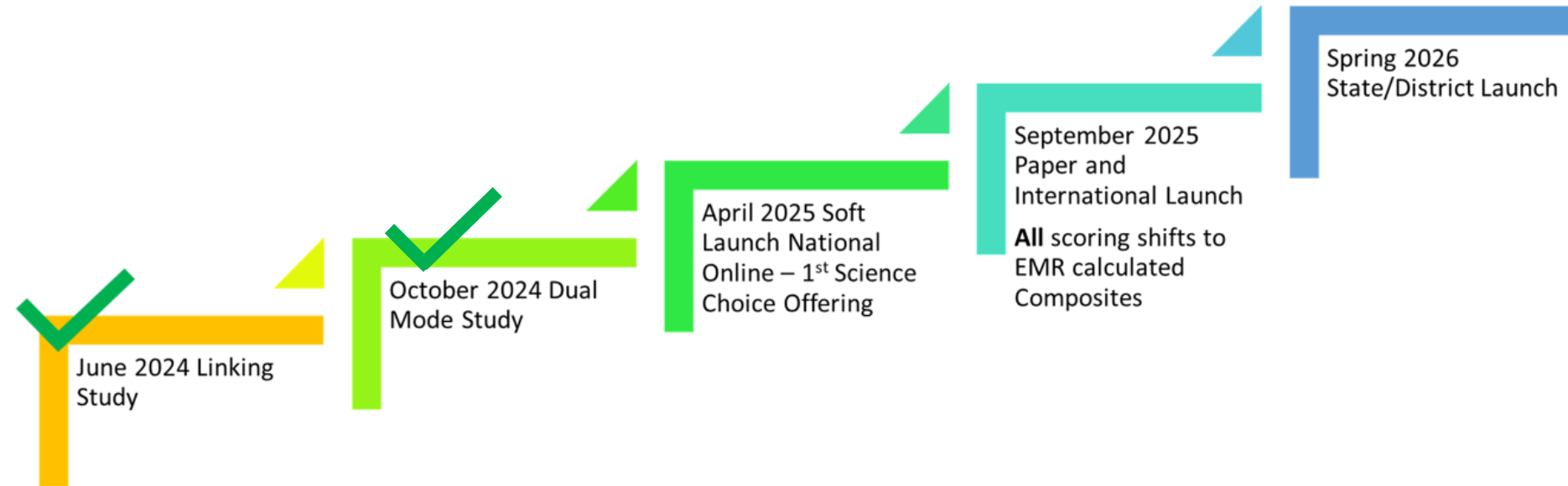
Total items include the field test (below in parenthesis)  
Study results may result in adjustment to times

- Oklahoma State Testing will **NOT** be using ACT Enhanced for Spring 2025.
  - Timing and items will remain the same.
- Oklahoma State Testing will still **INCLUDE** Science and Writing for Spring 2025.





# Timeline for the transition to the Enhanced ACT



# ACT Contact Information

## Test Administration



800-553-6244 ext 2800



319-337-1599



statetesting@act.org

## Accommodations and Supports



800-553-6244 ext 1788



319-337-1599



ACTStateAccoms@act.org



[act.org/stateanddistrict/oklahoma](https://act.org/stateanddistrict/oklahoma)

