### cognia

# OSTP Data Portal – Scheduling Breach Tests

#### Introduction

A breach form is a test that can be requested in the event a student's original test is invalidated, and SDE has given approval for the student(s) to be administered a breach test. Once approval has been granted, the District Test Coordinator (DTC) will be notified when the breach test(s) is available for scheduling in the Oklahoma Portal.

This document provides a step-by-step guide to schedule breach test(s).

#### **Breach Tests**

## Step-By-Step Guide: How to schedule a student for a breach test in the Portal

**STEP 1.** Create a new class for the student(s).

- Log in to the Portal with your username and password.
- Click Administration on the landing page.
- In the menu, click **Classes**.

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Click Create Grade Level Class for an OSTP breach test or Create Course Level Class for a CCRA breach test.



- On the Class Information page, enter a new class name and include "Breach" at the end of the class name so the user can easily tell which class this is. Enter all other pertinent information and add the student(s) who require the breach test to the class.
- Click Save.

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Search for Student	.s	Class					
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STEP 2: Schedule the new class to take the breach test.

- If not done already, log in to the Portal with your username and password and click Administration • on the landing page.
- In the menu, click **Test Scheduling**. •

Home	Site Readiness	Students	Enrollment Transfer	Classes	Test Scheduling	Materials Management
•	Click Schedu	le New Test				
	Schodulo	Now Tost				

- Use the drop-down menus to verify the correct content area, program, and test. Select the class • created for the student(s).
- Click Schedule. •

<b>2</b> for	rms selected for schedu	ling <b>1</b> class.	
Content Area: Program: Mathematics OSTP Opera Test: 2025 Breach G3 Math	ational •		
Search for Classes         Cyber City Sch Supp (Cyber City)         Classes:       Select All	• •		
Example Math Breach-(Grade -03)-(online)     OS Testing Class-(Grade -06)-(online)	)		
Start Date: 04/17/2025	End Date: 05/17/2025	Time Zone: Central	
<ul> <li>Use a single password for all students.</li> <li>Schedule</li> <li>Cancel</li> </ul>			

STEP 3: Print the student's test login.

- Log in to the Portal with your username and password and click **Administration** on the landing page.
- In the menu, click **Test Scheduling**.

Home	Site Readiness	Students	Enrollment Transfer	Classes	Test Scheduling	Materials Management
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• Use the drop-down menus to select the correct school, content area, program, and test name (see the list of 2025 breach test names below).

Cyber City Sch Supp (Cyber City)	<ul> <li>Mathematics</li> </ul>	*
OSTP Operational	▼ 2025 Breach G3 Math	v
Filter by testing status		

• Locate the student's class and click View Details/Student Logins.

School 🔍	Class 🔍	Testing Status 🔍	Created Date 🔍	Created By 🔍	
Cyber City Sch Supp	Grade 3-(Grade -03)-(online)	In Progress	04/17/2025 3:41:33 PM	Demo District	View Details/Student Logins
Showing 1 - 1 of 1					

- Confirm the correct student(s) are in the test session. •
- Select the students to print and click Export Logins for Selected Students to print the student login • ticket(s) as CSV or PDF. This document will include a list of accommodations for each student, as well as the individual student login information and session access codes.

ilter by Choos	/ Session e a Session	Export L	ogins for Selecte	d Students (4	4) Add Repor	t Code (4)
<b>v</b>	Last Name 🔍	First Name 🔍	Username 🔍	Password	Form Name 🔍	Date/Time Created
	Demo	Diego	9580667890	R6QDDPFV	2025 Gr 3 Math	04/17/2025 3:41:33 PM

As long as the test window is active, the student may now begin the breach test. •

### List of Breach Test Names

OSTP Test Name	CCRA Test Name
2025 Breach G3 ELA	2025 Breach CCRA Sci
2025 Breach G3 ELA TTS	2025 Breach CCRA USH
2025 Breach G3 Math	
2025 Breach G4 ELA	
2025 Breach G4 ELA TTS	
2025 Breach G4 Math	
2025 Breach G5 ELA MC	
2025 Breach G5 ELA MC TTS	
2025 Breach G5 ELA WP	
2025 Breach G5 Math	
2025 Breach G5 Science	
2025 Breach G6 ELA	
2025 Breach G6 ELA TTS	
2025 Breach G6 Math	
2025 Breach G7 ELA	
2025 Breach G7 ELA TTS	
2025 Breach G7 Math	
2025 Breach G8 ELA MC	
2025 Breach G8 ELA MC TTS	
2025 Breach G8 ELA WP	
2025 Breach G8 Math	
2025 Breach G8 Science	

