

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.

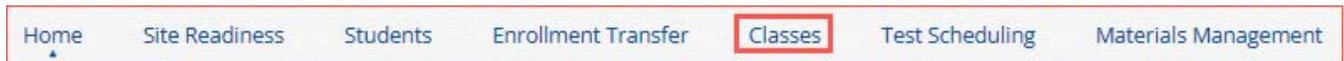
This document provides a step-by-step guide to schedule breach test(s).

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**.



- 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**.

Class Information

Class Name:

Grade:

Search for Students

Grade: Class:

Show only students that are not assigned to a class

Showing students in : Cyber City Sch Supp

Last Name, First Name (State Student ID Number)

Sort By:

Demo, Joana (6842162994)

Demo, Magdalena (7316830621)

Demo, Diego (9580667890)

Demo, Madison (8142208219)

Add »

« Remove

Students in Example Math Breach: 4/250

Demo, Joana (6842162994)

Demo, Magdalena (7316830621)

Demo, Diego (9580667890)

Demo, Madison (8142208219)

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**.



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

2 forms selected for scheduling 1 class.

Content Area: Mathematics Program: OSTP Operational

Test: 2025 Breach G3 Math

Search for Classes
Cyber City Sch Supp (Cyber City)

Classes: Select All Unselect 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

Use a single password for all students.

Schedule Cancel

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

- 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) Mathematics

OSTP Operational 2025 Breach G3 Math

Filter by testing status
All

- 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.

Filter by Session

Choose a Session Export Logins for Selected Students (4) Add Report Code (4)

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created
<input checked="" type="checkbox"/>	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	