OSTP Data Portal – Scheduling Breach Tests

A. 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 to scheduling in the Oklahoma Portal.

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

B. How to schedule a student for a breach test in the Portal

Step 1: Create a new class for the student(s).

1. Log in to the portal with your username and password.

2. Click **Administration** on the landing page.

3. In the menu, click **Classes**.

| Home | Site Readiness | Students | Enrollment Transfer | Classes | Test Scheduling | Materials Management |

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

Create Grade Level Class   Create Course Level Class

5. 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 identify the class. Enter all other pertinent information and add the student who has been approved to take the breach test to the class.

6. Click **Save**.

Step 2: Schedule the new class to take the test.

1. Log in to the portal with your username and password and click **Administration** on the landing page.

2. In the menu, click **Test Scheduling**.

3. Use the drop-down menus to select the correct school, content area, program, and test.

4. Click **Schedule New Test**.

5. Verify the correct content area, program, and test are selected. Select the class created for the student(s).

6. Click **Schedule**

Step 3: Print the student's test login.

1. Log in to the portal with your username and password and click **Administration** on the landing page.

2. In the menu, click **Test Scheduling.**

3. Use the drop-down menus to select the correct school, content area, program, and test name (see the list of 2026 breach test names below).

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

School 🔍	Class 🔍	Testing Status 🔍	Created Date 🔍	Created By 🔍	
Cyber City Sch Supp	3rd Math-(Grade -03)-(online)	In Progress	4/13/2026 6:33:01 AM	Demo District	View Details/Student Logins

5. Confirm the correct student(s) are in the test session.

6. 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 access codes.

7. If the test window is active, the student may now begin the test.

List of Breach Test Names

OSTP Test Name	CCRA Test Name
2026 Breach G3 ELA	2026 Breach CCRA Sci
2026 Breach G3 ELA TTS	2026 Breach CCRA USH
2026 Breach G3 Math	
2026 Breach G4 ELA	
2026 Breach G4 ELA TTS	
2026 Breach G4 Math	
2026 Breach G5 ELA MC	
2026 Breach G5 ELA MC TTS	
2026 Breach G5 ELA WP	
2026 Breach G5 Math	
2026 Breach G5 Science	
2026 Breach G6 ELA	
2026 Breach G6 ELA TTS	
2026 Breach G6 Math	
2026 Breach G7 ELA	
2026 Breach G7 ELA TTS	
2026 Breach G7 Math	
2026 Breach G8 ELA MC	
2026 Breach G8 ELA MC TTS	
2026 Breach G8 ELA WP	
2026 Breach G8 Math	
2026 Breach G8 Science	