OKLAHOMA SCHOOL TESTING PROGRAM • 2025–2026

TEST ADMINISTRATION MANUAL

Spring Administration
Online and Accommodated Forms

Grade 6: English Language Arts and Mathematics
Grade 7: English Language Arts and Mathematics
Grade 8: English Language Arts, Mathematics, and Science

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Oklahoma State Department of Education

Contact Information

For information regarding the Oklahoma School Testing Program (OSTP) policies and procedures, contact the Office of Assessments at the Oklahoma State Department of Education.

Oklahoma State Department of Education

oklahoma.gov/education.html

Office of Assessments

Phone: 405-521-3341

Special Education Office

405-521-3351

Questions regarding the OSTP test materials, online or paper testing, and receipt and pickup of materials should be made by the District Test Coordinator and directed to the Cognia Oklahoma Service Desk.

Cognia Oklahoma Service Desk

oktechsupport@cognia.org

Phone: (866) 629-0220

Cognia Oklahoma Help & Support Site:

oklahoma.onlinehelp.cognia.org

Only the student taking the test may view the contents of a test booklet or online test during testing. No other person is permitted to do so at any time.

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Grades 6–8 Testing Dates

Oklahoma School Testing Program Administration Dates

2025–2026 School Year
English Language Arts, Mathematics, and Science

Online Testing Window
April 13–May 13, 2026

Paper Testing* Window
April 13–30, 2026

*under special circumstances only

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Oklahoma School Testing Program

Introduction

Cognia is pleased to serve as the vendor for the Oklahoma School Testing Program (OSTP) for Grades 3–8. The OSTP will assess student proficiency relative to the Oklahoma Academic Standards (OAS). It is important that the guidelines within this *Test Administration Manual* are adhered to as schools administer the assessment program.

The Success of the OSTP

Administration of the OSTP is an important professional responsibility. Usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to clearly provided instructions.

Closely read this manual. All steps for distributing and administering the test materials are essential to the successful standardization of the OSTP. Test Administrators must understand the detailed processes and the roles and responsibilities required of themselves and others for a successful test administration.

Testing All Students

Oklahoma law states that tests shall be administered to every student enrolled in a tested grade or content in Oklahoma public schools. Every student will be administered all the designated state tests, with or without accommodations, or each student must be administered the Oklahoma Alternate Assessment.

If a student is not tested due to absence, alternate testing, or any other reason, the student demographic information must still be provided to Cognia. This will allow every student who is enrolled in assessed grade levels and contents to be accounted for during testing.

For accountability, federal/state law requires that no less than 95% of students enrolled must be tested.

A. **IEP/504:** All students on an Individualized Education Program (IEP) or Section 504 Plan are required to participate in state assessments. The IEP or Section 504 Plan team annually determines how students with disabilities will participate in state assessments: with or without accommodations or an alternate assessment. Assessment accommodations are determined based on a student's need and must be outlined in their IEP/504 Plan.

B. **Absent Students:** Students who are absent during their assigned test administration should be given the tests upon their return to school. **Please provide every absent student an opportunity to make up tests within the state's testing window.** Federal law requires that no less than 95% of students enrolled in each student subgroup be tested.

C. **Emergency Medical Exemptions:** In the case of a significant medical emergency that would prevent a student from participating in the OSTP, an exemption request may be electronically submitted through the Single Sign On Accountability Reporting Application. This request must be approved by a review committee at the OSDE.

D. **Suspended Students:** Administrative code no longer requires or permits districts to drop students who are suspended. Instead, suspended students will remain **enrolled** in the district and will be expected to participate in state assessments.

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Test Security—Legal Requirements

All personnel involved in testing share the responsibility for ensuring that all materials and student responses are handled in a secure and confidential manner and in accordance with security mandates and other general procedures. **Test materials should never be left out in unattended areas, reproduced in any manner, or leave the school building without written consent from the OSDE.** Violation of regulations can result in revocation of a person's teaching, counseling, or administrative certificate, and/or other certifications.

Nondisclosure of Test Contents

It is prohibited to use secure questions as instructional tools for student "practice"—either verbatim or in re-worded forms.

Test contents are not to be viewed prior to the testing session. Once a test session has begun, no one other than the student being tested is allowed to view the test contents on the screen or in the test booklet. For security purposes, all paper test booklets are wafer-sealed. Students are not to disclose test contents to anyone.

The one exception to this rule is a Test Administrator (TA) who is reading aloud test questions as part of a valid documented accommodation for an IEP, Section 504, or EL student. The TA should read from a separate test booklet that matches the form being administered, or read over the student's shoulder. The Nondisclosure Agreement (NDA) statement has now been incorporated into the Test Administrator Security Form. It is required that all TAs sign this electronic form. Any TA who is reading aloud test items or testing a student individually should also have a Test Proctor (TP) in the room to ensure test security.

Smart Technology Devices Policy

Due to test security purposes, test questions and answers may not be recorded, reproduced, or transmitted in any way, within or outside of the testing environment. Cell phones and any other devices that have the capability of recording, reproducing, or transmitting test questions within or outside of the testing location are prohibited.

The presence of student cell phones or other communication devices may result in a breach of test security. It is important that school administrators and staff establish and communicate this policy to parents and students.

Responsibilities of the Test Administrator

The Test Administrator (TA) must be a certified employee of the school district and cannot be related to the Test Proctor, Roving Proctor, or any student in the test session. The TA must be trained in all testing and security procedures prior to testing to ensure standardization across administrations. This training is provided via the online Test Administrator Modules; certificates indicating successful completion of the module must be forwarded to the BTC and retained at the district level as the record of training.

Before Day of Testing:

- ❏ Complete the online Test Administrator Module with a minimum score of 80% on the quiz within the module and a completed attestation at the end of the module. Provide your Building Test Coordinator (BTC) with a digital or printed copy of your training certificate. Contact the Building Test Coordinator (BTC) or District Test Coordinator (DTC) with any test-related issues or questions.
  - ***Note: Training modules are available in Canvas, as shown on the Cognia Oklahoma Help & Support Site: oklahoma.onlinehelp.cognia.org.***
- ❏ Review Test Security and Validity Rules at **rules.ok.gov/code**. Oklahoma Administrative Code 210:10-13-4
- ❏ Remove or cover bulletin boards or posters in the testing site that contain visual aids.
- ❏ Preview this *Test Administration Manual* several days prior to testing.
- ❏ Review both the *OSTP IEP/504 Accommodations Manual* and the *EL OSTP Accommodations Manual* for guidance and procedural requirements. **oklahoma.gov/education/services/assessments/state-testing-resources.html**

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Before Start of Online Testing:

- ❏ Secure additional materials needed for testing (e.g., pencils and scratch paper and/or unmarked grid paper).
- ❏ If your district chooses, a paper copy of the Reference sheet (for Mathematics) oklahoma.onlinehelp.cognia.org/testing-materials-resources and the Writer's Checklist (for ELA writing section) oklahoma.onlinehelp.cognia.org/testing-materials-resources may be provided for students to use during testing.
- ❏ Ensure all proper policies are followed for students who require special accommodations.
- ❏ Ensure electronic communication devices are not present while in the test administration site (e.g., cell phones, cameras, smartwatches, smart glasses, headphones, or earbuds [unless permitted by IEP, 504 plan, or ELAP]).
- ❏ Ensure all desks are cleared and that each student has pencils with erasers.
- ❏ Approved calculators may be used on the Grades 6–8 Math and Grade 8 Science Content Assessments. Ensure that the memory has been cleared and/or programs have been disabled. (See Appendix C: Calculator Policy.)
- ❏ Confirm that enough Test Proctors are present for the test administration site.
    - Buildings may use Roving Proctors when simultaneous test sessions are occurring. The Roving Proctor must rotate through 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
- ❏ Place a "TESTING: DO NOT DISTURB" sign on all doors to the testing location to minimize interruptions.

Before Start of Paper Testing:

- ❏ Inventory test materials received from the BTC using the electronic Classroom Security Form.
- ❏ Complete the Classroom Security Form with *Student Name, Unique Test Booklet ID Number, and Form Number.* This form is provided to the TA by the BTC.
- ❏ Student labels should be applied to the appropriate answer documents. If you did not receive a student label, the student's name, date of birth (DOB), Student Testing Number (STN), and demographic information must be bubbled on the answer document.
- ❏ Secure additional materials needed for testing (e.g., number 2 pencils and scratch paper and/or unmarked grid paper).
- ❏ Ensure all proper policies are followed for students who require special accommodations.
- ❏ Ensure electronic communication devices are not present while in the test administration site (e.g., cell phones, cameras, smartwatches, smart glasses, headphones, or earbuds [unless permitted by IEP, 504 plan, or ELAP]).
- ❏ Ensure all desks are cleared and that each student has two sharpened number 2 pencils with erasers.
- ❏ Approved calculators may be used on the Grades 6–8 Math and Grade 8 Science Content Assessments. Ensure that the memory has been cleared and/or programs have been disabled. (See Appendix C: Calculator Policy.)
- ❏ Confirm that enough Test Proctors are present for the test administration site.
    - Buildings may use Roving Proctors when simultaneous test sessions are occurring. The Roving Proctor must rotate through 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
- ❏ Place a "TESTING: DO NOT DISTURB" sign on all doors to the testing location to minimize interruptions.

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During Online Testing:

- ❏ TAs must remain in the testing session at all times to maintain and oversee security of tests. TPs/Roving Proctors must be actively observing testing sessions. If test items are being read aloud or a student is being tested individually, a TA and TP are required in the room at all times to ensure test security.
- ❏ Ensure that students are able to log in to their scheduled test and that they understand how to navigate through the test.
- ❏ Notify the BTC of any technical issues as soon as they occur.
- ❏ Notify the BTC of any possible test invalidations, irregularities, or violations.
- ❏ Actively monitor to ensure that students are working productively and maintaining test security.
- ❏ Ensure the TP records any observations, including irregularities and invalidations, in the Test Proctor Observation Log available at the Cognia Oklahoma Help & Support Site on the forms page: oklahoma.onlinehelp.cognia.org/forms. Please be sure the TPOL is filled out completely.

During Paper Testing (accommodations only):

- ❏ TAs must remain in the testing session at all times to maintain and oversee security of tests.
- ❏ TPs/Roving Proctors must be actively observing testing sessions. If test items are being read aloud or a student is being tested individually, a TA and TP are required in the room at all time to ensure test security.
- ❏ Notify the BTC of any possible test invalidations, irregularities, or violations.
- ❏ Actively monitor to ensure that students are working productively and maintaining test security.
- ❏ Ensure the TP records any observations, including irregularities and invalidations, in the Test Proctor Observation Log available at the Cognia Oklahoma Help & Support Site on the forms page: oklahoma.onlinehelp.cognia.org/forms. Please be sure the TPOL is filled out completely.

After Online Testing:

- ❏ Collect all test materials (login tickets, math reference sheets/writer's checklists if printed, and scratch paper and/or unmarked grid paper) from students after each testing session.
- ❏ Ensure that the calculator memory has been cleared. (See Appendix C: Calculator Policy.)
- ❏ Move students who need additional time to the predetermined location according to your building's plan for providing additional time for unaccommodated students.
- ❏ Sign the electronic Test Administrator Test Security Form. Please see the instructions posted on the Cognia Oklahoma Help & Support Site: oklahoma.onlinehelp.cognia.org/forms.
- ❏ Return all test materials to your BTC.

After Paper Testing:

- ❏ Collect all test materials (booklets, answer documents, and scratch paper and/or unmarked grid paper) from students after each testing session.
- ❏ Ensure that the calculator memory has been cleared. (See Appendix C: Calculator Policy.)
- ❏ Move students who need additional time to the predetermined location according to your building's plan for providing additional time for unaccommodated students.
- ❏ Sign the electronic Test Administrator Test Security Form. Please see the instructions posted on the Cognia Oklahoma Help & Support Site: oklahoma.onlinehelp.cognia.org/forms.
- ❏ Return all test materials to your BTC.
- ❏ Ensure students who are enrolled but do not participate in OSTP have a combined answer document returned for accountability purposes. The appropriate bubble(s) MUST be filled in on the back of each answer document.

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In the presence of a Test Proctor:

- ❑ Verify test booklet ID numbers to Student Names on the Classroom Security Form.
- ❑ Inspect each scorable answer document/test booklet to confirm:
  - it has a student label, or the demographic information is bubbled properly,
  - it has no stray marks that would hinder the machine scoring, and
  - it is in good condition, free of eraser bits, rough drafts, scratch paper, or additional writing pages.
- ❑ Transcribe student responses from accommodated tests to standard scorable answer documents/test booklets and place each original student response inside the front cover of each scorable answer document/test booklet.
- ❑ For Large-Print and Braille, the student responses must be transcribed into the standard scorable answer documents/test booklets provided in the kits. Return the original Large-Print and Braille test documents with the nonscorable materials.
- ❑ Count the number of used standard answer documents you are returning separately for each grade. As you count, arrange the answer documents so that the student name grids on the front covers are facing up. The booklets do not need to be alphabetized.
- ❑ Do not use paper clips, rubber bands, or any other fasteners that might damage the edges of the answer documents.
- ❑ Ensure that sticky notes were not placed on any scorable materials. If sticky notes were placed on an integrated test booklet or combined answer document, please remove them.

This is extremely important since any damage will interfere with proper machine scanning.

Test Invalidations

Reasons for possible test invalidations include, but are not limited to:

- Cheating
- Security violation
- Testing outside the test window

Test Irregularities

Reasons for possible test irregularities include, but are not limited to:

- Student requires redirection
- Technical problems
- Sudden illness
- Power failure

Invalidations and irregularities must be immediately reported to the BTC.

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Responsibilities of the Test Proctor

The Test Proctor (TP) is an adult (18+) other than the Test Administrator (TA) who monitors the test administration. This adult must be approved by the building principal and can be a member of the faculty or community but does not have to possess an Oklahoma Teaching Certificate. The TP cannot be a student and cannot be related to the Test Administrator or any student in the testing session. A TP is required for every testing session. **For an accommodated test session utilizing a human reader or testing individually, the TP must be employed by the school district and remain in the room during the entire testing session.**

It is the responsibility of the DTC, BTCs, and TAs to inform TPs of their duties during the test administration. Prior to testing, the TA must confirm that enough TPs are present for the test administration site. The main job of the Test Proctor is to observe that testing procedures are followed and to report any potential invalidations, irregularities, or violations in testing to the TA and BTC. For online test administration sessions, one TP is required for 1–100 students. For online test administration sessions with more than 100 students, additional TPs are required.

Buildings may use Roving Proctors when simultaneous test sessions are occurring in lieu of using a TP for every testing session. The Roving Proctor must rotate through 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, escorting students, and keeping the hallways quiet during testing. The Roving Proctor must always be available to TAs and to the BTC during testing. The Roving Proctor must meet the same training requirements and credentials as a TP.

Before Day of Testing:

- ❏ Complete the online Test Proctor Module with a minimum score of 80% on the quiz within the module and a completed attestation at the end of the module. Provide your BTC with a digital or printed copy of your training certificate.
  - ***Note: Training modules are available in Canvas, as shown on the Cognia Oklahoma Help & Support Site: oklahoma.onlinehelp.cognia.org***.
- ❏ Review Test Security and Validity Rules at **rules.ok.gov/code**. Oklahoma Administrative Code 210:10-13-4

Before Start of Testing:

- ❏ Arrive at least fifteen minutes before the first test is administered.
- ❏ Observe that all posters and visual aids have been covered or removed within the testing site.
- ❏ Ensure electronic communication devices are not present while in the test administration site (e.g., cell phones, cameras, smartwatches, smart glasses, headphones, or earbuds [unless permitted by IEP, 504 plan, or ELAP]).
- ❏ Ensure all desks are cleared and that each student has pencils with erasers.
- ❏ Assist in maintaining the security of all test materials.

During Testing:

- ❏ TPs and Roving Proctors may help with distributing test materials to students under the guidance of the TA.
- ❏ Observe that the directions have been read from a script provided in this *Test Administration Manual*.
  - **NOTE:** All directions are to be given at the **beginning** of the session for each test. Students are allowed to ask questions **after** directions are given and **before** the signal is given for students to begin. Such questions are allowed to ensure that clarification of test directions is accomplished.
- ❏ Closely monitor the test administration and record any observations, including irregularities and invalidations, in the Test Proctor Observation Log available at the Cognia Oklahoma Help & Support Site on the forms page: oklahoma.onlinehelp.cognia.org/forms. Please be sure the TPOL is filled out completely.
- ❏ If test irregularities occur, the TP or Roving Proctor should inform the TA as silently and unobtrusively as possible. In addition, the proctors may assist the TA with finding solutions as needed. Such irregularities may include, but are not limited to, the following examples:
  - marking answers without reading test questions
  - talking to another student (or other similarly distracting behaviors)

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- becoming ill and having to leave the room
- testing environment disruptions (e.g., technical issues, fire/tornado alarm sounded, loss of power)

❏ Looking at another student's test booklet/answer document or computer screen is a violation of test security regulations.

  – This is an example of cheating and would result in invalidation. See Appendix D for details.

Appendix D contains a list of possible student actions/Test Administrator actions. These student actions are to be used as examples and should not be considered an exhaustive list.

❏ TAs and TPs must remain in the testing session at all times to maintain and oversee security of tests by:

- Ensuring that **no person** reads or views the contents of a test at any time except the student taking the test at the time of testing.
- Verifying that test materials are locked in a storage area at all times when not in use for official test administration purposes.
- Reporting breaches of test security regulations to the TA and the BTC.

❏ The TP is to refrain from talking to the TA and/or students once the test session has begun. During this time, it is preferable that the TP sit quietly and observe as unobtrusively as possible, refraining from reading, interacting with an electronic device, or engaging in any other distracting activities.

After Testing:

❏ Help collect and organize test materials for return to the BTC.

❏ Report any unusual circumstances or breaches of test security regulations to the TA, BTC, and/or the building principal.

❏ Observe and assist TA checking test booklets for random marks.

❏ Observe TA transcribe responses from accommodated tests to standard scorable documents/test booklets.

❏ Test Proctors must complete and sign the Test Proctor Observation Log. Please note that the Test Proctor Observation Log includes a Nondisclosure Agreement. A TP should complete at least one row for every test session proctored. The columns in each row must also be completed.

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OSTP Testing Schedule

Testing Schedule Information

UNDER NO CIRCUMSTANCES SHOULD YOU ADMINISTER A TEST UNLESS THERE IS ENOUGH TIME TO COMPLETE IT. The following tables list approximate times required to complete each section of the assessments. These approximations are to be used solely for scheduling purposes.

Students who have not finished at the end of the scheduled testing session should be given additional time. This time must be given as an immediate extension of the current testing session; it is not available as a separate session or at another time. It is highly recommended to only extend the testing session by double the suggested times listed in the tables.

All test sections MUST be administered in sequential order with the exception of Grade 8 English Language Arts Writing prompt. The Writing prompt can be administered at any time during the testing window. **Students who are absent during testing must still test in sequential order during a make-up session upon their return.**

Students who finish early may be dismissed from the session or may read or sit quietly until the end of the test session.

Paper versions of the test are available for those students with appropriate accommodations and will follow the same time estimates.

OSTP Grades 6, 7, and 8 Mathematics	
Distributing login information Test instructions/tutorial and reviewing sample items	Approximately 5 minutes Approximately 15 minutes
Administering Section 1 of the Mathematics Online Test	Approximately 40 minutes
Administering Section 2 of the Mathematics Online Test	Approximately 40 minutes
Total testing time (Suggested Maximum Time: 200 minutes)	Approximately 100 minutes

OSTP Grade 8 Science	
Distributing login information Test instructions/tutorial and reviewing sample items	Approximately 5 minutes Approximately 10 minutes
Administering Section 1 of the Science Online Test	Approximately 50–60 minutes
Administering Section 2 of the Science Online Test	Approximately 50–60 minutes
Total testing time (Suggested Maximum Time: 270 minutes)	Approximately 135 minutes

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OSTP Grades 6 and 7 English Language Arts (ELA)	
Distributing login information Test instructions/tutorial and reviewing sample items	Approximately 5 minutes Approximately 15 minutes
Administering Section 1 of the English Language Arts Online Test	Approximately 50–60 minutes
Administering Section 2 of the English Language Arts Online Test	Approximately 50–60 minutes
Total testing time (Suggested Maximum Time: 300 minutes)	Approximately 140 minutes

OSTP Grade 8 English Language Arts (ELA)	
Grade 8 English Language Arts Online Test Time Schedule	
Distributing login information Test instructions/tutorial and reviewing sample items	Approximately 5 minutes Approximately 15 minutes
Administering Section 1 of the English Language Arts Online Test	Approximately 40 minutes
Administering Section 2 of the English Language Arts Online Test	Approximately 40 minutes
Total testing time (Suggested Maximum Time: 200 minutes)	Approximately 100 minutes

Grade 8 English Language Arts Writing Test Time Schedule	
Distributing login information Administering Writing Prompt	Approximately 20 minutes Approximately 55 minutes
Total Writing Prompt testing time (Suggested Maximum Time: 150 minutes)	Approximately 75 minutes

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Online Testing

Before Online Testing

Reading Directions Aloud

Read aloud the **bold type** material that is preceded by the word "Say." *Italicized* material is information for the TA that should **not** be read aloud to the students.

Read the directions to the students exactly as they are written, using a natural tone and manner. **Never deviate from the directions as written. Deviating in any way from the printed directions is a testing violation.**

As a Test Administrator (TA) for online tests, you are required to follow the same security procedures as when administering paper tests.

Ensure You Have the Required Test Materials

	an electronic copy of this *Test Administration Manual* (TAs may use state-approved devices for reading and referencing manuals. Approved: desktop computer, laptop computer, tablet, iPad. **Not Approved: any cell phone device.**)		one student login ticket for each student (Make sure all test materials, including student login tickets, are stored in a secure location prior to testing.)
	a "Testing: Do Not Disturb" sign posted on all entrances to the test session		pencils, scratch paper and/or unmarked grid paper, and math reference sheet or writer's checklist (if printed was used)
	a Test Proctor Observation Log sheet		approved calculators with memory cleared (See Appendix C: Calculator Policy.)
	one computer or tablet for each student		all students scheduled to test

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During Online Testing

Make sure that a Test Proctor/Roving Proctor is actively monitoring before beginning the directions for the assessment; Test Proctors/Roving Proctors must be actively observing the entire testing session. If test items are being read aloud or a student is being tested individually, a TA and TP are required in the room at all times to ensure test security.

To ensure a standardized administration that produces accurate achievement results, all Test Administrators must follow the same steps when administering the tests. Begin a testing session only once all students are present.

Sample Questions have been standardized by grade span within each content area to allow for mixed grouping. Students may be combined by grade spans for test administration of a single content. The approved grade span groupings are 6–8. For example, students in grades 6–8 taking the Mathematics Assessment can be grouped into one location. The English Language Arts Writing prompt for Grade 8 should be given at a separate time.

Be sure students understand the directions, how to mark answers, and the use of tools.

If a student must leave the room for a short period during the test session, the student should click on the Pause/Exit button, which appears at the bottom of each screen. The student will have 20 minutes to resume his or her test. If the time exceeds 20 minutes while paused, or no student activity is detected for 60 minutes during the test, the student will be unable to get back into the test, and a Proctor Password will be required to re-access the test. Only the DTC has access to the Proctor Password. The TA must contact either the BTC or DTC to obtain the Proctor Password. Any questions the student has answered will be locked, and the student will not be able to return to those questions.

Note: The Proctor Password is considered secure material and may only be entered by the TA, BTC, or DTC. The password should never be shared with students.

Note: During testing, only one student at a time should be allowed to leave the room. While in "Pause" mode, students should not visit with other students, go to their lockers unassisted, have food or snacks brought to them, or take a lunch break.

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Grades 6–8 English Language Arts Sections 1 and 2—Online Testing

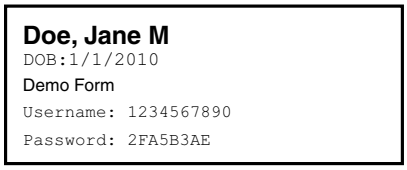
DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Test Administrators may pass out pencils, Student Test Login Tickets, and scratch and/or unmarked grid paper before testing for all students to use. Students will need the Student Test Login Ticket to enter the test. All scratch paper and Student Test Login Tickets should be collected before students leave the testing session.*

At this time, provide the Access Code for Section 1. [Only provide one Access Code at any one time.]

Say: **Today you will take an online English Language Arts test. It is important that you do your best on this test. You have been given a Student Test Login Ticket and test materials. Only use the scratch paper that has been provided. Your test materials, including your Student Test Login Ticket, will be collected at the end of this testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Hold up a Student Test Login Ticket and point to the "student name and date of birth."



Say: **Look at your Student Test Login Ticket. Your name and date of birth should appear on the first and second lines. If you have a ticket for someone other than yourself, or the date of birth is incorrect, please raise your hand now.**

Pause; make sure students check the name and date of birth on their tickets.

Say: **If you do not see the student login page, then click the test icon on your screen.**
Note: For iPad and Chromebook users, the icon may be slightly different.

Wait for everyone to have the student login page displaying on their screens. Remember that no other programs can be running with the testing program.

Say: **Raise your hand if you do not see the login page.**

Work with students who need extra help opening the program.

Say: **Carefully type your student Username and Password in the login screen exactly as it appears on the ticket. Then click the "Sign In" button. Keep your login ticket on your desk. It will be collected at the end of this test.**

If you have successfully logged in, you will see the word "Hello" followed by your name. Verify that your name, Student Testing Number, and date of birth are correct. If the information on the screen is not correct, raise your hand.

Work with any students who may need extra help logging in to the program.

Say: **Click on the "Section 1" button. At the bottom of this screen, you will see an Access Code box. Type in the Access Code as I read it out loud.** *[Read the Access Code out loud.]* **Now click on the "Submit" button. Please raise your hand if you are not viewing English Language Arts Directions.**
Pause; wait for students to raise their hands.

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Note: If a student is assigned any accommodations, they will be presented with an Options page prior to the session directions. Please refer to the OSTP Portal Guides on the Cognia Help & Support site for more information.

Say: **Look at the directions on your screen. Follow along as I read them aloud.**

Today you will be tested in English Language Arts. Some of this material may not be familiar to you, but it is still important that you do your best. Test questions will be presented one at a time. Each multiple-choice question will be followed by its possible answer choices. The computer will allow you to have only one answer selected at a time. Sometimes you may be required to use the scroll bar that will appear on the right side of the test question in order to see all four answer choices. Be sure that you have seen all answer choices before making your selection.

Read for grade 6 and grade 7 only: **You will answer constructed-response questions by typing your answer into the space provided on your screen.**

Each technology-enhanced question will have specific directions explaining how to answer.

Select the "Continue" button.

Say: **The first questions are samples to give you an opportunity to try out the tools that are available. To select your answers using your mouse, position the pointer over an answer and click once. For those of you using a touch screen, position your finger over the answer and tap the screen once.**

Look at the buttons on the bottom right of the screen.

These are your navigation buttons. "Clear" will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to clear the page. "Pause/Exit" will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause or exit the test. The "Back" button will be grayed out if you are on the first question on the test. Clicking the "Next" button will take you to the next question. Click the "Next" button now.

You will see that the "Back" button is now available. Clicking the "Back" button will take you to the previous question. Click the "Back" button now.

The star located in the upper left of the screen will allow you to bookmark any question you would like to review later. Click on this star now.

Another way to move through the test is by using the Test Map. You can find the Test Map by clicking on the down arrow next to the question number at the top left of the screen. Click this arrow now.

The Test Map is a visual representation of all of the questions on the test. Answered questions will appear blue, questions you have viewed but not answered are red, bookmarked questions have a yellow star next to them, and questions that have not been visited are gray. Notice that question "A" is bookmarked. Clicking on a question number will take you directly to that question on the test. You can also pause or return to the test from the Test Map.

Click on "A." You are now back to Sample Question A. Click on the star to remove the bookmark.

Look at the four options in this question. Next to each letter is an icon that looks like an eye. Clicking on this "eye" will hide the option. Clicking again will make it reappear. You can use this tool if you are unsure of an answer but would like to hide the options you know are not correct.

You can also use the "Hide All" or "Show All" button above the options to hide all options or show all options if some have been hidden.

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Say: **Your toolbox is in the bottom left corner of the screen. You will see several tools available to use on this test.**

The guideline tool provides a small window you can move up or down the page to cover some of the words to help you with reading. The "white" space can be resized by dragging the bottom right corner.

The sketch tool will open a highlighter, several colored pencils, and an eraser. Use this tool to highlight parts of the text or question you want to stand out. Click on this tool now. When you click it, a selection box will appear.

Click on the yellow highlighter in the sketch tool. The sketch highlighter tool is a freehand highlighter that can be used to circle, underline, or mark through text. Click on this tool and highlight a word in the question. Now click on the blue pencil and circle a word in the question. You can erase the marks you just made by clicking on the eraser and then clicking on the mark. Click the "X" in the upper right corner of the box to close the sketch tool.

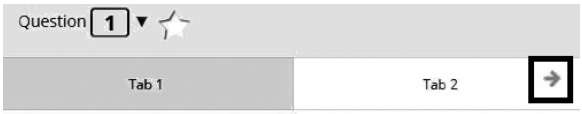
The highlighter tool can be used to highlight specific lines of text within a passage or question. You may choose to use a yellow, pink, purple, or green highlighter. When you click the highlighter tool, a selection box will appear.

Click on the yellow highlighter from the box and highlight a word in the passage or question. You can erase the highlight made by clicking on the eraser and selecting the word to erase the highlight. To clear all highlighting on the screen click "Clear All." Click the "X" in the upper right corner of the box to close the highlighter tool.

Grades 6–8 English Language Arts General Directions

Say: **The English Language Arts Online Test uses a vertical split-screen format. Passages will appear on the left side of the screen, and the questions will appear on the right side. A scroll bar will be displayed allowing you to navigate through the text while viewing the questions. Scrolling may be necessary to view all of the passage text and all of the answer choices.**

As you move through the test, some questions will ask you to compare two related passages. Read passage number 1 and then click tab 2 at the top of the screen to read the second passage. This will allow you to switch between the two passages.



The arrow shown to the right of the passage(s), pointing right, can be used to expand the passage(s) to a full-screen view. To exit full-screen view, click the left pointing arrow at the right of the screen.

A passage may contain words that are footnoted. Scroll to the end of the passage to find these references.

You may also click the arrow pointing left to expand a test question to full-screen view. To exit full-screen view, click the right pointing arrow at the left of the screen.

As you take the English Language Arts Online Test, you may find you have been asked to read part of a passage you have read previously, either in class or on your own. When you answer the questions that follow the passage, it is important that your answer be based solely on the part of the passage that appears on this test.

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Sample Questions for Grades 6–8 English Language Arts

Say: **Look at the directions at the top of the screen; follow along as I read them aloud.**

Read the passage. Then answer the questions that follow.

Now find the sample passage, "The Okmulgee Pecan Festival." Read the passage to yourself.

Pause while students read the passage.

Say: **Read Sample Question A to yourself as I read it aloud.**

What change, if any, should be made to the word <u>are</u> in line 4? (A) been, (B) were, (C) is, (D) no change.

Click on the correct answer. *(Pause for replies.)*

Say: **The correct answer is "(C) is." If you want to change your answer, simply click on another answer choice. Now, try using the tools to ensure you are comfortable using them.** (*Give students time to use the tools.)*

Say: **You must answer this question before moving forward. Click on the "Next" button in the bottom right corner of your screen.**

Now look at Sample Question B. Read the sample to yourself as I read it aloud.

Which of these would be the <u>best</u> source for facts about Okmulgee, Oklahoma? (A) a website featuring pecan recipes from Okmulgee, Oklahoma; (B) a website that provides maps of different areas of the world; (C) a website for places that have unusual festivals; (D) a website for the city of Okmulgee, Oklahoma.

Click on the correct answer. *(Pause for replies.)*

Say: **The correct answer is "(D) a website for the city of Okmulgee, Oklahoma." If you want to change your answer, click on another answer choice.**

Are there any questions? *(Answer all questions about how to click on the correct answer, but do not give students content instruction.)*

Grades 6–8 English Language Arts General Directions (continued)

Say: **This completes the sample questions.**

Follow the directions that appear throughout the test and read and answer each question. If you are not sure about an answer, you may use the star tool to mark the question for later review. Remember that questions left unanswered are scored as incorrect.

When you come to the last question in this section, you will see the "Finish" button on the bottom right of the screen. Once you have answered the last question in this section, click the "Finish" button to submit the test. You will be taken to the Summary Page.

The Summary Page, like the test map, shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on "Return to test" to go back to the last question in the test.

The "Finish" button only appears on the last question in the section. The "Finish" button will return you to the test map. Once you have completed the section click "Turn In."

Are there any questions? *(Answer all questions related to completing the test, but do not give students content instruction.)*

Say: **Remember to choose the best answer for each question. If you are not sure about an answer, do the best you can, but don't spend too much time on any one question.**

(If the students are continuing on to the next section immediately, go to the section "Directions when continuing on to the next section immediately.")

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Say: **If you are not finished with the test at the end of the test session, you may be given additional time.**

Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

You may now begin.

Directions when continuing on to the next section immediately

Say: **As you finish and turn in the section, I will provide the Access Code for the next section. You will be able to click the test icon on your desktop, enter your Username, Password, and this Access Code, and continue to work until you come to the end of the test.**

At the end of the final section, you will once again be taken to the Summary Page. The "Finish" button only appears on the last question in the section. The "Finish" button will return you to the test map. Once you have completed the section click "Turn In."

Are there any questions? *(Answer all questions related to completing the test, but do not give students content instruction.)*

Say: **If you are not finished with the test at the end of the test session, you may be given additional time. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.**

You may now begin.

While the students are working, walk around the room to see that they are marking their answers according to the instructions. Do not look at or give help on specific test questions. Do not comment on student writing.

As students begin to finish the current section, provide the next Access Code.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room with a Test Administrator and Test Proctor present.

Directions when completing next section in a separate session (same day or consecutive days)

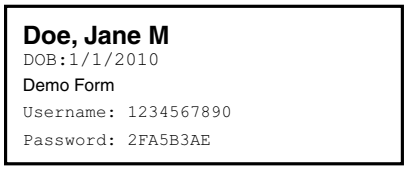
DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Test Administrators may pass out pencils, Student Test Login Tickets, and scratch and/or unmarked grid paper before testing for all students to use. Students will need the Student Test Login Ticket to enter the test. All scratch paper and Student Test Login Tickets should be collected before students leave the testing session.*

At this time, provide the final Access Code.

Say: **Today you will take Section 2 of the online English Language Arts test. It is important that you do your best on this test. You have been given a Student Test Login Ticket and test materials. Only use the scratch paper that has been provided. Your test materials, including your Student Test Login Ticket, will be collected at the end of this testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Hold up a Student Test Login Ticket and point to the "student name and date of birth."



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Say: **Look at your Student Test Login Ticket. Your name and date of birth should appear on the first and second lines. If you have a ticket for someone other than yourself, or the date of birth is incorrect, please raise your hand now.**

Pause; make sure students check the name and date of birth on their tickets.

Say: **If you do not see the student login page, then click the test icon on your screen.**
Note: For iPad and Chromebook users, the icon may be slightly different.

Wait for everyone to have the student login page displaying on their screens. Remember that no other programs can be running with the testing program.

Say: **Raise your hand if you do not see the login page.**

Work with students who need extra help opening the program.

Say: **Carefully type your student Username and Password in the login screen exactly as it appears on the ticket. Then click the "Sign In" button. Keep your login ticket on your desk. It will be collected at the end of this test.**

If you have successfully logged in, you will see the word "Hello" followed by your name. Verify that your name, Student Testing Number, and date of birth are correct. If the information on the screen is not correct, raise your hand.

Work with any students who may need extra help logging in to the program.

Say: **Click on the "Section 2" button. At the bottom of this screen, you will see an Access Code box. Type in the Access Code as I read it out loud.** *(Read the Access Code out loud.)* **Now click on the "Submit" button. Please raise your hand if you are not viewing English Language Arts Directions.**

Pause; wait for students to raise their hands.

Note: If a student is assigned any accommodations, they will be presented with an Options page prior to the session directions. Refer to the OSTP Portal Guides on the Cognia Help & Support site for more information.

Say: **Look at the directions on your screen. Follow along as I read them aloud.**

Today you will be tested in English Language Arts. Some of this material may not be familiar to you, but it is still important that you do your best. Test questions will be presented one at a time. Each multiple-choice question will be followed by its possible answer choices. The computer will allow you to have only one answer selected at a time. Sometimes you may be required to use the scroll bar that will appear on the right side of the test question in order to see all four answer choices. Be sure that you have seen all answer choices before making your selection.

Read for grade 6 and grade 7 only: **You will answer constructed-response questions by typing your answer into the space provided on your screen.**

Each technology-enhanced question will have specific directions explaining how to answer.

Say: **Follow the directions that appear throughout the test and read and answer each question. If you are not sure about an answer, you may use the star tool to mark the question for later review. Remember that questions left unanswered are scored as incorrect.**

When you come to the last question in this section, you will see the "Finish" button on the bottom right of the screen. Once you have answered the last question in this section, click the "Finish" button to submit the test. You will be taken to the Summary Page.

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Say: **The Summary Page, like the test map, shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on "Return to test" to go back to the last question in the test.**

The "Finish" button only appears on the last question in the section. The "Finish" button will return you to the test map. Once you have completed the section click "Turn In."

Are there any questions? *(Answer all questions about how to click on the correct answer, but do not give students content instruction.)*

Say: **If you are not finished with the test at the end of the test session, you may be given additional time. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.**

You may now begin.

While the students are working, walk around the room to see that they are marking their answers according to the instructions. Do not look at or give help on specific test questions. Do not comment on student writing.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room with a Test Administrator and Test Proctor present.

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Grade 8 English Language Arts Writing Prompt—Online Testing

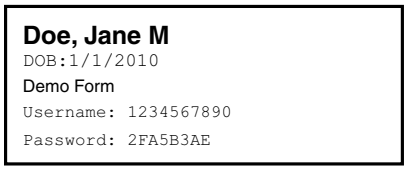
DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Test Administrators may pass out pencils, Student Test Login Tickets, printed writer's checklist (if preferred), and scratch paper and/or unmarked grid paper before testing for all students to use. Students will need the Student Test Login Ticket to enter the test. All scratch paper and Student Test Login Tickets should be collected before students leave the testing session.*

At this time, provide the Access Code for Section 1. [Only provide one Access Code at any one time.]

Say: **Today you will take the Writing section of the online Grade 8 English Language Arts Test. It is important that you do your best on this test. You have been given a Student Test Login Ticket and test materials. Only use the scratch paper that has been provided. Your test materials, including your Student Test Login Ticket, will be collected at the end of this testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Hold up a Student Test Login Ticket and point to the "student name and date of birth."



Say: **Look at your Student Test Login Ticket. Your name and date of birth should appear on the first and second lines. If you have a ticket for someone other than yourself, or the date of birth is incorrect, please raise your hand now.**

Pause; make sure students check the name and date of birth on their tickets.

Say: **If you do not see the student login page, then click the test icon on your screen.**
Note: For iPad and Chromebook users, the icon may be slightly different.

Wait for everyone to have the student login page displaying on their screens. Remember that no other programs can be running with the testing program.

Say: **Raise your hand if you do not see the login page.**

Work with students who need extra help opening the program.

Say: **Carefully type your student Username and Password in the login screen exactly as it appears on the ticket. Then click the "Sign In" button. Keep your login ticket on your desk. It will be collected at the end of this test.**

If you have successfully logged in, you will see the word "Hello" followed by your name. Verify that your name, Student Testing Number, and date of birth are correct. If the information on the screen is not correct, raise your hand.

Work with any students who may need extra help logging in to the program.

Say: **Click on the "Section 1" button. At the bottom of this screen, you will see an Access Code box. Type in the Access Code for Section 1 as I read it out loud.** *(Read the Access Code out loud.)* **Now click on the "Submit" button. Please raise your hand if you are not viewing Directions for the English Language Arts Writing prompt.**

Pause; wait for students to raise their hands.

Note: If a student is assigned any accommodations, they will be presented with an Options page prior to the session directions. Refer to the OSTP Portal Guides on the Cognia Help & Support site for more information.

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Say: **Look at the directions on your screen. Follow along as I read them aloud.**

Today you will be tested in English Language Arts. For this test, you will read two passages, then respond to a writing prompt. It is important that you do your best. If you are not sure of the writing prompt, you should still attempt to answer it.

You may use your scratch paper to PLAN your composition. You might consider using a web, cluster, list, story map, or any other method to help you organize your writing. Be sure to type your composition in the space provided.

Using the Writer's Checklist tool, check your writing for paragraphing, grammar, spelling, punctuation, and the use of Standard English. Only your writing in the answer space will be scored.

When scorers evaluate your writing, they will look for evidence that you can:

- **address the prompt;**
- **develop your ideas thoroughly;**
- **organize your ideas;**
- **stay focused on your purpose for writing;**
- **make your writing thoughtful and interesting; and**
- **use correct spelling, capitalization, punctuation, grammar, usage, and sentence structure.**

DO NOT CLICK THE "TURN IN" BUTTON until you are completely finished with your writing. Once you click "Turn In," you will NOT be able to return to your response.

Are there any questions on the directions?

Pause; answer any questions students may have.

Say: **If there are no other questions, click on the "Continue" button.**

Look at the buttons on the bottom right of the screen.

These are your navigation buttons. "Clear" will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to clear the page. "Pause/Exit" will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause or exit the test. The "Back "and "Next" buttons will be visible but grayed out depending on first and last question.

Keep in mind that only the responses captured in the space provided will be scored.

Your toolbox is in the bottom left corner of the screen. You will see several tools available to use on this test.

The guideline tool provides a small window you can move up or down the page to cover some of the words to help you with reading. The "white" space can be resized by dragging the bottom right corner.

The sketch tool will open a highlighter, several colored pencils, and an eraser. Use this tool to highlight parts of the text or question you want to stand out. Click on this tool now. When you click it, a selection box will appear.

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Say: **Click on the yellow highlighter in the sketch tool. The sketch highlighter tool is a freehand highlighter that can be used to circle, underline, or mark through text. Click on this tool and highlight a word in the question. Now click on the blue pencil and circle a word in the question. You can erase the marks you just made by clicking on the eraser and then clicking on the mark. Click the "X" in the upper right corner of the box to close the sketch tool.**

The highlighter tool can be used to highlight specific lines of text within a passage or question. You may choose to use a yellow, pink, purple, or green highlighter. When you click the highlighter tool, a selection box will appear.

Click on the yellow highlighter from the box and highlight a word in the passage or question. You can erase the highlight made by clicking on the eraser and selecting the word to erase the highlight. To clear all highlighting on the screen click "Clear All." Click the "X" in the upper right corner of the box to close the highlighter tool.

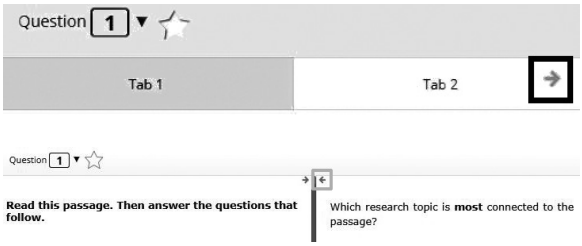
The reference tool will access the Writer's Checklist. Now click on the Writer's Checklist. Take a moment to review the checklist. Now click the "X" in the upper right corner to close the Writer's Checklist. *(Read if provided:)* **A paper copy of this checklist has also been provided to you.**

If you are not finished with the test at the end of the test session, you may be given additional time.

If you are using scratch paper as a tool to plan your response to the prompt, keep in mind that the online test will log you out after 60 minutes of inactivity. You will need to be actively typing in the text box in order to be considered "active" in the system. Just moving the mouse or using the tools is not considered activity.

The English Language Arts Online Test uses a vertical split-screen format. Passages will appear on the left side of the screen, and the questions will appear on the right side. A scroll bar will be displayed allowing you to navigate through the text while viewing the questions. Scrolling may be necessary to view all of the passage text and all of the answer choices.

As you move through the test, the prompt will ask you to compare two related passages. Read passage number 1 and then click tab 2 at the top of the screen to read the second passage. This will allow you to switch between the two passages.



The arrow shown to the right of the passage(s), pointing right, can be used to expand the passage(s) to a full-screen view. To exit full-screen view, click the left pointing arrow at the right of the screen.

You may also click the arrow pointing left to expand a test question to full-screen view. To exit full-screen view, click the right pointing arrow at the left of the screen.

Are there any questions? *Answer any questions the students may have.*

Say: **When you are finished, click the "Finish" button to be taken to the Summary Page. You can click on "Return to test" to go back to review your response, if you would like. When you are satisfied with your response, click "Turn In." This will end the Writing prompt session. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.**

You may now begin.

While students are working, walk around the room to see that they are following directions and that they are not looking at another student's test. Do not give help with reading any part of the test or with their writing. Do not comment on student writing.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room or another room with a Test Administrator and Test Proctor present.

When testing has completed, collect all Student Test Login Tickets and any scratch paper before students leave.

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Grades 6–8 Mathematics—Online Testing

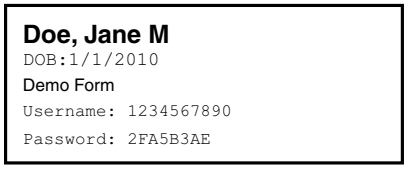
DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Test Administrators may pass out pencils, Student Test Login Tickets, scratch and/or unmarked grid paper, and printed math reference sheet (if preferred) before testing for all students to use. Students will need the Student Test Login Ticket to enter the test. All scratch paper and Student Test Login Tickets should be collected before students leave the testing session.*

At this time, provide the Access Code for Section 1. [Only provide one Access Code at any one time.]

Say: **Today you will take an online Mathematics test. It is important that you do your best on this test. You have been given a Student Test Login Ticket and test materials. Only use the scratch paper that has been provided. Your test materials, including your Student Test Login Ticket, will be collected at the end of this testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Hold up a Student Test Login Ticket and point to the "student name and date of birth."



Say: **Look at your Student Test Login Ticket. Your name and date of birth should appear on the first and second lines. If you have a ticket for someone other than yourself, or the date of birth is incorrect, please raise your hand now.**

Pause; make sure students check the name and date of birth on their tickets.

Say: **If you do not see the student login page, then click the test icon on your screen.**
Note: For iPad and Chromebook users, the icon may be slightly different.

Wait for everyone to have the student login page displaying on their screens. Remember that no other programs can be running with the testing program.

Say: **Raise your hand if you do not see the login page.**

Work with students who need extra help opening the program.

Say: **Carefully type your student Username and Password in the login screen exactly as it appears on the ticket. Then click the "Sign In" button. Keep your login ticket on your desk. It will be collected at the end of this test.**

If you have successfully logged in, you will see the word "Hello" followed by your name. Verify that your name, Student Testing Number, and date of birth are correct. If the information on the screen is not correct, raise your hand.

Work with any students who may need extra help logging in to the program.

Say: **Click on the "Section 1" button. At the bottom of this screen, you will see an Access Code box. Type in the Access Code as I read it out loud.** *[Read the Access Code out loud.]* **Now click on the "Submit" button. Please raise your hand if you are not viewing Mathematics Directions.** *Pause; wait for students to raise their hands.*

Note: If a student is assigned any accommodations, they will be presented with an Options page prior to the session directions. Please refer to the OSTP Portal Guides on the Cognia Help & Support site for more information.

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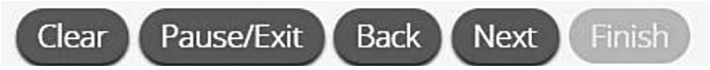
Say: **Look at the directions on your screen. Follow along as I read them aloud.**

Today you will be tested in Mathematics. Some of this material may not be familiar to you, but it is still important that you do your best. Test questions will be presented one at a time. Each multiple-choice question will be followed by its possible answer choices. The computer will allow you to have only one answer selected at a time. Sometimes you may be required to use the scroll bar that will appear on the right side of the test question in order to see all four answer choices. Be sure that you have seen all answer choices before making your selection. Each technology-enhanced question will have specific directions explaining how to answer.

Select the "Continue" button.

Say: **The first questions are samples to give you an opportunity to try out the tools that are available. To select your answers using your mouse, position the pointer over an answer and click once. For those of you using a touch screen, position your finger over the answer and tap the screen once.**

Look at the buttons on the bottom right of the screen.



These are your navigation buttons. "Clear" will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to clear the page. "Pause/Exit" will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause or exit the test. The "Back" button or "Next" button is grayed out based on the first and last question on the test. Clicking the "Next" button will take you to the next question. Click the "Next" button now.

You will see that a "Back" button has been added to the options. Clicking the "Back" button will take you to the previous question. Click the "Back" button now.

The star located in the top left of the screen will allow you to bookmark any question you would like to review later. Click on this star now.

Another way to move through the test is by using the Test Map. You can find the Test Map by clicking on the down arrow next to the question number at the top left of the screen. Click this arrow now.

The Test Map shows all of the questions on the test. Answered questions will appear blue; questions you have viewed but not answered are red; bookmarked questions have a yellow star next to them; and questions that have not been visited are gray. Notice that question "A" is bookmarked. Clicking on a question number will take you directly to that question on the test. You can also pause or return to the test from the Test Map.

Click on "A." You are now back to Sample Question A. Click on the star to remove the bookmark.

Look at the four options in this question. Next to each letter is an icon that looks like an eye. Clicking on this "eye" will hide the option. Clicking again will make it reappear. You can use this tool if you are unsure of an answer but would like to hide the options you know are not correct.

You can also use the "Hide All" or "Show All" button above the options to hide all options or show all options if some have been hidden.

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Say: **Your toolbox is in the bottom left corner of the screen. You will see several tools available to use on this test.**

The guideline tool provides a small window you can move up or down the page to cover some of the words to help you with reading. The "white" space can be resized by dragging the bottom right corner.

The sketch tool will open a highlighter, several colored pencils, and an eraser. Use this tool to highlight parts of the text or question you want to stand out. Click on this tool now. When you click it, a selection box will appear.

Click on the yellow highlighter in the sketch tool. The sketch highlighter tool is a freehand highlighter that can be used to circle, underline, or mark through text. Click on this tool and highlight a word in the question. Now click on the blue pencil and circle a word in the question. You can erase the marks you just made by clicking on the eraser and then clicking on the mark. Click the "X" in the upper right corner of the box to close the sketch tool.

The highlighter tool can be used to highlight specific lines of text within a passage or question. You may choose to use a yellow, pink, purple, or green highlighter. When you click the highlighter tool, a selection box will appear.

Click on the yellow highlighter from the box and highlight a word in the passage or question. You can erase the highlight made by clicking on the eraser and selecting the word to erase the highlight. To clear all highlighting on the screen click "Clear All." Click the "X" in the upper right corner of the box to close the highlighter tool.

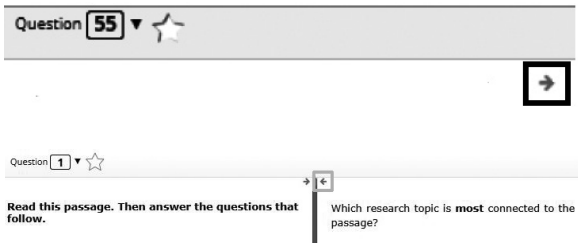
Grades 6–8 Mathematics General Directions

Say:

Clicking on the calculator tool brings up a movable calculator. You can move the calculator by clicking and dragging it to the new location. You can use your mouse to choose numbers and functions. Click the "X" in the upper right corner to close the calculator tool.

Clicking on the reference tool brings up a movable formula sheet. You can move the formula sheet by clicking and dragging it to the new location. The table can be resized by clicking and dragging the bottom right corner. Take a moment to review the formula sheet. Click the "X" in the upper right corner to close the reference tool. *(Read if provided:)* **A paper copy of this reference sheet has been provided to you.**

You may see some questions that have a passage appearing on the left side of the screen, and then questions will appear on the right side. A scroll bar will be displayed allowing you to navigate through the text while viewing the questions. Scrolling may be necessary to view all of the passage text and all of the answer choices.



The arrow shown to the right of the passage, pointing right, can be used to expand the passage to a full-screen view. To exit full-screen view, click the left pointing arrow at the right of the screen.

You may also click the arrow pointing left to expand a test question to full-screen view. To exit full-screen view, click the right pointing arrow at the left of the screen.

Sometimes there will be a chart, a table, or a graph that you will have to look at carefully to answer a question.

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Sample Questions for Grades 6–8 Mathematics

Say: **Now look at the sample passage on the left side of the screen. Read the instructions and passage to yourself as I read them aloud.**

Use the information to answer the following question.

Three expressions are shown.

Study the information on your own. *(Pause while students study the information.)*

Say: **Now look at Sample Question A. Read the sample to yourself as I read it aloud.**

Which number line represents Expression 1?

Study the answer choices and click on the correct answer. *(Pause)*

Say: **The correct answer is B. If you want to change your answer, simply click on another answer choice. Now, try using the tools to ensure you are comfortable using them.** *(Give students time to use the tools.)*

Say: **Now continue to Sample Question B. Read the sample to yourself as I read it aloud.**

What is the sum of Expression 2 and Expression 3? (A) 3.8, (B) 5.3, (C) 7.3, (D) 17.3.

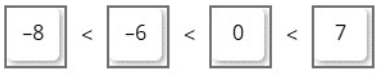
Click on the correct answer. *(Pause for replies.)*

Say: **The correct answer is "(B) 5.3." If you want to change your answer, click on another answer choice.**

Now continue to Sample Question C. Read the sample to yourself as I read it aloud.

Drag the integers into the spaces in order from least to greatest. To drag an integer, click and hold the integer, and then drag it to the desired space. To change an integer, click and hold it, and then drag it back to the desired space.

Study the integers. Follow the instructions to arrange the correct answer. *(Pause for replies. The correct answer is shown below.)*



Say: **The correct answer is negative 8 is less than negative 6 is less than zero is less than 7.**

Are there any questions? *(Answer all questions about how to click on the correct answer, but do not give students content instruction.)*

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Grades 6–8 Mathematics General Directions (continued)

Say: **This completes the sample questions.**

Follow the directions that appear throughout the test and read and answer each question. If you are not sure about an answer, you may use the star tool to mark the question for later review. Remember that questions left unanswered are scored as incorrect.

When you come to the last question in this section, you will see the "Finish" button on the bottom right of the screen. Once you have answered the last question in this section, click the "Finish" button to submit the test. You will be taken to the Summary Page.

The Summary Page, like the test map, shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on "Return to test" to go back to the last question in the test.

The "Finish" button only appears on the last question in the section. The "Finish" button will return you to the test map. Once you have completed the section click "Turn In."

Are there any questions? *(Answer all questions related to completing the test, but do not give students content instruction.)*

Say: **Remember to choose the best answer for each question. If you are not sure about an answer, do the best you can, but don't spend too much time on any one question.**

(If the students are continuing on to the next section immediately, go to the section "Directions when continuing on to the next section immediately.")

Say: **If you are not finished with the test at the end of the test session, you may be given additional time.**

Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

You may now begin.

Directions when continuing on to the next section immediately

Say: **As you finish and turn in the section, I will provide the Access Code for the next section. You will be able to click the test icon on your desktop, enter your Username, Password, and this Access Code, and continue to work until you come to the end of the test.**

At the end of the final section, you will once again be taken to the Summary Page. The "Finish" button only appears on the last question in the section. The "Finish" button will return you to the test map. Once you have completed the section click "Turn In."

Are there any questions? *(Answer all questions related to completing the test, but do not give students content instruction.)*

Say: **If you are not finished with the test at the end of the test session, you may be given additional time. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.**

You may now begin.

While the students are working, walk around the room to see that they are marking their answers according to the instructions. Do not look at or give help on specific test questions.

As students begin to finish the current section, provide the next Access Code.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room with a Test Administrator and Test Proctor present.

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Directions when completing next section in a separate session (same day or consecutive days)

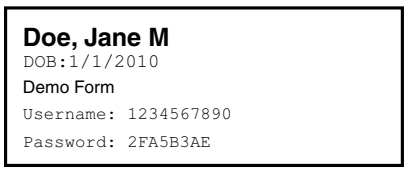
DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Test Administrators may pass out pencils, Student Test Login Tickets, scratch and/or unmarked grid paper, and printed math reference sheet (if preferred) before testing for all students to use. Students will need the Student Test Login Ticket to enter the test. All scratch paper and Student Test Login Tickets should be collected before students leave the testing session.*

At this time, provide the final Access Code. [Only provide one Access Code at any one time.]

Say: **Today you will take Section 2 of the online Mathematics test. It is important that you do your best on this test. You have been given a Student Test Login Ticket and test materials. Only use the scratch paper that has been provided. Your test materials, including your Student Test Login Ticket, will be collected at the end of this testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Hold up a Student Test Login Ticket and point to the "student name and date of birth."



Say: **Look at your Student Test Login Ticket. Your name and date of birth should appear on the first and second lines. If you have a ticket for someone other than yourself, or the date of birth is incorrect, please raise your hand now.**

Pause; make sure students check the name and date of birth on their tickets.

Say: **If you do not see the student login page, then click the test icon on your screen.**
Note: For iPad and Chromebook users, the icon may be slightly different.

Wait for everyone to have the student login page displaying on their screens. Remember that no other programs can be running with the testing program.

Say: **Raise your hand if you do not see the login page.**

Work with students who need extra help opening the program.

Say: **Carefully type your student Username and Password in the login screen exactly as it appears on the ticket. Then click the "Sign In" button. Keep your login ticket on your desk. It will be collected at the end of this test.**

If you have successfully logged in, you will see the word "Hello" followed by your name. Verify that your name, Student Testing Number, and date of birth are correct. If the information on the screen is not correct, raise your hand.

Work with any students who may need extra help logging in to the program.

Say: **Click on the "Section 2" button. At the bottom of this screen, you will see an Access Code box. Type in the Access Code as I read it out loud.** *[Read the Access Code out loud.]* **Now click on the "Submit" button. Please raise your hand if you are not viewing Mathematics Directions.**

Pause; wait for students to raise their hands.

Note: If a student is assigned any accommodations, they will be presented with an Options page prior to the session directions. Refer to the OSTP Portal Guides on the Cognia Help & Support site for more information.

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Say: **Look at the directions on your screen. Follow along as I read them aloud.**

Today you will be tested in Mathematics. Some of this material may not be familiar to you, but it is still important that you do your best. Test questions will be presented one at a time. Each multiple-choice question will be followed by its possible answer choices. The computer will allow you to have only one answer selected at a time. Sometimes you may be required to use the scroll bar that will appear on the right side of the test question in order to see all four answer choices. Be sure that you have seen all answer choices before making your selection. Each technology-enhanced question will have specific directions explaining how to answer.

Follow the directions that appear throughout the test and read and answer each question. If you are not sure about an answer, you may use the star tool to mark the question for later review. Remember that questions left unanswered are scored as incorrect.

When you come to the last question in this section, you will see the "Finish" button on the bottom right of the screen. Once you have answered the last question in this section, click the "Finish" button to submit the test. You will be taken to the Summary Page.

The Summary Page, like the test map, shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on "Return to test" to go back to the last question in the test.

The "Finish" button only appears on the last question in the section. The "Finish" button will return you to the test map. Once you have completed the section click "Turn In."

Are there any questions? *(Answer all questions about how to click on the correct answer, but do not give students content instruction.)*

Say: **If you are not finished with the test at the end of the test session, you may be given additional time. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.**

You may now begin.

While the students are working, walk around the room to see that they are marking their answers according to the instructions. Do not give help with any part of the test. If students ask for feedback, do not provide any.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room with a Test Administrator and Test Proctor present.

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Grade 8 Science—Online Testing

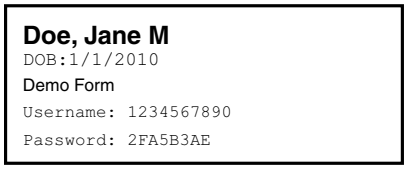
DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Test Administrators may pass out pencils, Student Test Login Tickets, and scratch and/or unmarked grid paper before testing for all students to use. Students will need the Student Test Login Ticket to enter the test. All scratch paper and Student Test Login Tickets should be collected before students leave the testing session.*

At this time, provide the Access Code for Section 1. [Only provide one Access Code at any one time.]

Say: **Today you will take an online Science test. It is important that you do your best on this test. You have been given a Student Test Login Ticket and test materials. Only use the scratch paper that has been provided. Your test materials, including your Student Test Login Ticket, will be collected at the end of this testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Hold up a Student Test Login Ticket and point to the "student name and date of birth."



Say: **Look at your Student Test Login Ticket. Your name and date of birth should appear on the first and second lines. If you have a ticket for someone other than yourself, or the date of birth is incorrect, please raise your hand now.**

Pause; make sure students check the name and date of birth on their tickets.

Say: **If you do not see the student login page, then click the test icon on your screen.**
Note: For iPad and Chromebook users, the icon may be slightly different.

Wait for everyone to have the student login page displaying on their screens. Remember that no other programs can be running with the testing program.

Say: **Raise your hand if you do not see the login page.**

Work with students who need extra help opening the program.

Say: **Carefully type your student Username and Password in the login screen exactly as it appears on the ticket. Then click the "Sign In" button. Keep your login ticket on your desk. It will be collected at the end of this test.**

If you have successfully logged in, you will see the word "Hello" followed by your name. Verify that your name, Student Testing Number, and date of birth are correct. If the information on the screen is not correct, raise your hand.

Work with any students who may need extra help logging in to the program.

Say: **Click on the "Section 1" button. At the bottom of this screen, you will see an Access Code box. Type in the Access Code as I read it out loud.** *[Read the Access Code out loud.]* **Now click on the "Submit" button. Please raise your hand if you are not viewing Science Directions.** *Pause; wait for students to raise their hands.*

Note: If a student is assigned any accommodations, they will be presented with an Options page prior to the session directions. Please refer to the OSTP Portal Guides on the Cognia Help & Support site for more information.

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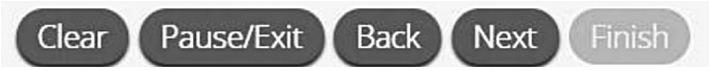
Say: **Look at the directions on your screen. Follow along as I read them aloud.**

Today you will be tested in Science. Some of this material may not be familiar to you, but it is still important that you do your best. Test questions will be presented one at a time. Each multiple-choice question will be followed by its possible answer choices. The computer will allow you to have only one answer selected at a time. Sometimes you may be required to use the scroll bar that will appear on the right side of the test question in order to see all four answer choices. Be sure that you have seen all answer choices before making your selection. Each technology-enhanced question will have specific directions explaining how to answer.

Select the "Continue" button.

The first questions are samples to give you an opportunity to try out the tools that are available. To select your answers using your mouse, position the pointer over an answer and click once. For those of you using a touch screen, position your finger over the answer and tap the screen once.

Look at the buttons on the bottom right of the screen.



These are your navigation buttons. "Clear" will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to clear the page. "Pause/Exit" will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause or exit the test. The "Back" button is grayed out based on the first and the last question on the test. Clicking the "Next" button will take you to the next question. Click the "Next" button now.

You will see that the "Back" button is now available. Clicking the "Back" button will take you to the previous question. Click the "Back" button now.

The star located in the upper left of the screen will allow you to bookmark any question you would like to review later. Click on this star now.

Another way to move through the test is by using the Test Map. You can find the Test Map by clicking on the down arrow next to the question number at the top left of the screen. Click this arrow now.

The Test Map shows all of the questions on the test. Answered questions will appear blue; questions you have viewed but not answered are red; bookmarked questions have a yellow star next to them; and questions that have not been visited are gray. Notice that question "A" is bookmarked. Clicking on a question number will take you directly to that question on the test. You can also pause or return to the test from the Test Map.

Click on "A." You are now back to Sample Question A. Click on the star to remove the bookmark.

Look at the four options in this question. Next to each letter is an icon that looks like an eye. Clicking on this "eye" will hide the option. Clicking again will make it reappear. You can use this tool if you are unsure of an answer but would like to hide the options you know are not correct.

You can also use the "Hide All" or "Show All" button above the options to hide all options or show all options if some have been hidden.

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Say: **Your toolbox is in the bottom left corner of the screen. You will see several tools available to use on this test.**

The guideline tool provides a small window you can move up or down the page to cover some of the words to help you with reading. The "white" space can be resized by dragging the bottom right corner.

The sketch tool will open a highlighter, several colored pencils, and an eraser. Use this tool to highlight parts of the text or question you want to stand out. Click on this tool now. When you click it, a selection box will appear.

Click on the yellow highlighter in the sketch tool. The sketch highlighter tool is a freehand highlighter that can be used to circle, underline, or mark through text. Click on this tool and highlight a word in the question. Now click on the blue pencil and circle a word in the question. You can erase the marks you just made by clicking on the eraser and then clicking on the mark. Click the "X" in the upper right corner of the box to close the sketch tool.

The highlighter tool can be used to highlight specific lines of text within a passage or question. You may choose to use a yellow, pink, purple, or green highlighter. When you click the highlighter tool, a selection box will appear.

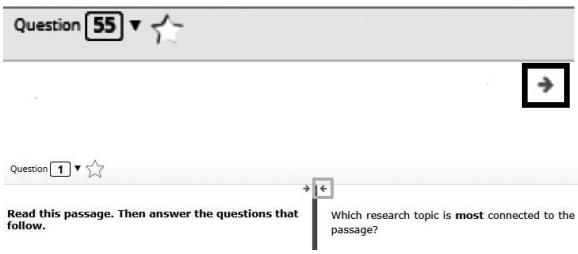
Click on the yellow highlighter from the box and highlight a word in the passage or question. You can erase the highlight made by clicking on the eraser and selecting the word to erase the highlight. To clear all highlighting on the screen click "Clear All." Click the "X" in the upper right corner of the box to close the highlighter tool.

Grade 8 Science General Directions

Say:

Clicking on the calculator tool brings up a movable calculator. You can move the calculator by clicking and dragging it to the new location. You can use your mouse to choose numbers and functions. Click the "X" in the upper right corner to close the calculator tool.

The Science Online Test uses a vertical split-screen format. The science passage will appear on the left side of the screen, and the questions will appear on the right side. A scroll bar will be displayed allowing you to navigate through the text while viewing the questions. Scrolling may be necessary to view all of the passage text as well as all of the answer choices.



The arrow shown to the right of the passage(s), pointing right, can be used to expand the passage(s) to a full-screen view. To exit full-screen view, click the left pointing arrow at the right of the screen.

You may also click the arrow pointing left to expand a test question to full-screen view. To exit full-screen view, click the right pointing arrow at the left of the screen.

Sometimes there will be a chart, a table, or a graph that you will have to look at carefully to answer a question.

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Sample Questions for Grade 8 Science

Say: **Look at the directions at the top of the screen; follow along as I read them aloud.**

Use the information to answer the following question.

Find the Science sample passage on "The Disk Game." Read the sample to yourself as I read it aloud. Two students are designing a game with plastic disks. There are two types of disks: Disk X and Disk Y. The two disks and their masses are shown.

Disk X is white and has a mass of 2.0 grams. Disk Y is gray and has a mass of 5.0 grams.

A game board is set up that contains a starting line and a circle. The setup is shown. *(Pause to allow students time to study the setup.)*

One disk is placed at the starting line and the other disk is placed in the circle. To win the game, a player must use a finger to push the disk from the starting line into the circle, while knocking the other disk out of the circle. The students are able to choose which disk type starts in the circle and which disk type is pushed from the starting line.

Student 1 chooses the setup shown.

The picture shows the student's result after the disk is pushed.
(Pause to allow students time to study the pictures.)

Say: **Read Sample Question A to yourself as I read it aloud.**

How could Student 1 adjust the collision so that Disk Y stays in the circle? (A) by decreasing the mass of Disk X and keeping the force the same, (B) by decreasing the mass of Disk Y and keeping the force the same, (C) by decreasing the acceleration of Disk X and keeping the mass the same, (D) by decreasing the acceleration of Disk Y and keeping the mass the same.

Click on the correct answer. *(Pause for students to select their response.)*

Say: **The correct answer is "(D) by decreasing the acceleration of Disk Y and keeping the mass the same." If you want to change your answer, simply click on another answer choice. Now, try using the tools to ensure you are comfortable using them.** (*Give students time to use the tools.)*

Say: **You must answer this question before moving forward. Click on the "Next" button in the bottom right corner of your screen.**

Now look at Sample Question B. Read the sample to yourself as I read it aloud.

Which diagram shows the forces at the moment the disks collide? (A) Two arrows of the same length are above both disks and pointing to the left, (B) Two arrows of the same length are above both disks and pointing at each other, (C) Two arrows are above both disks and pointing to the left. The arrow above Disk X is shorter than the arrow above Disk Y, (D) Two arrows are above both disks and pointing at each other. The arrow above Disk X is shorter than the arrow above Disk Y.

Click on the correct answer. *(Pause for students to select their response.)*

Say: **The correct answer is "(B) Two arrows of the same length are above both disks and pointing at each other." If you want to change your answer, click on another answer choice.**

Now look at Sample Question C. Read the sample to yourself as I read it aloud.

Student 2 sets up the board. The setup is shown. The results of Student 2's turn are shown. The diagrams show the disks before and during the collision. Based on the diagram, show the forces acting on the two disks before the collision and during the collision. To drag an indicator, click and hold the indicator, and then drag it to the desired space. To change an indicator, click and hold it, and then drag it back to the original location. You may use each indicator once, more than once, or not at all.

(continued on next page)

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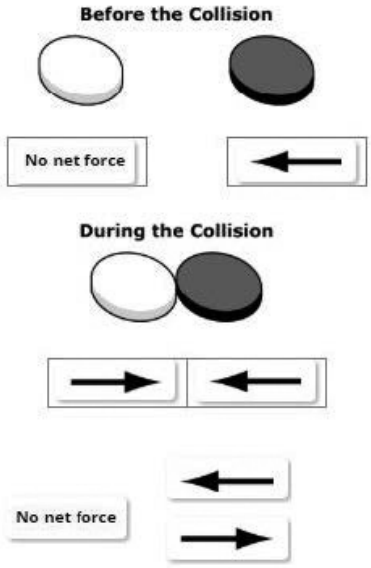
Sample Questions for Grade 8 Science (continued)

Say: **Study the words and pictures in the boxes. Follow the instructions to arrange the boxes in the correct spaces. During the test, when answering questions like this, make sure you fill all spaces with an answer to receive full credit.** *(Pause for replies. The correct answer is shown below.)*



Say: **For Before the Collision, Disk X has No net force beneath it. Disk Y has a left arrow beneath it. For During the Collision, Disk X has a right arrow beneath it, and Disk Y has a left arrow beneath it.**

Are there any questions? *(Answer all questions about how to click on the correct answer, but do not give students content instruction.)*

Grade 8 Science General Directions (continued)

Say: **This completes the sample questions.**

Follow the directions that appear throughout the test and read and answer each question. If you are not sure about an answer, you may use the star tool to mark the question for later review. Remember that questions left unanswered are scored as incorrect.

When you come to the last question in this section, you will see the "Finish" button on the bottom right of the screen. Once you have answered the last question in this section, click the "Finish" button to submit the test. You will be taken to the Summary Page.

The Summary Page, like the test map, shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on "Return to test" to go back to the last question in the test.

The "Finish" button only appears on the last question in the section. The "Finish" button will return you to the test map. Once you have completed the section click "Turn In."

Are there any questions? *(Answer all questions related to completing the test, but do not give students content instruction.)*

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Say: **Remember to choose the best answer for each question. If you are not sure about an answer, do the best you can, but don't spend too much time on any one question.**

(If the students are continuing on to the next section immediately, go to the section "Directions when continuing on to the next section immediately.")

Say: **If you are not finished with the test at the end of the test session, you may be given additional time.**

Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

You may now begin.

Directions when continuing on to the next section immediately

Say: **As you finish and turn in the section, I will provide the Access Code for the next section. You will be able to click the test icon on your desktop, enter your Username, Password, and this Access Code, and continue to work until you come to the end of the test.**

At the end of the final section, you will once again be taken to the Summary Page. The "Finish" button only appears on the last question in the section. The "Finish" button will return you to the test map. Once you have completed the section click "Turn In."

Are there any questions? *(Answer all questions related to completing the test, but do not give students content instruction.)*

Say: **If you are not finished with the test at the end of the test session, you may be given additional time. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.**

You may now begin.

While the students are working, walk around the room to see that they are marking their answers according to the instructions. Do not give help with any part of the test, including vocabulary.

As students begin to finish the current section, provide the next Access Code.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room with a Test Administrator and Test Proctor present.

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Directions when completing next section in a separate session (same day or consecutive days)

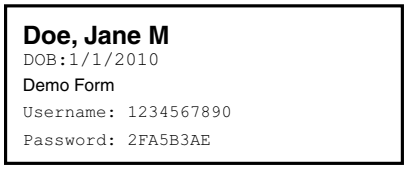
DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Test Administrators may pass out pencils, Student Test Login Tickets, and scratch and/or unmarked grid paper before testing for all students to use. Students will need the Student Test Login Ticket to enter the test. All scratch paper and Student Test Login Tickets should be collected before students leave the testing session.*

At this time, provide the final Access Code. [Only provide one Access Code at any one time.]

Say: **Today you will take Section 2 of the online Science test. It is important that you do your best on this test. You have been given a Student Test Login Ticket and test materials. Only use the scratch paper that has been provided. Your test materials, including your Student Test Login Ticket, will be collected at the end of this testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Hold up a Student Test Login Ticket and point to the "student name and date of birth."



Say: **Look at your Student Test Login Ticket. Your name and date of birth should appear on the first and second lines. If you have a ticket for someone other than yourself, or the date of birth is incorrect, please raise your hand now.**

Pause; make sure students check the name and date of birth on their tickets.

Say: **If you do not see the student login page, then click the test icon on your screen.**
Note: For iPad and Chromebook users, the icon may be slightly different.

Wait for everyone to have the student login page displaying on their screens. Remember no other programs can be running with the testing program.

Say: **Raise your hand if you do not see the login page.**

Work with students who need extra help opening the program.

Say: **Carefully type your student Username and Password in the login screen exactly as it appears on the ticket. Then click the "Sign In" button. Keep your login ticket on your desk. It will be collected at the end of this test.**

If you have successfully logged in, you will see the word "Hello" followed by your name. Verify that your name, Student Testing Number, and date of birth are correct. If the information on the screen is not correct, raise your hand.

Work with any students who may need extra help logging in to the program.

Say: **Click on the "Section 2" button. At the bottom of this screen, you will see an Access Code box. Type in the Access Code as I read it out loud.** *[Read the Access Code out loud.]* **Now click on the "Submit" button. Please raise your hand if you are not viewing Science Directions.**

Pause; wait for students to raise their hands.

Note: If a student is assigned any accommodations, they will be presented with an Options page prior to the session directions. Refer to the OSTP Portal Guides on the Cognia Help & Support site for more information.

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Say: **Look at the directions on your screen. Follow along as I read them aloud.**

Today you will be tested in Science. Some of this material may not be familiar to you, but it is still important that you do your best. Test questions will be presented one at a time. Each multiple-choice question will be followed by its possible answer choices. The computer will allow you to have only one answer selected at a time. Sometimes you may be required to use the scroll bar that will appear on the right side of the test question in order to see all four answer choices. Be sure that you have seen all answer choices before making your selection. Each technology-enhanced question will have specific directions explaining how to answer.

Follow the directions that appear throughout the test and read and answer each question. If you are not sure about an answer, you may use the star tool to mark the question for later review. Remember that questions left unanswered are scored as incorrect.

When you come to the last question in this section, you will see the "Finish" button on the bottom right of the screen. Once you have answered the last question in this section, click the "Finish" button to submit the test. You will be taken to the Summary Page.

The Summary Page, like the test map, shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on "Return to test" to go back to the last question in the test.

The "Finish" button only appears on the last question in the section. The "Finish" button will return you to the test map. Once you have completed the section click "Turn In."

Are there any questions? *(Answer all questions about how to click on the correct answer, but do not give students content instruction.)*

Say: **If you are not finished with the test at the end of the test session, you may be given additional time. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.**

You may now begin.

While the students are working, walk around the room to see that they are marking their answers according to the instructions. Do not give help with any part of the test, including vocabulary.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room with a Test Administrator and Test Proctor present.

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Before Paper Testing

Please note: Only IEP, 504, or EL students with a valid documented accommodation for paper testing should be administered this form for Grades 6–8 state summative assessments. Please see the Paper & Pencil Test Formats section of the Accommodations Manuals for further guidance:
OSTP IEP/504 Accommodations Manual *EL OSTP Accommodations Manual*

Ensure You Have the Required Test Materials

	an electronic copy of this *Test Administration Manual* (TAs may use state approved devices for reading and referencing manuals. Approved: desktop computer, laptop computer, tablet, iPad. **Not Approved: any cell phone device.**)		a combined answer document for each student (not applicable for grade 8 Writing) (Make sure all test materials are stored in a secure location prior to testing.)
	a "Testing: Do Not Disturb" sign posted on all entrances to the test session		a test booklet for each student
	a Classroom Security Form		scratch paper and/or unmarked grid paper and math reference sheet or writer's checklist (if using printed copies)
	a Test Proctor Observation Log sheet		approved calculators with memory cleared (See Appendix C: Calculator Policy.)
	number 2 pencils and erasers		all students scheduled to test

⚠ IMPORTANT: **Mechanical pencils are not allowed. A number 2 pencil MUST be used.** Tests will not scan properly if completed with anything other than a number 2 pencil.

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Apply a Student Label or Complete Student Demographic Information

For students who have received labels with all the correct information:

Apply the student labels to the answer documents.

For students who have received labels with incorrect information:

- **USE THE LABEL:** If the student's name, Student Testing Number (STN), and date of birth (DOB) on the label are CORRECT, even if other demographic information is incorrect. **DO NOT BUBBLE** in corrections or missing information. Corrections to student data must be made in the district Student Information System.
- **DO NOT USE THE LABEL:** If the student's name, Student Testing Number (STN), or date of birth (DOB) are INCORRECT.

The demographic details listed on the student label are:

- Student Name (Last Name, First Name, and Middle Initial)
- Student Testing Number (STN)
- Date of Birth (DOB)
- Grade
- District and School Code
- School Name

For students who have NOT received labels, or have unusable labels: Demographic information must be entered by hand if a student does not have a student label. The Test Administrator or Building Test Coordinator can complete this step for a student or have the student complete it. The Student Demographic Page is located on the front cover of the scorable answer document. Use the sample and the explanations on the following pages to check all data. A number 2 pencil must be used. Ink or colored pencils are NOT allowed.

For students who will not be tested: If you have a precoded label for a student who will not be tested due to Did Not Attempt (DNA), No Longer Enrolled (NLE), or Oklahoma Alternate Assessment Program (OAAP), adhere the label on a blank combined answer document and mark the reason the student will not be tested in Box Q on the Student Information Section.

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Sample Student Demographic Page FPO

Grade 8

2025 Oklahoma School Testing Program
English Language Arts/Mathematics/Science Answer Document

A TEACHER

B SCHOOL

C DISTRICT

D COUNTY

E ○ IEP Braille

F GENDER ○ Female ○ Male

G STUDENT NAME (Required)

LAST | FIRST | MI

H STUDENT TESTING NUMBER (STN) (Required)

I DATE OF BIRTH

Month	Day	Year
Jan	0 0	0 0
Feb	1 1	1 1
Mar	2 2	2 2
Apr	3 3	3 3
May	4	4 4
Jun	5	5 5
Jul	6	6 6
Aug	7	7 7
Sep	8	8 8
Oct	9	9 9
Nov		
Dec		

Please return this document in the provided Return Used Answer Documents envelope in order to ensure timely reporting.

PLACE STUDENT ID LABEL HERE
If the student label is correct affix here.
If label is present there is no need to bubble demographic data on this page.

OKLAHOMA Education

0 1 2 3 4 5 6 7 8 9

1

PAPER TESTING

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PAPER TESTING

STUDENT INFORMATION SECTION

FOR SCHOOL PERSONNEL ONLY

M

○ IEP
○ 504

N **IEP OR 504 ACCOMMODATION**

	ELA	MA	SC
With Accommodations:	○	○	○

(Only fill in the bubble above if the student was provided an IEP or 504 accommodation.)

O

○ EL

P **EL ACCOMMODATION**

	ELA	MA	SC
With Accommodations:	○	○	○

(Only fill in the bubble above if the student was provided an EL accommodation.)

Q **IF THIS STUDENT WAS NOT TESTED, INDICATE THE REASON.**
Selections are subject to change based upon SDE review and validation.

	ELA	MA	SC
Did Not Attempt (DNA)	○	○	○
No Longer Enrolled (NLE)	○	○	○
Oklahoma Alternate Assessment Program (OAAP)	○	○	○

ELA = English Language Arts MA = Math
SC = Science

R **LOCAL STUDENT I.D. NUMBER (Optional)**

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

S **SDE APPROVAL REQUIRED**

SDE approval is required for the following testing status codes. Go to the Accountability Reporting application in Single Sign On to request one or more of these codes.

Emergency Exempt
Invalidation (Breach)

T Please note: Student demographic information for OSTP/CCRA assessments is verified through the Accountability Reporting application in Single Sign On.

V **VOID–DO NOT SCORE**

○ Void this answer document.

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1 3 7 2 0 0 0 0 0 1

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Instructions for Completing Student Demographic Information

The Student Demographic Page is located on the front cover of the scorable answer document/test booklet. Use the descriptions in the following table to ensure you grid the Student Demographic Page accurately.

When you check this . . .	look for this:	and fill or bubble in this box
Teacher's Name School Name District Name County Name (Required)	Names must be printed in the appropriate spaces. All students must use the name of their official home school.	**A–D**
IEP Braille	Fill in the bubble for IEP Braille if student is taking Braille. The Test Administrator must transcribe Braille responses to the standard scorable answer document/test booklet that was provided in the Braille kit and be sure to complete the student demographic information on the standard scorable answer document/test booklet.	**E**
Gender	**If the student does not have a label:** Fill in the bubble to indicate the gender of the student testing.	**F**
Student's Last Name First Name Middle Initial (Required)	**If the student does not have a label:** Letters must be printed, one per box. Under each box, the bubble with the same letter must be filled in.	**G**
Student Testing Number (STN) (Required)	**If the student does not have a label:** Numbers must be printed, one per box. Under each box, the bubble with the same number must be filled in. This field is required.	**H**
Date of Birth (Required)	**If the student does not have a label:** Numbers must be printed, one per box. Under the box, bubbles corresponding to the date of birth must be filled in. (If the "day" is not a two-digit number, the number should be preceded by a zero.)	**I**
Date Test Taken (Required)	Fill in the correct bubbles to indicate the date of the day the test is taken. If the test is given over two consecutive days, record the first day of test taking. Box K can be found on page 3 of the answer document.	**K**
IEP	This applies to any student for whom there is a current Individual Education Program Plan on file.	**M**
504	This applies to any student for whom there is a current Section 504 Plan on file.	
IEP or 504 Accommodation	If the student used an accommodation, bubble "With Accommodations" for each applicable subject. The accommodation(s) must be specified in the student plan on file.	**N**
EL	An English Learner (EL) is a student who has a primary language other than English and is not proficient in listening, speaking, reading, writing, or comprehension in the English speaking classroom as determined by a language assessment instrument. A student is required to pass a language proficiency assessment as "proficient" to exit EL status.	**O**

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When you check this . . .		look for this:	and fill or bubble in this box
EL Accommodation		If the student used an accommodation, bubble "With Accommodations" for each applicable subject. The accommodation(s) must be specified in the student plan on file.	**P**
Did Not Attempt (DNA)		This applies to students who are absent on the day of testing and are not able to take the test prior to the end of the testing window. If these students do not have a precode label, they must have completed demographic information. The school should make every effort to provide make-up days for these students within the state testing window.	**Q**
No Longer Enrolled (NLE)		This applies to students who are no longer enrolled on the day of testing. If these students do not have a precode label, they must have completed demographic information.	
Oklahoma Alternate Assessment Program (OAAP)		This applies to students who are participating in Oklahoma Alternate Assessment Program (OAAP). The OAAP is developed for a small population of students with significant cognitive disabilities for whom the IEP team has determined to be unable to participate in the general assessment, even with accommodations.	
Local Student ID Number (Optional)		Enter the student's local Student ID Number in the field provided. This field is optional.	**R**
OSDE Approval Required	**Emergency Exempt**	This designation covers situations where a medical emergency absolutely prevents the student from participating in testing during the state's testing window.	**S** Go to the Accountability Reporting Application located on Single Sign On to request one of these designations.
	Invalidation (Breach)	Students' tests will not be scored. Students may be eligible for a Breach Test form, if available.	
Additional Demographic Information		Please note: Student demographic information for OSTP/CCRA is verified through the Accountability Reporting Application in Single Sign On.	**T**
VOID–DO NOT SCORE		A paper answer document may only be voided if a student's answer document is damaged and/or not scannable or if a breach form was administered. A voided answer document will not be scored or counted as an attempt.	**V**

Use the Classroom Security Form to Assign Test Booklet ID Numbers to Students

Write the name of the student along with the assigned test booklet ID and form number of each standard, Large-Print, and Braille test booklet on the Classroom Security Form. Make a copy of the Classroom Security Form after testing and return both with your testing materials to the BTC.

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Reading Directions Aloud

Read aloud the **bold type** material that is preceded by the word "Say." *Italicized* material is information for the TA that should **not** be read aloud to the students.

Read the directions to the students exactly as they are written, using a natural tone and manner. **Never deviate from the directions as written. Deviating in any way from the printed directions is a testing violation.**

During Paper Testing

Make sure that a Test Proctor/Roving Proctor is present before beginning the directions for the assessment; Test Proctors/Roving Proctors must be actively observing the entire testing session. If test items are being read aloud or a student is being individually tested, a TA and TP are required in the room at all times to ensure test security.

To ensure a standardized administration that produces accurate achievement results, all Test Administrators must follow the same steps when administering the tests. Begin a testing session only once all students are present.

Sample Questions have been standardized by grade span within each content area to allow for mixed grouping. Students may be combined by grade spans for test administration of a single content. The approved grade span groupings are 6–8. For example, students in grades 6–8 taking the Mathematics Assessment can be grouped into one location. The English Language Arts Writing prompt for Grade 8 should be given at a separate time.

Be sure students understand the directions and how to respond. Assist them with test-taking mechanics, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. Remind students to handle all materials with care and to avoid making extra marks. The test booklets/combined answer documents should never be folded, clipped, or torn.

If a student must leave the room for a short period during the test session, the student should turn his or her test booklet over and place the answer document under the test booklet on the desk.

Note: During testing, only one student at a time should be allowed to leave the room. Students should not visit with other students, go to their lockers unassisted, have food or snacks brought to them, or take a lunch break.

Post the teacher's name, school name, district name, county name, and today's date for students to copy. **All students must use the name of their official school of enrollment.** Lead students through filling in lines A–D on the front of their combined answer document with the "For All Students" directions. If students do not have a label, continue reading the "For All Students Without Labels" directions. The demographic page will need to be filled out on the front of the combined answer document if no label is present.

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For All Students

Say: **Please look at your test booklet and combined answer document. Both the test booklet and combined answer document should say Grade [#]. Please raise your hand if both do not say Grade [#].** *(Give help as needed.)*

Say: **Please write your name on the front cover of your test booklet.** *(If administrators have already written student names on the test booklets:)* **Please make sure your name is on the front cover of your test booklet. Now look at your combined answer document. On the appropriate lines at the top of the page** *(Point)***, write the name of your teacher (Box A), school (Box B), district (Box C), and county (Box D), using the information posted. Are there any questions?** *(Answer any questions. While students fill in the information, walk around the room to see that they are following instructions. Give help as needed.)*

Say: **If you have a label with a name printed on it, make sure it is your name on the label. If it is not your name, raise your hand.** *(If the student's name, date of birth (DOB), or Student Testing Number (STN) printed on the label is incorrect, give the student a new blank combined answer document and tell the student to follow the next set of instructions.)*

If students all have labels, skip directly to the general instructions for the test.

If any student does not have a label, read the following.

Say: *(Only read this line if there are students with incorrect or missing labels.)* **If you have a student label with your name printed on it, please wait quietly while other students fill in their information.** *(Continue reading the "For All Students Without Labels" directions.)*

For All Students Without Labels

Important Note: If students are using labels and their name, Student Testing Number (STN), and date of birth is correct, skip directly to the instructions for the test they are taking.

Say: **You will need to fill in the information on the Student Demographic Page using a number 2 pencil. Do not mark in any sections except the ones I tell you to.**

Find Box F labeled "Gender." *(Point)* **Fill in the circle next to "Female" or "Male."** *(If a student refuses to fill in this information, allow the student to leave it blank.)*

Say: **Find Box G labeled "Student Name" on the combined answer document.** *(Point to this section.)* **In the spaces labeled "Last," carefully print your last name, putting one letter in each space. If your name does not fit, print as many letters as there are spaces.** *(Pause to allow students time to print their last names.)*

Say: **Fill in the appropriate circle below each letter of your last name. For example, if your last name were "Lee," you would fill in circle "L" in the first column, "E" in the second column, and "E" in the third column. If you make a mistake erase as much of the mark as you can before filling in the correct circle.**

Are there any questions? *(Answer any questions. Pause to allow students time to bubble their last names,)*

Say: **In the section labeled "First," print your first name. Then fill in the appropriate circle below each letter, just as you did for your last name.** *(Pause to allow students time to print and bubble their first name.)*

Say: **In the column labeled "MI," write the first letter of your middle name. Then fill in the circle with the same letter.** *(Pause to allow students time to print and bubble their middle initial. If no middle initial, leave blank.)*

Say: **Box H labeled "Student Testing Number" will be filled in by the school personnel.**

Now find Box I labeled "Date of Birth." *(Point)* **Record the month, day, and year you were born. First print the date in the spaces and then fill in the circle that has the same numbers as you wrote in the space. For example, if you were born on June 5, 2010, you would fill in the circle for June for the month, "05" in the circles for the day, and "2010" in the circles for the year.**

Are there any questions? *(Answer any questions.)*

When students have finished, continue with directions for administering the test.

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Grades 6–8 English Language Arts Sections 1 & 2—Paper Testing

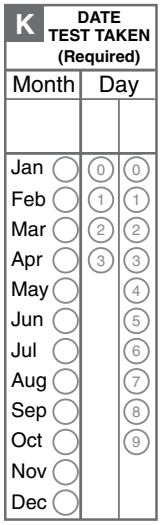
DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Be sure that desks are cleared; Test Administrators may pass out number 2 pencils with erasers, test booklets, combined answer documents, scratch paper and/or unmarked grid paper before testing for all students to use. Mechanical pencils are not allowed. All test booklets, answer documents, scratch paper, and/or unmarked grid paper should be collected before students leave the testing session. Provide today's date, teacher's name, school, district, and county.*

If this test is the first content area being administered, the Biogrid located on the front of the combined answer document needs to be completed before proceeding to the directions. (Refer to page 44.)

Say: **Today you will take an English Language Arts test. It is important that you do your best on this test. You have been given a test booklet, combined answer document, and test materials. Mechanical pencils are not allowed. Only use the scratch paper that has been provided. Your test materials, including your test booklet and combined answer document, will be collected at the end of the testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Let's prepare your combined answer document before looking at the sample questions. Open your combined answer document to the English Language Arts Section. *(Demonstrate using a student's combined answer document—borrow one from a student. Make sure that all students have the correct page showing.)*



Say: **Find Box K labeled "Date Test Taken."** *(Point)* **Fill in the month and day I provided.** *(Read the date out loud.) Note: if sections are taken on consecutive instructional days, record the first date the assessment is given.*

Say: **Slide the end of your pencil under the seal and open your test booklet to page 2.**

Look at the directions at the top of the page; follow along as I read them aloud.

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Sample Questions for Grades 6–8 English Language Arts

Say: **Read each question and choose the best answer.**

Read for non-Large-Print: **Find the question number in the answer document that matches the question number in the test booklet. Then mark your answer in the answer document.**

Read for Large-Print: **Then circle the letter for the correct answer in the test booklet.**

Now find the sample passage, "The Okmulgee Pecan Festival."

Read the directions to yourself as I read them aloud. Read the passage. Then answer the questions that follow.

Read the passage to yourself. *(Pause while students read the passage.)*

Say: **Now look at Sample Question A.** *(Point to Sample Question A.)*

Read the sample to yourself as I read it aloud.

What change, if any, should be made to the word <u>are</u> in line 4? (A) been, (B) were, (C) is, (D) no change.

Which is the correct answer? *(Pause for replies.)*

Say: **The correct answer is "(C) is."**

Read for non-Large-Print: **Now find Sample Question A in the English Language Arts section of your combined answer document. The circle for the letter "C" is filled in because "C" is the letter for the correct answer.** *(Point to the Samples box within the English Language Arts section of the combined answer document.)*

Read for Large-Print: **Circle the letter "C" in your test booklet.** *(Pause)*

Say: **Now look at Sample Question B. Read the sample to yourself as I read it aloud.**

Which of these would be the <u>best</u> source for facts about Okmulgee, Oklahoma? (A) a website featuring pecan recipes from Okmulgee, Oklahoma; (B) a website that provides maps of different areas of the world; (C) a website for places that have unusual festivals; (D) a website for the city of Okmulgee, Oklahoma.

Read for non-Large-Print: **Mark your answer in the combined answer document. Be sure to fill in the circle completely and make your mark heavy and dark.**

Read for Large-Print: **Circle your answer in your test booklet.**

If you want to change an answer, completely erase the mark you made before making a new mark. Do not turn the page until I tell you to do so.

Which is the correct answer? *(Pause for replies.)*

Say: **The correct answer is "(D) a website for the city of Okmulgee, Oklahoma."**

Are there any questions? *(Answer all questions about how to mark the answer, but do not give students content instruction.)*

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Say: **Turn to the next page of the test booklet.**

Read for grade 6 and grade 7 only: **This page begins the English Language Arts Test. Read the passages and answer the questions that follow. In this session, you will answer both multiple-choice and constructed-response questions. Bubble in the correct answer for the multiple-choice questions in your answer document. You will answer your constructed-response questions on the lines provided in your answer document.**

Read for grade 8: **This page begins the English Language Arts Test. Read the passages and answer the questions that follow. In this session, you will answer multiple-choice questions. Bubble in the correct answer for the multiple-choice questions in your answer document.**

As you are taking the English Language Arts Test, you may find you have been asked to read part of a passage you have read previously, either in a class or on your own. When you answer the questions that follow the test passage, it is important that your answers be based only on the passage as it appears in the test booklet.

You may underline, make notes, or work questions in your test booklet, or use the scratch paper and/or unmarked grid paper that is provided,

Read for non-Large-Print: **but be sure to mark all your answers in the combined answer document.**

Read for Large-Print: **but be sure to circle all your answers in the test booklet.**

Answer all of the questions on this page and the pages that follow until you come to the end of the section, where you will see the word STOP.

Remember to choose the best answer for each question. If you are not sure about an answer, do the best you can, but don't spend too much time on any one question. If you are not finished with the test at the end of the test session, you may be given additional time. Remember that questions left unanswered are scored as incorrect.

If you finish early, you may check your work in this section only. Do not go on to the next section.

When you have finished, put your pencil down. Close your test booklet and answer document so that the front covers are on top. You may read or sit quietly until everyone has completed the test. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

You may now begin.

While students are working, walk around the room to see that they are following directions and that they are not looking at another student's test. Do not give help with reading any part of the test or with their writing.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room or another room with a Test Administrator and Test Proctor present.

When testing has completed, collect all test booklets, answer documents, and scratch paper and/or unmarked grid paper before students leave.

For Large-Print or Braille tests to be scored, a Test Administrator must transcribe the student responses into a scorable answer document/test booklet using a number 2 pencil while in the presence of a Test Proctor. Please see Appendix B for direction for transcribing.

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Directions when continuing on to the next section immediately

If students are continuing to the next section immediately following this section, there is no need to review directions again. Have the students open their materials to the next section and begin.

While students are working, walk around the room to see that they are following directions and that they are not looking at another student's test. Do not give help with reading any part of the test or with their writing.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room or another room with a Test Administrator and Test Proctor present.

When testing has completed, collect all test books, answer documents, and scratch paper and/or unmarked grid paper before students leave.

For Large-Print or Braille tests to be scored, a Test Administrator must transcribe the student responses into a scorable answer document/test booklet using a number 2 pencil while in the presence of a Test Proctor. Please see Appendix B for direction for transcribing.

Directions when completing next section in a separate session (same day or consecutive days)

DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Be sure that desks are cleared; Test Administrators may pass out number 2 pencils with erasers, test booklets, combined answer documents, scratch paper and/or unmarked grid paper before testing for all students to use. Mechanical pencils are not allowed. All test booklets, answer documents, and scratch paper and/or unmarked grid paper should be collected before students leave the testing session.*

Say: **Do not open your materials until I tell you what to do.** *(Distribute the materials. Check to see that each student gets the right materials.)*

Say: **Make sure your name is on the test booklet and answer document you received. If it is not, please raise your hand.** *(Pause)*

(Continue once you have confirmed everyone has the correct materials.)

Say: **Today you will take Section 2 of the English Language Arts test. It is important that you do your best on this test. You have been given a test booklet, combined answer document, and test materials. Only use the scratch paper that has been provided. Your test materials, including your test booklet and answer document, will be collected at the end of this testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Open your Test Booklet to Section 2. (*Make sure students are on the correct page to begin Section 2).*

Say: **Answer all of the questions on this page and the pages that follow until you come to the end of the test, where you will see the word STOP.**

Remember to choose the best answer for each question. If you are not sure about an answer, do the best you can, but don't spend too much time on any one question. If you are not finished with the test at the end of the test session, you may be given additional time. Remember that questions left unanswered are scored as incorrect.

Read for grade 6 and grade 7 only: **Only write constructed responses on the lines provided in your answer document.**

If you finish early, you may check your work in this section only. Do not go back to a previous section.

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Say: **When you have finished, put your pencil down. Close your test booklet and answer document so that the front covers are on top. You may read or sit quietly until everyone has completed the test. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.**

You may now begin.

While students are working, walk around the room to see that they are following directions and that they are not looking at another student's test. Do not give help with reading any part of the test or with their writing.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room or another room with a Test Administrator and Test Proctor present.

When testing has completed, collect all test booklets, answer documents, and scratch paper and/or unmarked grid paper before students leave.

For Large-Print or Braille tests to be scored, a Test Administrator must transcribe the student responses into a scorable answer document/test booklet using a number 2 pencil while in the presence of a Test Proctor. Please see Appendix B for direction for transcribing.

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Grade 8 English Language Arts Writing Prompt—Paper Testing

DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Be sure that desks are cleared; Test Administrators may pass out number 2 pencils with erasers, integrated test booklets, and scratch paper and/or unmarked grid paper before testing for all students to use. Mechanical pencils are not allowed. All test booklets and scratch paper should be collected before students leave the testing session. Provide today's date, teacher's name, school, district, and county.*

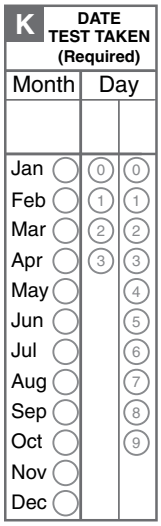
The Biogrid will need to be completed before proceeding. Click here or go to page 44 to read the directions for completing the Biogrid.

Say: **Today you will take the Writing section of the Grade 8 English Language Arts Test. It is important that you do your best on this test. You have been given a test booklet and test materials. Only use the scratch paper that has been provided. Your test materials, including your test booklet, will be collected at the end of this testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Let's prepare your integrated test booklet before beginning the test.

Please pay close attention to box K. *(Point)*



Say: **Find Box K labeled "Date Test Taken."** *(Point)* **Fill in the month and day I provided.** *(Read the date out loud.)*

Say: **Pull the tab in the direction indicated on the seal and open your test booklet to page 3.**

Look at the directions in your test booklet. Follow along as I read them aloud.

Today you will be tested in English Language Arts. For this test, you will read two passages, then respond to a writing prompt. It is important that you do your best. If you are not sure of the writing prompt, you should still attempt to answer it.

You may use your planning page for planning. You might consider using a web, cluster, list, story map, or any other method to help you organize your writing. Be sure to write your answer on the five lined pages provided in your answer document.

Using the Writer's Checklist, check your writing for paragraphing, grammar, spelling, punctuation, and the use of Standard English. Only your writing in the answer space will be scored.

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Say: **When scorers evaluate your writing, they will look for evidence that you can:**

- **address the prompt;**
- **develop your ideas thoroughly;**
- **organize your ideas;**
- **stay focused on your purpose for writing;**
- **make your writing thoughtful and interesting; and**
- **use correct spelling, capitalization, punctuation, grammar, usage, and sentence structure.**

Turn to page 12 to see the Planning Pages. Look at the directions below the Writing topic and follow along as I read them aloud.

In the space below, you may PLAN your composition. You might consider using a web, cluster, list, story map, or any other method to help you organize your writing. Do not write your final draft on these pages. Any writing on these pages will not be scored. Write your composition on the lined pages that follow.

If you are not finished with the writing task when time is called, you will be given additional time.

If you finish early, close your test booklet. You may read or sit quietly until everyone has completed the test. You may not reopen your test booklet after it has been closed. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

Now, turn back to page 4. You may now begin.

While students are working, walk around the room to see that they are following directions and that they are not looking at another student's test. Do not give help with reading any part of the test or with their writing.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room or another room with a Test Administrator and Test Proctor present.

When testing has completed, collect all test booklets and scratch paper before students leave.

For Large-Print or Braille tests to be scored, a Test Administrator must transcribe the student responses into a scorable answer document/test booklet using a number 2 pencil while in the presence of a Test Proctor. Please see Appendix B for direction for transcribing.

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Grades 6–8 Mathematics—Paper Testing

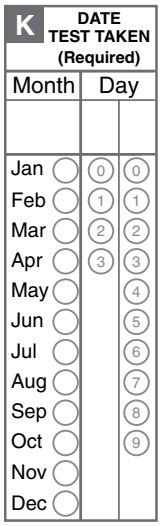
DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Be sure that desks are cleared; Test Administrators may pass out number 2 pencils with erasers, test booklets, combined answer documents, scratch paper and/or unmarked grid paper, and math reference sheets before testing for all students to use. Mechanical pencils are not allowed. All test booklets, answer documents, scratch paper and/or unmarked grid paper, and math reference sheets should be collected before students leave the testing session. Provide today's date, teacher's name, school, district, and county.*

If this test is the first content area being administered, the Biogrid located on the front of the combined answer document needs to be completed before proceeding to the directions. (Refer to page 44.)

Say: **Today you will take a Mathematics Test. It is important that you do your best on this test. You have been given a test booklet, combined answer document, and test materials. Only use the scratch paper that has been provided. Your test materials, including your test booklet and combined answer document, will be collected at the end of the testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Let's prepare your combined answer document before looking at the sample questions. Open your combined answer document to the Mathematics Section. *(Demonstrate using a student's combined answer document—borrow one from a student. Make sure that all students have the correct page showing.)*



Say: **Find Box K labeled "Date Test Taken."** *(Point)* **Fill in the month and day I provided.** *(Read the date out loud.) Note: if sections are taken on consecutive instructional days, record the first date the assessment is given.*

Say: **Pull the tab in the direction indicated on the seal and open your test booklet to page 2.**

Look at the directions at the top of the page; follow along as I read them aloud.

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Sample Questions for Grades 6–8 Mathematics

Say: **Read each question and choose the best answer.**

Read for non-Large-Print: **Find the question number in the answer document that matches the question number in the test booklet. Then mark your answer in the answer document.**

Read for Large-Print: **Then circle the letter for the correct answer in the test booklet.**

Say: **Now look at the sample passage. Read the instructions and passage to yourself as I read them aloud.**

Use the information to answer the following questions.

Three expressions are shown.

Study the information on your own. *(Pause while students study the information.)*

Say: **Now look at Sample Question A. Read the sample to yourself as I read it aloud.**

Which number line represents Expression 1?

Study the answer choices. Which is the correct answer? *(Pause)*

Say: **The correct answer is choice B.**

Read for non-Large-Print: **Now find Sample Question A in the Mathematics section of your combined answer document. The circle for the letter "B" is filled in because "B" is the letter for the correct answer.** *(Point to the Samples box within the Mathematics section of the combined answer document.)*

Read for Large-Print: **Circle the letter "B" in your test booklet.** *(Pause)*

Say: **Now look at Sample Question B. Read the sample to yourself as I read it aloud.**

What is the sum of Expression 2 and Expression 3? (A) 3.8, (B) 5.3, (C) 7.3, (D) 17.3.

Read for non-Large-Print: **Mark your answer in the answer document. Be sure to fill in the circle completely and make your mark heavy and dark.**

Read for Large-Print: **Circle your answer in your test booklet.**

If you want to change an answer, completely erase the mark you made before making a new mark. Do not turn the page until I tell you to do so.

Which is the correct answer? *(Pause for replies.)*

Say: **The correct answer is "(B) 5.3."**

Are there any questions? *(Answer all questions about how to mark the answer, but do not give students content instruction.)*

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Say: **Turn to the next page of the test booklet.**

This page begins the Mathematics Test. As you are taking the Mathematics Test, sometimes there will be a chart, a table, or a graph that you will have to look at carefully to answer a question.

You may underline, make notes, or work questions in your test booklet, or use the scratch paper that is provided,

Read for non-Large-Print: **but be sure to mark all your answers in the combined answer document.**

Read for Large-Print: **but be sure to circle all your answers in the test booklet.**

Answer all of the questions on this page and the pages that follow until you come to the end of the section, where you will see the word STOP.

Remember to choose the best answer for each question. If you are not sure about an answer, do the best you can, but don't spend too much time on any one question. If you are not finished with the test at the end of the test session, you may be given additional time. Remember that questions left unanswered are scored as incorrect.

If you finish early, you may check your work in this section only. Do not go on to the next section.

When you have finished, put your pencil down. Close your test booklet and answer document so that the front covers are on top. You may read or sit quietly until everyone has completed the test. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

You may now begin.

While students are working, walk around the room to see that they are following directions and that they are not looking at another student's test. Do not give help with any part of the test. If students ask for feedback, do not provide any.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room or another room with a Test Administrator and Test Proctor present.

When testing has completed, collect all test booklets, answer documents, scratch paper and/or unmarked grid paper, and mathematics reference sheets before students leave.

For Large-Print or Braille tests to be scored, a Test Administrator must transcribe the student responses into a scorable answer document/test booklet using a number 2 pencil while in the presence of a Test Proctor. Please see Appendix B for direction for transcribing.

Directions when continuing on to the next section immediately

If students are continuing to the next section immediately following this section, there is no need to review directions again. Have the students open their materials to the next section and begin.

While students are working, walk around the room to see that they are following directions and that they are not looking at another student's test. Do not give help with any part of the test. If students ask for feedback, do not provide any.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room or another room with a Test Administrator and Test Proctor present.

When testing has completed, collect all test booklets, answer documents, scratch paper and/or unmarked grid paper, and mathematics reference sheets before students leave.

For Large-Print or Braille tests to be scored, a Test Administrator must transcribe the student responses into a scorable answer document/test booklet using a number 2 pencil while in the presence of a Test Proctor. Please see Appendix B for direction for transcribing.

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Directions when completing next section in a separate session (same day or consecutive days)

DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Be sure that desks are cleared; Test Administrators may pass out number 2 pencils with erasers, test booklets, combined answer documents, scratch paper and/or unmarked grid paper, and mathematics reference sheets before testing for all students to use. Mechanical pencils are not allowed. All test booklets, answer documents, scratch paper and/or unmarked grid paper, and reference sheets should be collected before students leave the testing session.*

Say: **Do not open your test booklet until I tell you what to do.** *(Distribute the materials. Check to see that each student gets the right materials.)*

Say: **Make sure your name is on the test booklet and answer document you received. If it is not, please raise your hand.** *(Pause)*

(Continue once you have confirmed everyone has the correct materials.)

Say: **Today you will take Section 2 of the Mathematics Test. It is important that you do your best on this test. You have been given a test booklet, combined answer document, and test materials. Only use the scratch paper that has been provided. Your test materials, including your test booklet and combined answer document, will be collected at the end of the testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Open your Test Booklet to Section 2. (*Make sure students are on the correct page to begin Section 2.)*

Say: **Answer all of the questions on this page and the pages that follow until you come to the end of the test, where you will see the word STOP.**

Remember to choose the best answer for each question. If you are not sure about an answer, do the best you can, but don't spend too much time on any one question. If you are not finished with the test at the end of the test session, you may be given additional time. Remember that questions left unanswered are scored as incorrect.

If you finish early, you may check your work in this section only. Do not go back to a previous section.

When you have finished, put your pencil down. Close your test booklet and answer document so that the front covers are on top. You may read or sit quietly until everyone has completed the test. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

You may now begin.

While students are working, walk around the room to see that they are following directions and that they are not looking at another student's test. Do not give help with any part of the test. If students ask for feedback, do not provide any.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room or another room with a Test Administrator and Test Proctor present.

When testing has completed, collect all test booklets, answer documents, scratch paper and/or unmarked grid paper, and mathematics reference sheets before students leave.

For Large-Print or Braille tests to be scored, a Test Administrator must transcribe the student responses into a scorable answer document/test booklet using a number 2 pencil while in the presence of a Test Proctor. Please see Appendix B for direction for transcribing.

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Grade 8 Science—Paper Testing

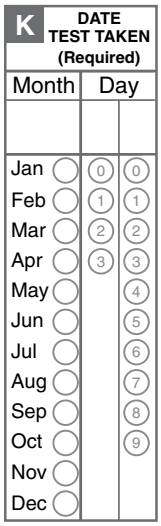
DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Be sure that desks are cleared; Test Administrators may pass out number 2 pencils with erasers, test booklets, combined answer documents, scratch paper and/or unmarked grid paper before testing for all students to use. Mechanical pencils are not allowed. All test booklets, answer documents, and scratch paper and/or unmarked grid paper should be collected before students leave the testing session. Provide today's date, teacher's name, school, district, and county.*

If this test is the first content area being administered, the Biogrid located on the front of the combined answer document needs to be completed before proceeding to the directions. (Refer to page 44.)

Say: **Today you will take a Science Test. It is important that you do your best on this test. You have been given a test booklet, combined answer document, and test materials. Only use the scratch paper that has been provided. Your test materials, including your test booklet and combined answer document, will be collected at the end of the testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Let's prepare your combined answer document before looking at the sample questions. Open your combined answer document to the Science Section. *(Demonstrate using a student's combined answer document—borrow one from a student. Make sure that all students have the correct page showing.)*



Say: **Find Box K labeled "Date Test Taken."** *(Point)* **Fill in the month and day I provided.** *(Read the date out loud.) Note: if sections are taken on consecutive instructional days, record the first date the assessment is given.*

Say: **Pull the tab in the direction indicated on the seal and open your test booklet to page 2.**

Look at the directions at the top of the page; follow along as I read them aloud.

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Sample Questions for Grade 8 Science

Say: **Read each question and choose the best answer.**

Read for non-Large-Print: **Find the question number in the answer document that matches the question number in the test booklet. Then mark your answer in the answer document.**

Read for Large-Print: **Then circle the letter for the correct answer in the test booklet.**

Use the information to answer the following questions.

Read the sample to yourself as I read it aloud. Two students are designing a game with plastic disks. There are two types of disks: Disk X and Disk Y. The two disks and their masses are shown.

Disk X is white and has a mass of 2.0 grams. Disk Y is gray and has a mass of 5.0 grams.

A game board is set up that contains a starting line and a circle. The setup is shown. *(Pause to allow students time to study the setup.)*

One disk is placed at the starting line and the other disk is placed in the circle. To win the game, a player must use a finger to push the disk from the starting line into the circle, while knocking the other disk out of the circle. The students are able to choose which disk type starts in the circle and which disk type is pushed from the starting line.

Student 1 chooses the setup shown.

The picture shows the student's result after the disk is pushed. *(Pause while students study the information.)*

Say: **Now look at Sample Question A.** *(Point to Sample Question A.)*

Say: **Read the sample to yourself as I read it aloud.**

How could Student 1 adjust the collision so that Disk Y stays in the circle? (A) by decreasing the mass of Disk X and keeping the force the same, (B) by decreasing the mass of Disk Y and keeping the force the same, (C) by decreasing the acceleration of Disk X and keeping the mass the same, (D) by decreasing the acceleration of Disk Y and keeping the mass the same.

Which is the correct answer? *(Pause for replies.)*

Say: **The correct answer is "(D) by decreasing the acceleration of Disk Y and keeping the mass the same."**

Read for non-Large-Print: **Now find Sample Question A in the Science section of your combined answer document. The circle for the letter "D" is filled in because "D" is the letter for the correct answer.** *(Point to the Samples box within the Science section of the combined answer document.)*

Read for Large-Print: **Circle the letter "D" in your test booklet.** *(Pause)*

Say: **Now look at Sample Question B. Read the sample to yourself as I read it aloud.**

Which diagram shows the forces at the moment the disks collide? (A) Two arrows of the same length are above both disks and pointing to the left, (B) Two arrows of the same length are above both disks and pointing at each other, (C) Two arrows are above both disks and pointing to the left. The arrow above Disk X is shorter than the arrow above Disk Y, (D) Two arrows are above both disks and pointing at each other. The arrow above Disk X is shorter than the arrow above Disk Y.

Read for non-Large-Print: **Mark your answer in the answer document. Be sure to fill in the circle completely and make your mark heavy and dark.**

Read for Large-Print: **Circle your answer in your test booklet.**

If you want to change an answer, completely erase the mark you made before making a new mark. Do not turn the page until I tell you to do so.

Which is the correct answer? *(Pause for replies.)*

Say: **The correct answer is "(B) Two arrows of the same length are above both disks and pointing at each other."**

Are there any questions? *(Answer all questions about how to mark the answer, but do not give students content instruction.)*

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Say: **Turn to the next page of the test booklet.**

This page begins the Science Test. As you are taking the Science Test, sometimes there will be a chart, a table, or a graph that you will have to look at carefully to answer a question.

You may underline, make notes, or work questions in your test booklet, or use the scratch paper that is provided,

Read for non-Large-Print: **but be sure to mark all your answers in the combined answer document.**

Read for Large-Print: **but be sure to circle all your answers in the test booklet.**

Answer all of the questions on this page and the pages that follow until you come to the end of the section, where you will see the word STOP.

Remember to choose the best answer for each question. If you are not sure about an answer, do the best you can, but don't spend too much time on any one question. If you are not finished with the test at the end of the test session, you may be given additional time. Remember that questions left unanswered are scored as incorrect.

If you finish early, you may check your work in this section only. Do not go on to the next section.

When you have finished, put your pencil down. Close your test booklet and answer document so that the front covers are on top. You may read or sit quietly until everyone has completed the test. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

You may now begin.

While students are working, walk around the room to see that they are following directions and that they are not looking at another student's test. Do not give help with any part of the test, including vocabulary. If students ask for feedback, do not provide any.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room or another room with a Test Administrator and Test Proctor present.

When testing has completed, collect all test booklets, answer documents, and scratch paper and/or unmarked grid paper before students leave.

For Large-Print or Braille tests to be scored, a Test Administrator must transcribe the student responses into a scorable answer document/test booklet using a number 2 pencil while in the presence of a Test Proctor. Please see Appendix B for direction for transcribing.

Directions when continuing on to the next section immediately

If students are continuing to the next section immediately following this section, there is no need to review directions again. Have the students open their materials to the next section and begin.

While students are working, walk around the room to see that they are following directions and that they are not looking at another student's test. Do not give help with any part of the test, including vocabulary. If students ask for feedback, do not provide any.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room or another room with a Test Administrator and Test Proctor present.

When testing has completed, collect all test booklets, answer documents, and scratch paper and/or unmarked grid paper before students leave.

For Large-Print or Braille tests to be scored, a Test Administrator must transcribe the student responses into a scorable answer document/test booklet using a number 2 pencil while in the presence of a Test Proctor. Please see Appendix B for direction for transcribing.

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Directions when completing next section in a separate session (same day or consecutive days)

DO NOT BEGIN TESTING UNLESS A TEST PROCTOR IS PRESENT. *Be sure that desks are cleared; Test Administrators may pass out number 2 pencils with erasers, test booklets, combined answer documents, scratch paper and/or unmarked grid paper before testing for all students to use. Mechanical pencils are not allowed. All test booklets, answer documents, and scratch paper and/or unmarked grid paper should be collected before students leave the testing session.*

Say: **Do not open your materials until I tell you what to do.** *(Distribute the materials. Check to see that each student gets the right materials.)*

Say: **Make sure your name is on the test booklet and answer document you received. If it is not, please raise your hand.** *(Pause)*

(Continue once you have confirmed everyone has the correct materials.)

Say: **Today you will take Section 2 of the Science Test. It is important that you do your best on this test. You have been given a test booklet, combined answer document, and test materials. Only use the scratch paper and/or unmarked grid paper that has been provided. Your test materials, including your test booklet and combined answer document, will be collected at the end of this testing session.**

Cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test.

Open your Test Booklet to Section 2. (*Make sure students are on the correct page to begin Section 2.)*

Say: **Answer all of the questions on this page and the pages that follow until you come to the end of the test, where you will see the word STOP.**

Remember to choose the best answer for each question. If you are not sure about an answer, do the best you can, but don't spend too much time on any one question. If you are not finished with the test at the end of the test session, you may be given additional time. Remember that questions left unanswered are scored as incorrect.

If you finish early, you may check your work in this section only. Do not go back to a previous section.

When you have finished, put your pencil down. Close your test booklet and answer document so that the front covers are on top. You may read or sit quietly until everyone has completed the test. Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

You may now begin.

While students are working, walk around the room to see that they are following directions and that they are not looking at another student's test. Do not give help with any part of the test, including vocabulary. If students ask for feedback, do not provide any.

If, at the end of the approximate testing time, you notice that any students need more time, have them continue in the room or another room with a Test Administrator and Test Proctor present.

When testing has completed, collect all test booklets, answer documents, and scratch paper and/or unmarked grid paper before students leave.

For Large-Print or Braille tests to be scored, a Test Administrator must transcribe the student responses into a scorable answer document/test booklet using a number 2 pencil while in the presence of a Test Proctor. Please see Appendix B for direction for transcribing.

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After Testing

Complete and Sign All Test Security Forms

All Security forms will be completed and submitted electronically. Please see the instructions posted on the Cognia Oklahoma Help & Support Site on the forms page, oklahoma.onlinehelp.cognia.org/forms, to complete the tasks listed below.

- Complete and submit the Electronic Test Administrator Security Form, assuring that security has been maintained and test procedures have been followed.
- A Nondisclosure Agreement (NDA) is incorporated into the Test Administrator Security Form. Test staff are not allowed to divulge the contents of the test, generally or specifically to anyone, nor copy any part of the test.
- Security form submission evidence and training completion evidence must be retained in a paper or digital format at the district level for at least 5 years.

Return All Test Materials

Return all test materials to your Building Test Coordinator at the close of testing every day.

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Appendix A: Special Situations

Student Absence

- Students who are absent on the scheduled testing date for their grade for any reason MUST be administered a closely monitored make-up test the day they return to school. Make-up tests may be administered any time after the scheduled testing date and before the end of the test administration window. Make-up tests MUST be administered in sequential order, with the exception of Grade 8 English Language Arts, for which the Writing prompt can be administered at any time during the testing window.

Student Becomes Sick During Testing

- If a student becomes ill during a test and is unable to complete the session, he or she must be scheduled for a closely monitored make-up session to complete only the questions not yet answered. Students may not change answers or review responses to any questions that they viewed prior to leaving the test space.

Damaged Test Booklet

- If a test booklet needs to be replaced due to damage (ripped, torn, or biohazard), contact the DTC for a replacement test booklet and provide the following information:
  - Reason for the replacement
  - Content area and form number of the test booklet
  - Student's full name and Student Testing Number (STN)
  - Test booklet identification number located in the bottom left corner of the test booklet

Contaminated Materials

- If any test materials become contaminated, the following procedures **must** be followed:
  - **Test Booklets:**
    1. Obtain the test booklet number located on the front bottom left corner of the test booklet below the barcode.
    2. Indicate the test booklet number on the Security Checklist as contaminated.
    3. Call the Cognia Oklahoma Service Desk at 866-692-0220 and provide them with the test booklet number and reason for the contamination (e.g., bodily fluids).
    4. Discard the test booklet following the protocol for the disposal of hazardous materials. ***Do Not Return to Cognia.***
  - **Combined Answer Documents:**
    1. Obtain the answer document number located on the front bottom right corner of the answer document.
    2. Indicate the answer document number on the Security Checklist as contaminated.
    3. If a student completed any work in an answer document, his or her work must be transcribed into a replacement answer document.
    4. Indicate the replacement answer document number on the Security Checklist.
    5. Discard the answer document following the protocol for the disposal of hazardous materials. ***Do Not Return to Cognia.***

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Appendix B: Transcription of Student Test

Transcribe Combined Answer Documents for Students Taking Large-Print or Braille Versions of the Test

After testing, the Test Administrator may prepare the standard combined answer document that was provided in the Large-Print or Braille kit for each student taking the Large-Print or Braille version of the test. First, apply the student's label to the standard combined answer document. If the student does not have a student label, follow the directions on *page 44* of this manual. For students taking the contracted Braille version, remember to fill in the IEP Braille bubble in Box E. Then transfer the student's test answers from the Large-Print or Braille test booklet to the standard combined answer document.

The standard combined answer documents for the Large-Print and Braille tests should then be included with the other student combined answer documents for the class. The original Large-Print and Braille test booklets and combined answer documents should be returned with the nonscorable test materials.

Transcribe Combined Answer Documents for Accommodated Typed Responses

Test Administrators are responsible for:

- maintaining the security of all computers used by students who receive an accommodation;
- ensuring that students do not have access to the Internet or any files on the computer hard drive or network during testing as results may be invalidated for students who access the Internet or files during testing;
- ensuring that no response is edited by anyone other than the student, and the response is done only during the test-taking period; and
- deleting all student responses that were temporarily saved on any local computer after all student responses have been printed for submission with an answer booklet. **Student responses are secure and confidential and must not be accessible to unauthorized individuals.**

Information Required for Each Page

You must provide the following information on each page of each student's response. The required information listed below must be handwritten or typed on each page.

- Student Name
- Student Testing Number (STN)
- Answer booklet serial number (the 10-digit number located on the lower right corner)
- Subject
- Question number
- For the ELA Writing Prompt only, page x of y, where x = the current page number and y = the last page number

Formatting Requirements

- Use plain white paper (8 ½" x 11").
- Use a font size between 8-point (minimum) and 12-point (maximum).
- Set margins to be one inch.
- Set line spacing to be single-spaced.

For responses to open-response and short-answer questions:

- Submit a separate page for each open-response or short-answer question.
- A maximum of one page may be submitted for each response.

For the ELA Writing Prompt:

- A maximum of four pages may be submitted.

The typed response pages must be placed inside the front cover of the student's standard answer booklet without clips, tape, or staples. All information requested on the front cover and back cover of the student's answer document must be properly completed by the Test Administrator and Test Proctor.

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Appendix C: Calculator Policy

OSTP Calculator Policy

Oklahoma School Testing Program (OSTP)

Purpose

The items on the Grades 6-8 Math, Grade 8 Science, and CCRA Science content assessments are designed so that all tasks can be solved without the use of a calculator. However, certain tasks are more difficult if a calculator is not available.

Before the first day of the test, students using a calculator for any Math and Science assessment should be familiar with the use of the specific calculator that can be utilized. Students should be consistently instructed throughout the school year in the use of calculators; otherwise, it may hinder students' performance on the assessment.

Grade Specific Requirements

Grades 3-5 Math

- Calculators are **only** allowed as an approved accommodation for students on an IEP or 504 Plan. Only Basic Four-Function calculators as described below are allowed.

Grades 6-7 Math

- Basic Four-Function calculators with square root, +/-, and percent buttons are allowed. Calculators with memory keys, including M+ and M-, are also acceptable.

Grade 8 Math and Science

- Scientific calculators meeting the general requirements listed below are allowed.

Grade 11 CCRA Math and Science

- Math: Please see the calculator policy of the ACT assessment.
- Science: Graphing and/or Scientific calculators meeting the general requirements listed below are allowed.

General Requirements

- Calculators are permitted but are not required.
- Calculator capabilities described for a specific subject give the maximum capabilities allowed; calculators with less capability are acceptable.
- Students may not share calculators.
- Students may use their own calculators or those provided by the school.
- Programs, applications, or documents must be removed or disabled prior to the test session.
- **All calculators must have the memory cleared or reset before and after the test session.**
- See the manufacturer website or user guide for clearing procedures.

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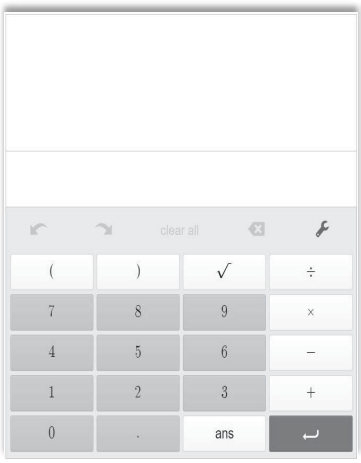
DESMOS Online Testing Calculator

For Grades 6-8 Math, Grade 8 Science, and Grade 11 CCRA Science, each test administered online will be equipped with a DESMOS calculator within the testing platform. Students may also use a handheld calculator meeting their grade specific requirements. The online calculators provided via DESMOS are pictured below.

Grades 6-7 Math

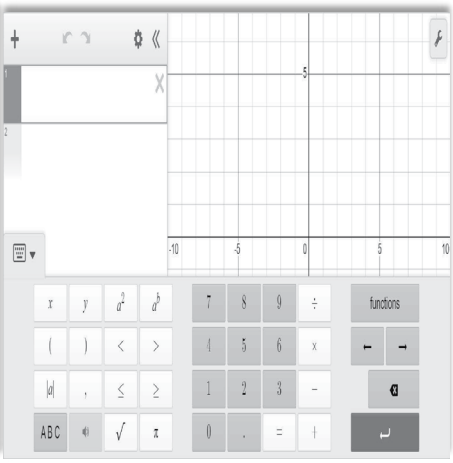


Four-Function

Grade 8 Math & Science

Scientific

Grade 11 CCRA Science



Graphing

Learn more and practice at desmos.com/testing/oklahoma.

Prohibited Calculators

- Pocket organizers
- Handheld or laptop computers
- Electronic writing pads or pen-input devices
- Calculators built into cell phones, smart watches, tablets, or other electronic communication devices
- Calculators with programs or applications that cannot be removed or disabled (e.g., Polynomial Root-Finders and Simultaneous Equation Solvers)
- Calculators that can access the internet or Bluetooth
- Calculators with QWERTY format letter keys
- Calculators that make noise
- Calculators that have paper tape

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Deleting or Disabling Programs, Applications, and Documents on Graphing Calculators

Texas Instruments:

- TI–83 Plus Family
  - Reset Memory (only option)
- TI–84 Plus Family
  - Reset Memory (deletes all memory, programs, and applications)
  - Press-to-test (clears memory and disables all programs and applications for testing)
- TI–Nspire
  - Reset Memory (deletes all memory, programs, and applications)
  - Press-to-test (clears memory and disables all programs and applications for testing)

See the instructions for your calculator model at: www.education.ti.com/us/testprep.

Casio:

- FX-CG10
  - Reset Memory (only option)
- FX-9860
  - Reset Memory (only option)
- FX-9860
  - Reset Memory (only option)
- FX-9750
  - Reset Memory (only option)

To reset the memory on any Casio graphing calculator, use the following steps: [menu], go to system, [exe], [F5] to reset, [F2] for main memory, [F1] for yes, [exit]. For all other calculators, please refer to the manufacture's website.

Test Security and Validity

Using a calculator that does not meet the above requirements may invalidate the test results and is a violation of test security and test validity. Any violation should be reported to the Office of Assessments.

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Appendix D: Student/Test Administrator Actions

Shown below are some possible student/Test Administrator actions that could occur during testing.

These student actions are intended to be used as examples and should not be considered an exhaustive list.

Note: In order to minimize wait time, only DTCs should contact the OSDE. All irregularities should be reported to the OSDE via the Irregularity Google Form. All invalidations should be submitted on the Accountability Reporting Application in Single Sign On. All irregularities AND invalidations should be noted on the Test Proctor Observation Log (TPOL).

Student Action	Test Administrator Action	OSDE Form Required
The student's test has timed out.	The TA will contact the BTC/DTC to obtain the Proctor Password. ONLY the TA, BTC, or DTC may enter the Proctor Password. Under no circumstances should the Proctor Password be given to a student or posted on a board.	Irregularity Google Form
The student requires redirection.	Quietly redirect the student, being careful not to disturb other testers.	Irregularity Google Form
The student is testing for an excessive length of time and is in danger of missing lunch or it is nearing the end of the school day.	Quietly direct the student to complete the test. The student should not miss lunch or continue testing after the school day has ended. Students cannot break for lunch then return to the test session. Additional time must be an immediate extension of the testing session and cannot exceed double the amount of recommended time per section/session.	Irregularity Google Form
The student left school during the testing session and did not complete the section.	Have the student complete the test the day they return to school. If taking a paper test, students are not to go back to previously answered questions. If taking an online test, the TA should enter the Proctor Password obtained from the DTC. The student will only be able to answer questions not viewed or answered previously.	Irregularity Google Form
The student was provided the wrong accommodation (except text-to-speech or human reader).	• **Unless the student received the ELA read aloud with error(s)**, have the student continue testing and log the situation as a Test Irregularity. • **If the student received the ELA read aloud but had not been approved for it**, contact the BTC/DTC.	• If the accommodation **was not ELA Read Aloud**, complete an **Irregularity Google Form**. • If the accommodation **was ELA Read Aloud**, contact BTC/DTC.
The student took test sections in the wrong order.	Have the student continue testing.	Irregularity Google Form
The student had technical issues during online testing.	If possible, have the student continue testing. If the student cannot continue testing, contact your BTC/DTC. Students are often able to log back in utilizing the proctor password obtained from the DTC.	Irregularity Google Form

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Student Action	Test Administrator Action	OSDE Form Required
The student was caught cheating during the test.	Quietly direct the student to end the test. After all students have finished the test session, discuss the situation with your BTC/DTC.	Invalidation
The student accessed a cell phone in the testing environment.	Contact your BTC/DTC. Please note if the student accessed the phone during testing and how the cell phone was discovered.	Contact BTC/DTC.
The student started the ELA writing prompt and did not complete it until the next day or days later.	Contact your BTC/DTC.	Invalidation

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