

## Building Principal Test Security Form Directions

**Step 1:** Find the correct document link on the Help and Support Page.

The Building Principal version of the Building Level Test Security Form can be found on the Oklahoma Help & Support site: <https://oklahoma.onlinehelp.cognia.org/forms>. Click on the link to get started.

**Step 2:** Enter the email address where you would like your test security form answers to be sent.

Please enter the email address where the completed form should be sent. This may be your own address or the Building or District Test Coordinator.

\* Indicates required question

Email \*

Your email

**Step 3:** Choose your District from the dropdown menu.

Official District Code and Name \*

Choose



**Step 4:** Enter your Official School Name

**Official School Name \***

Your answer \_\_\_\_\_

**Step 5:** Enter your legal name.

**Building Principal Legal Name \***

Your answer \_\_\_\_\_

**Step 6:** Enter your Educator's Oklahoma Teacher Certification Number.

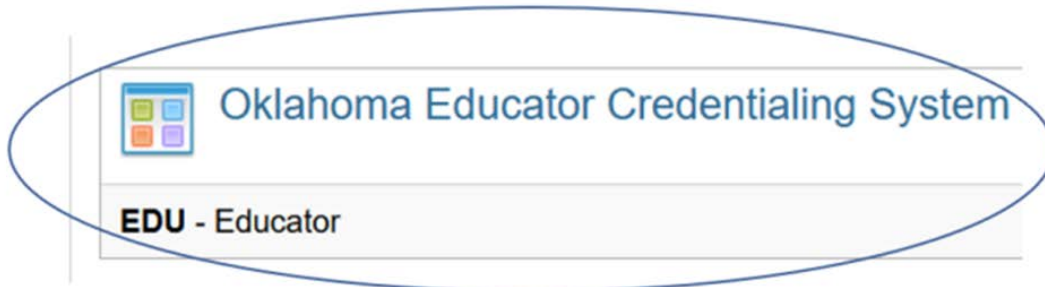
**Educator's Oklahoma Teacher Certification Number \***

(This six-digit number can be found in the Oklahoma Educator Credentialing System (OECS) application in Single Sign-On. After logging into your OECS account, click "My Credentials" and your teacher number will appear under your name at the top of the page.)

Your answer \_\_\_\_\_



Your Oklahoma Educator's Teacher Certification Number can be found in the Oklahoma Educator Credentialing System (OECS) application in Single Sign-On:



<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>

After logging into your OECS account, click "My Credentials" and your teacher number will appear under your name at the top of the page.

**Step 7:** Review all the OSDE stipulations for a Building Principal for the OSTP and CCRA test administration. Select the certification box.

I have read and understand the preceding statements. Further, I understand that violations of the Oklahoma School Testing Program rules and regulations can result in revocation of my teaching and/or administrative certificate(s).

I certify the above stipulations have been met.

**Step 8:** Enter your full legal name to acknowledge your agreement that all testing stipulations have been met. Next, click the Submit button. The form is now complete.

By typing my name below, I acknowledge that I have read, understood, and agree \* to the stipulations outlined in this form. I understand that my typed name shall serve as my official and legally binding signature for all purposes related to this form.

**Type Your Name (serves as official signature)**

Your answer

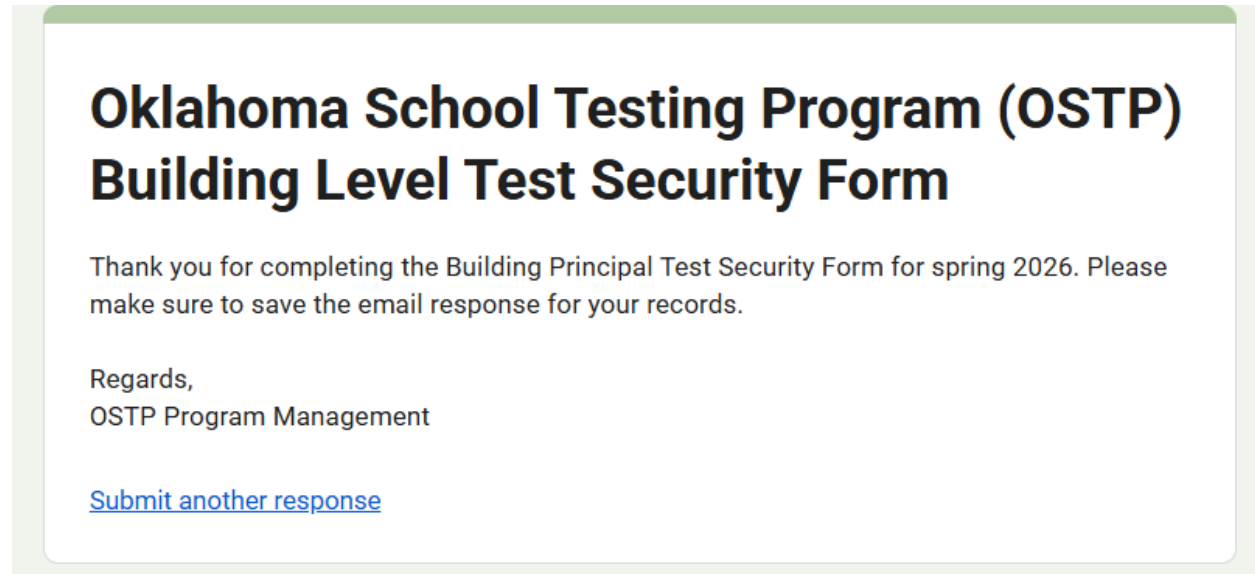
A copy of your responses will be emailed to the address you provided.

Submit

Clear form

**Step 9:** You will receive a message thanking you for filling out the form. An email containing your responses will automatically be sent to the email address you entered during Step 2.

You must share this email with the proper school personnel.



**Step 10:** Receive email.

Thanks for filling out this form: Oklahoma School Testing Program (OSTP) Building Level Test Security Form




Forms Response Receipts <forms-receipts-noreply@google.com>  
To Elizabeth Garcia



Mon 2/9/2026 4:43 PM

Retention Policy Cogna\_Inbox (7 years)

Expires 2/7/2033

 If there are problems with how this message is displayed, click here to view it in a web browser.

This Message originated outside your organization.

## Google Forms

Thanks for filling out this form: [Oklahoma School Testing Program \(OSTP\) Building Level Test Security Form](#)



You're receiving this email because you filled out the following form using your email address. Make sure you recognize and trust this form before copying or clicking on any links. If it looks suspicious, [report it](#). The content of this form is not created or endorsed by Google.

Here's what was received.

## Oklahoma School Testing Program (OSTP) Building Level Test Security Form

This form must be electronically signed by the **Building Principal** to certify that the security measures identified on this document have been maintained at the building site level.

One form must be completed at the conclusion of testing. Failure to electronically sign and submit this form can result in the invalidation or suppression of OSTP/CCRA scores for the building site. Once submitted, you must share your electronic confirmation with your Building Test Coordinator (BTC). Instructions for electronically signing and distributing security forms can be found on Cogna's Help and Support Page: <https://oklahoma.onlinehelp.cognia.org/forms>.



**Step 11:** Remember to forward your Building Principal Test Security Form to the proper school personnel. Principals and Test Administrators must share their completed forms with their Building Test Coordinator (BTC). Superintendents and BTCs must provide a copy of their completed forms to the District Test Coordinator (DTC).

For the building site, the BTC and DTC must confirm Test Security Forms are completed and saved after testing is complete.

After the completion of all OSTP/CCRA testing sessions for the district, the DTC must confirm with the superintendent that they have:

- 1) A record of all Test Security Forms for each building site.
- 2) A copy of their completed District Level Security Form and the superintendent's completed form on record at the district. **Sign Building Test Security Forms only after all testing in the district is complete.**

Districts must retain local copies of all applicable Test Security Forms to comply with the Academic Assessment Monitoring Program (AAMP) requirements and potential security inquiries. These files can be saved electronically or as paper copies.

Neither Cognia nor OSDE will provide copies of completed security forms to staff.