Oklahoma School Testing Program Test Administration Training 2026

Training Topics

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Contact Information

Oklahoma State Department of Education (SDE) Assessment Office

For questions relating to policy or the OSTP in general:

Monday-Friday, 8AM – 4:30PM

(405) 521-3341 assessments@sde.ok.gov

Cognia Oklahoma Service Desk

For questions relating to the OSTP online or paper/pencil testing (i.e. iTester software, technical issues, test materials, UPS pickup, etc.)

During Testing Window	*Outside Testing Window*
Monday – Friday, 7AM – 7PM (CST)	Monday – Friday, 8:00AM – 5:00PM (CST)

(866) 629-0220 oktechsupport@cognia.org

Important Dates

	CCRA	OSTP
Test Materials & Manuals arrive in districts • CCRA – PBT materials, TPM, and PSTGs for Large Print & Braille only. • OSTP – PBT materials, TPMs, TAMs, and PSTGs	3/13/26	3/25/26
Tests available for scheduling	3/25/26	4/6/26
Recommended testing window to receive G3-8 ELA Preliminary Results testing must be **competed** and **submitted** for computer-based testers (CBT) and paper-based testers (PBT) during this recommended window.	n/a	4/13/26 – 5/1/26
Last day for scoreable testing material pick-up	4/14/26	5/4/26

Key Dates Posted:
https://oklahoma.onlinehelp.cognia.org/

Testing Windows 2026

Paper/Pencil testing **CCRA:** Science & U.S. History Content	4/1/26 – 4/10/26
Computer based testing **CCRA:** Science & U.S. History	4/1/26 – 4/30/26
Paper/Pencil testing for **OSTP** Grade 3-8	4/13/26 – 4/30/26
Computer based testing for **OSTP** Grades 3-8	4/13/26 – 5/13/26
Recommended Testing Window for **OSTP** Grade 3-8 ELA to receive **preliminary reporting**	4/13/26 - 5/1/26

Key Dates Posted:
https://oklahoma.onlinehelp.cognia.org/

OKLAHOMA SCHOOL TESTING PROGRAM

DTC Training

Spring 2026

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Education

OSTP Overview

OSTP Testing Overview

Grades 3-8 & 11

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Testing Overview

- English Language Arts, Mathematics, and Science assessments are required by the federal legislation Every Student Succeeds Act (ESSA).
- Oklahoma public schools must administer an OSTP general assessment with or without accommodations, or an Oklahoma Alternate Assessment Program (OAAP) test to all students enrolled in a tested grade level.

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Testing Overview

- In order to meet federal ESSA requirements, students must test:
  - English Language Arts and Mathematics
    - annually in Grades 3 – 8
    - once in Grades 9 – 12
  - Science
    - once in Grades 3 – 5
    - once in Grades 6 – 9
    - once in Grades 10 – 12

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Testing Contractors

- Cognia will serve as Oklahoma's testing vendor for all **OSTP Grades 3-8**
  - English Language Arts and Math
  - Grades 5 & 8 Science
- **Grade 11 CCRA**
  - The state vendor for ELA & math is ACT
  - Science and U.S. History Content – Cognia

- **Oklahoma Alternate Assessment Program (OAAP)**: All subject areas will be assessed through Dynamic Learning Maps for
  - English Language Arts (Grades 3-8 & 11)
  - Mathematics (Grades 3-8 & 11)
  - Science (Grades 5, 8 & 11)
  - US History (11th)

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Demographic Information & Participation Rules

Office of Accountability

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Demographic Information

- All students must be accounted for at the time of testing.
- Ultimately, all student demographic information will be pulled from the Demographic Overlay Report. Please ensure information in your local SIS and the Accountability Reporting application is accurate.
- Incorrect or incomplete information will result in inaccurate student data and may have a negative impact on the final reports issued from the Office of Accountability.

Demographic Overlay File & Report

- Demographic information is verified through the Accountability Reporting application in Single Sign On:
- Student tab
  - Gender, IEP, 504, EL, EL proficient, Migrant, Homeless, Economically Disadvantaged, Ethnicity/Race, Military, Foster
- Enrollments
  - Exit dates (important for participation expectations)

- Please resolve all demographic and EL conflicts before the end of the window
  - Students with unresolved EL conflicts will be reported as EL

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Demographic Overlay Snapshot

- Demographic Overlay Snapshot Dates:
  - **CCRA grade 11: April 10**
  - **OSTP grades 3-8: April 22**
- The Demographic Overlay snapshot captures updated demographic information about your students who are required to test. Any information that has changed since the time of the Precode window closing is included in the Demographic Overlay Snapshot.
- Please do not make changes in your SIS before the end of the testing window if possible.

Participation in Grade 3-8 Tests

- If a student is enrolled in the same district during Precode and the testing window, the grade the student is in at the close of Precode will determine what grade level tests they take.

- If a student changes grades after Precode but takes the test for the previously assigned grade, a conflict may occur.

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Participation in CCRA

- Students enrolled in grade 11 on **January 9th, 2026**, will be expected to participate in all CCRA tests - including foreign exchange students enrolled in grade 11.
- Students can be manually added to the appropriate portal if the student was promoted after Precode or if the student needs to take a CCRA for graduation purposes.
- Remember that students are **required** to take the state assessments to graduate. Students who skip the 11th grade are expected to test in the 12th grade for Accountability purposes.

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Absent Students

- Any student absent during the scheduled test session must be administered the assessment the day they return to school.
- The make-up session must be scheduled within the existing testing window.
- Students must take sections in proper order.
  - Students must finish a content area test before starting another.

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Students Who Receive Instruction Away from Sites of Enrollment

- Paper/pencil test materials will be ordered by and sent to the district where the students are enrolled.
- Online assessments should be set up by the district of enrollment. The site of enrollment:
  - Verifies student data through the Precode or manually uploads students,
  - Places students in a testing session,
  - Prints test tickets and securely delivers the test tickets to the site of instruction or transfers test tickets through a secure online platform.
- When testing students at their alternate site of instruction, follow the procedures outlined in the *Test Preparation Manual*.

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Students Who Receive Instruction Away from Sites of Enrollment (cont.)

- Score reports will be sent to the districts where the students are enrolled.
- The Test Administrator (TA) at the alternate site of instruction signs a Test Security Form.
- TAs must be certified employees of the school district or site of instruction.
- TAs and TPs cannot be related to each other or to any student within the same testing session.
- All test books, answer documents, and test tickets must be securely returned to the student's district of enrollment.

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Alternate Site Testing

Students Testing at Alternate Sites

- Special education consortia;
- Alternative education cooperatives;
- Hospital placement or treatment centers;
- Juvenile Detention Centers; and
- Technology Centers.

- By **February 21, 2026**, districts must request permission in writing (email) from the Office of Assessments at assessments@sde.ok.gov.

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Alternate Site Testing (cont'd)

- Requests must include
  - a description of the student's unique situation
  - the student's STN (do not send student names, please!)
  - the name and location of the alternate site including address
  - the names of the TA and TP for the test session(s)
  - how testing materials (test booklets, test tickets, session access codes) will be securely transferred to the testing site

Remember to include these test sessions on your Official Schedule of Testing.

Accommodations

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OSTP IEP/504 Accommodations

Accommodations for IEP and Section 504 students must be:

- Specified in an IEP or Section 504 Plan
  - Students should be familiar with the OSTP Accommodation they receive prior to testing.
- Selected from the list of state approved accommodations
- Indicated in the student profile in the Cognia Portal for online testers. Many accommodations, like small group testing and separate location, will be indicated by a check in the Delivered Locally section.
- If a student tests with accommodations, please indicate this in the Cognia Portal or on the back of the student's answer document.

Emergency Accommodations

- Form EA (Emergency Accommodations):
  - If prior to or during testing, the school principal (or designee) determines that a student requires an Emergency Accommodation (e.g., broken hand), Form EA must be completed and submitted to the DTC for approval.
  - Form EA must be **retained at the district level** for five (5) years for monitoring purposes.
  - Unless requested, Emergency Accommodation forms are not submitted to the Office of Assessments.

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OSTP English Learner (EL) Accommodations

- EL accommodations must be:
  - Selected from the approved list in the OSTP EL Accommodations Manual
  - The accommodation must be documented on the student's current English Language Academic Plan (ELAP)
  - First and Second year monitor students may continue to be eligible for OSTP EL testing accommodations dependent upon OSTP ELA test performance.
- EL accommodations must be indicated for each student by choosing either with or without accommodations
  - For paper testers this must be bubbled on the back of a paper answer document.
  - For online testers, "with accommodations" must be checked under the Delivered Locally section in the testing platform.

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EL CCRA: ACT Accommodations & Supports

- ACT requires schools to request appropriate EL supports or accommodations for students with a documented need.
- EL supports or accommodation needs should be addressed during the development of the grade 11 student's English Language Academic Plan (ELAP).
- CCRA EL support or accommodation requests must be submitted to ACT during the designated window and approved before a student can be provided their ACT specific accommodations.
- For more information, please refer to the following:
  - ACT: Accommodations and English Learner Supports
- Please review the OSTP EL Accommodation Manual for reference.

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Spanish Translation

- All assessments for all grade levels are available online or in paper format (if needed for an accommodation) in English.
- Grades 3-8 Math, Grades 5 & 8 Science, and Grade 11 CCRA: U.S. History and Science Content are available online in Spanish with Spanish Text-to-Speech.
- There are **no** paper tests in Spanish available for the OSTP administration.

Text-to-Speech Scheduling Info

- Ensure that the student has text-to-speech (TTS) accommodations selected in the portal **before** scheduling the student's test.
- If the test is scheduled before TTS is selected, these accommodations will not be available to the student.
- This applies to both English and Spanish TTS.

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Text-to-Speech Scheduling Info (cont.)

- TTS is an OSTP Accommodation for
  - All math, science, U.S. History assessments, and
  - Grade 5 and 8 ELA Writing (extended constructed response).
- The Read Aloud Accommodation must be approved as a Non-Standard Accommodation by SDE for ELA Grades 3-8.
  - If TTS is mistakenly selected for ELA Grades 3-8, the user will receive an error message when scheduling a test session for the student.

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Test Irregularities & Invalidations

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Test Irregularity Vs. Test Invalidations

- A **testing irregularity** is an out-of-the-ordinary situation which does not affect the outcome of testing and does not require students to retest.
  - Requires DTC or BTC to submit the Test Irregularity Form.
  - The irregularity should be noted on the Test Proctor Observation Log (TPOL).
- A **testing invalidation** is caused by a situation where test security has been compromised, and students must retake the test.
  - Requires DTC to submit a Test Invalidation Request through the Accountability Reporting Application in Single Sign On.
  - SDE's March Updates Webinar will describe this process.
  - The situation resulting in an invalidation should also be noted on the TPOL.

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Testing Irregularities

- Document testing irregularity on the Test Proctor Observation Log.
- Re-administer same test form, if possible:
  - Student may need a new answer document or booklet depending on circumstances.
- Complete the Testing Irregularity Form.
  - Take extra precaution when entering student's STN
- DTC must be contacted to obtain a Proctor Password for online testing.
- Proctor Passwords will be automatically reset daily throughout testing.

Testing Irregularities

- Sickness
- TA/TP is distracting
- Student received the wrong accommodation
- Misread script
- Parent picked up student during testing
- Sections not given on consecutive days in correct order
- Technical issues during online testing

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Test Invalidation

- Reasons for possible test invalidations include, but are not limited to:
  - Cheating
  - Large-scale security violation
  - Presence/Use of a cell phone (or other electronic devices including wearable technology) in the testing environment
  - TA/TP/Student are related in the testing room
  - Test Administrator leaves the test session
  - ELA writing section was started and didn't finish until days after
  - TP was not an employee of district for Human Reader sessions
  - Please see Appendix K of the Test Preparation Manual

If the SDE approves the invalidation, the student will be considered a nonparticipant unless a Breach Assessment is administered.

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Breach Tests

- The DTC must enter the invalidation request on the **Accountability Reporting Application** on Single Sign On.
- Check the status through the Accountability Reporting Application.
- Once the invalidation is approved, the SDE will order the Breach Test.
  - The Breach Test must be administered to the student within the remainder of the testing window.
  - In the case of a paper/pencil test, all answer documents for Breach Tests, as well as the invalidated operational tests, must be returned with the scoreable answer documents.
  - In the case of online tests, Breach Tests may not be scheduled on the same day as the invalidated operational tests. Please follow the directions carefully and select the Breach Test form when scheduling the test in the OSTP portal.

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Test Security

- Important information regarding test security can be found in the *Test Preparation Manual*.
- Test materials must be kept secure at all times (i.e., in locked cabinets; behind locked doors) and should not be left in open or unattended areas.
- Test books are not to be opened prior to or after any test sessions. Only the students testing are allowed to view the contents of a test book or an online test and only at the time of testing.
- All secure test materials must be returned to the vendor after the completion of testing.

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Test Security

- Revealing information about test items or the overall test, either implicitly or explicitly, is a violation of test security protocols. This includes discussions:
  - with students – individually or as a class
  - with teachers
  - with parents or community members
  - on social media
- Nondisclosure Agreements (NDA) are included by completing the applicable OSTP training prior to testing and signing the Security Form after the completion of all testing.
- Test Proctors/Roving Proctors will submit NDA via their training requirement and Test Proctor Observation Log.

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Test Security

- All TAs, BTCs, and Building Principals must include their Teacher Certification Number on their applicable Security Form.
- The Test Proctor Observation Log sheet must be fully completed.
  - Each testing session must be documented on a Test Proctor Observation Log by the Test Proctor or Roving Proctor.
- Ensure the Official Schedule of Testing is current and accurate throughout the entirety of the testing window.
  - Include all make-up sessions.
  - ACT testing sessions should be included.
  - Ensure the Test Administrator and Test Proctor/Roving Proctor is documented for each testing session on the Official Schedule of Testing.

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Test Security

- Violations in test administration and test security may result in an invalidation of the test and/or test results.
- Violations in test administration may result in the suppression of preliminary and final results.
- Violations in test administration may result in the revocation of teaching credentials.

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Test Security

Paper-based Testing

- Classroom Security Checklists must be completed, signed, and dated by the TA and the BTC. Please retain a copy of the checklist for your records.
- District and School Checklists provide a list of all materials' barcodes and have blank columns to record information regarding the location (school or classroom) of the test books.

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Test Security

- Test Security forms will be provided and signed electronically
  - District Level Test Security Forms – DTC and Superintendent
  - Building Level Test Security Forms – BTC and Building Principal
  - Test Administrator Security Forms – all Test Administrators
  - Remote Test Administrator Security Forms – for Remote TAs
- Test Proctors will complete and sign a Test Proctor Observation Log which must be returned to the BTC.
- Keep an electronic copy or print a hard copy for your district records for five years.

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Staffing Standard OSTP 3-8 and CCRA: ACT, Science & US History

- Each testing room is required to have one Test Administrator.
  - Certified employee of the district.
- A proctor is required for each testing session.
  - Additional proctors are required for every 100 students for **online** testing.
- Administrator and Proctor cannot be related to anyone in the room – including each other.
- **Neither the DTC nor the BTC can serve as a Test Administrator or Test Proctor if more than one testing session is occurring at the same time.**

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Staffing Standard OSTP 3-8, ACT, and CCRA: Use of a Roving Proctor

- Buildings may use Roving Proctors when simultaneous test sessions are occurring.
  - The Roving Proctor must be able to rotate through all 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

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Special Staffing Situations

- In some situations, both a Test Administrator and Test Proctor are required to be present in the test session at all times:
  - When items are read aloud by a Human Reader, TTS (without headphones), translator, or by the student.
  - When items are being signed (ASL).
  - When the student response is being transcribed.
  - When a student is being tested individually.
- The Test Proctor must be an employee of the district.

The ACT

- The ACT is part of the OSTP, and all state test security and staffing rules apply. All ACT TAs and RPs should complete the required TA or TP training for the OSTP. RPs should fill out a TPOL. The ACT should appear on the Schedule of Testing.
- ACT does not allow test coordinators who are related to any student testing during the same testing window, even at a different site or district. Room supervisors cannot be related to a student taking the ACT in the same room.
- To protect athletic coaches and student-athletes from the appearance of a conflict of interest, an athletic coach may not serve as a test coordinator. A coach may serve as a room supervisor except in the case of individual testing.

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Academic Assessment Monitoring Program (AAMP)

- To meet federal requirements, Oklahoma's AAMP evaluates school district implementation of both federal- and state-required academic assessments.
- All public school districts will be monitored at least once during the established five-year cycle.
- The list of districts and sites that will be monitored this year will be posted on the Test Security and Assessment Monitoring page.
  - Districts will be notified of On-site monitoring at least 10 working days before the opening of a testing window.

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Data Forensics

- OSDE reviews data forensics on all assessments and may conduct investigations, including a possible on-site monitoring, as deemed necessary when test security and testing violations are suspected or reported.

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DTC Responsibilities

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DTC Instructions and Information

General Responsibilities:

- **Serve as the SDE's contact for all testing activities**.
- Note: E-mail is often the quickest and most efficient way for the SDE or testing vendors to contact DTCs, so please access your account regularly.
- Request permission from the SDE for invalidating assessments.
- Provides Proctor Passwords to BTCs upon request (updated daily).
- Ensure that all personnel assigned to testing are adequately trained in proper test administration and test security.
  - Verify that all personnel are trained using the modules by asking for a copy of the training certificate. These must be kept on file by the DTC or BTC.

DTC Instructions and Information

- Ensure SIS information for your district and schools are current and accurate.
- Inventory paper test materials immediately upon receipt. Confirm all boxes are received for each building and distribute materials accordingly.
  - Contact the vendor immediately if any discrepancies are found during the inventory.
- Order additional testing materials through the vendor's portal.
- Confirm that secure materials are properly returned from BTCs.
- Make certain all paper test materials are correctly packaged, sealed, and shipped to vendors according to the Key Dates documents.

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DTC Instructions and Information

- The DTC needs to be available at all times when testing is occurring within the district.
    - **The DTC must not act as a TA or TP when more than one test session is in progress within the district.**

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DTC Required Training

- Any DTC who has not completed the required DTC training by **March 1st** may have their access to the Cognia testing portal deactivated.
- Any DTC who did not complete the required training by logging in to one of these webinars can contact the Assessment Office at assessments@sde.ok.gov for guidance.

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BTC Responsibilities

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BTC Instructions and Information

General Responsibilities:

- Serve as the site contact for the DTC, direct the entire testing procedure at the specified building site.
- Verify that all personnel are trained using the modules by asking for a copy of the training certificate. These must be kept on file by the DTC or BTC.
  - **Note: Module training certificates required for all TAs/TPs.**
- Identify students who need special accommodations and/or alternate assessments and make the appropriate testing arrangements for these students.

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BTC Instructions and Information

General Responsibilities:

- Inventory all paper test materials upon receipt from the DTC.
- Distribute or provide access to the *PSTGs* and *Test Administration Manuals.*
- Check testing materials out to TAs the day of testing using the Security Checklist.
- Verify the presence of a TP or Roving Proctor for every testing session before testing begins.

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BTC Instructions and Information

General Responsibilities:

- Collect all test materials from the TAs upon completion of testing each day.
- Ensure all Test Proctor Observation logs, Test Security Forms, and Classroom Security Checklists are completed. (Print or save copies for your records.)
  - All testing sessions must have a completed Test Proctor Observation log.
- All materials must be accounted for and returned to the DTC.
- Complete the Official Schedule of Testing form.
  - This form should stay current for the duration of the test window.
  - Include all the building's make-up sessions.
  - Revise this schedule as necessary.

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BTC Instructions and Information

- The BTC needs to be available at all times when testing is occurring within the building.

- The BTC must not act as a TA or TP when more than one test session is in progress within the building.

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Test Administrator & Test Proctor Training

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TA and TP Training Records

- The BTC **must** ensure TAs and TPs are trained using the TA/TP Training Modules within Canvas.
- The BTC must verify that all TAs and TPs are trained using the modules by asking for a copy of the training certificate.
  - These must be kept on file by the DTC or BTC.
  - The BTC may provide additional training for TAs and TPs.
  - TAs and TPs must earn an 80% on the quiz to complete the training module.
  - TAs and TPs must not only pass the quiz but complete the attestation before receiving a certificate and being considered fully trained.

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TA and TP Training Records

- The names of Test Administrators and Test Proctors used on the OSDE Canvas account and training documentation **must match** the name used for signing the Test Administrator Security Form, the Official Schedule of Testing & Test Proctor Observation Log.
- Certificates with handwritten or altered names will not be accepted.
- The TA training module meets TP/Roving Proctor training requirements, so it is unnecessary for TAs to complete both modules, even if they serve as TPs.

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Test Administrator Responsibilities

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TA Instructions and Information

General Responsibilities:

- TAs must be a certified employee of the district.
- TAs must be trained via the SDE-provided TA training module.
- Review the *Test Administration Manual (TAM)* for directions several days prior to testing.
- Ensure all visual aids are removed or covered during testing.
- Confirm arrangements for students who require special accommodations or alternate tests.

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TA Instructions and Information

General Responsibilities:

- Follow the scripts in the *TAMs* exactly. Any departure from the test script is a test security violation.
- Make sure students use No. 2 pencils, scratch paper/unmarked grid paper, appropriate calculator, and if your district chooses: Reference Sheets for grades 6-8 math, Writer's Checklist for grade 5 & 8 ELA Writing, or Periodic Table for CCRA: Science Content.
- Administer tests with a TP or Roving Proctor present the entire testing session.
- Ensure that the TA and TP/Roving Proctor are not related to each other nor to any student in the testing session.

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TA Instructions and Information

General Responsibilities:

- Ensure the Test Proctor Observation log has been fully completed.
- Report any testing irregularities directly to the BTC.
- Keep record of students who missed the test on the original test date.
- Keep a record of TP/Roving Proctors with dates/test sessions.
- Administer make-up tests within the testing window, if needed.
- TA must sign the Test Security Form.

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Test Proctor & Roving Proctor Responsibilities

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TP and Roving Proctor Instructions and Information

General Responsibilities:

- Must be at least 18 years old, approved by the building principal, and cannot be related to the TA or any student in the testing session.
- Must be trained via the SDE-provided TP training module.
- May NOT administer tests.
- May assist the TA with certain duties (e.g., inventory test materials).
- Maintain the security of all test materials.

TP and Roving Proctor Instructions and Information

General Responsibilities:

- Must be present for the ENTIRE testing session.
- Monitor the TA's transcribing of tests and checking of answer documents or test books for stray marks.
- Complete the Test Proctor Observation Log. Sign, date, and return the completed form to the Building Test Coordinator.
  - One log must be completed for every testing session.
- A TP that monitors a read-aloud session must be an employee of the school district.

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OSTP Scheduling & General Updates

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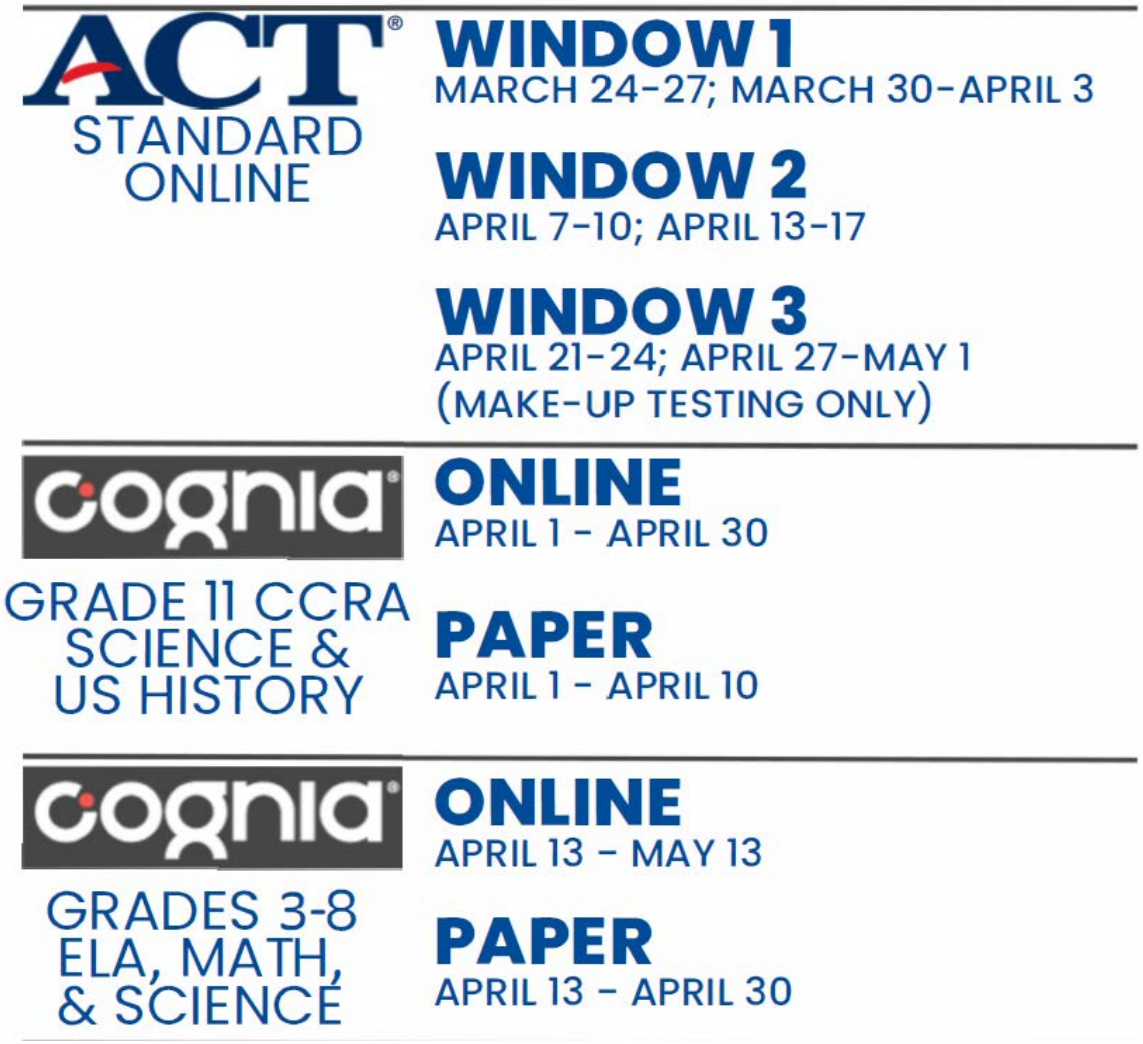
2025-26 OSTP Testing Calendar



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2025-2026 OAAP/DLM TEST DATES

ALL GRADES & CONTENT AREAS

• **OAAP/DLM**
MARCH 24 – MAY 14

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Testing Schedules

- Estimated testing times for each test include distributing books, filling in student demographic information, and reading directions aloud to students. These times can be found in the Test Preparation Manual.
- The tests are not timed. Students should be given additional time if needed as an immediate extension of the current session. A TA and TP/Roving Proctor are required for the duration of testing.
  - Additional time **must** be an immediate extension of the testing session, but it is recommended **not** to exceed double the amount of recommended time per section/session.

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Testing Schedules

- Ideally, each content assessment should be administered on a separate day.
- If more than one content assessment is administered on the same day, students should be given a rest break between sessions.
- Under no circumstances should a test be started unless there is enough time to complete it.

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Testing Schedules

- Students may only be given breaks, including lunch breaks or recess, between sections or sessions.
- Sections 1 and 2 must be given in sequential order on consecutive instructional days for each subject area.
- The grade 5 and grade 8 ELA Writing test has been made a separate test which can be scheduled at any time during the testing window.
  - Please ensure that every student who took a grade 5 or grade 8 ELA multiple choice test also completes the Writing test.
  - Writing test scores will still be merged into ELA assessment results.

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Test Results – Grades 3-8 and CCRA

- Preliminary results:
  - CCRA preliminary reports will be available in the OSTP Data Portal **5/27/2026.**
  - OSTP preliminary reports (all subjects) will be available in the OSTP Data Portal **6/2/2026.**
- Final results:
  - Available **TBD**

Materials returned late or incorrectly may impact reporting dates.

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Practice Tests

- Online practice tests are available for students to become familiar with the online tools and formatting of questions.
  - https://okpracticetest.cognia.org/student/
- The practice test is also intended to allow students with accommodations to become familiar with the accommodations integrated within the testing platform.
- The Cognia Help & Support site includes examples of new Technology Enhanced Item types that will be field tested in ELA and math. Also, a list of TEI types available on the practice test has been added.

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Scratch Paper & Unmarked Grid Paper

- Students are allowed scratch paper for all assessments.
  - Blank copy paper
  - Lined notebook paper
  - Unmarked grid paper
- Ensure students are writing their essays on the lined pages in the test booklet or in the online platform's text box.
- BTCs MUST collect all scratch paper and unmarked grid paper after testing.
- All scratch and unmarked grid paper is to be **DESTROYED** by the BTC immediately after testing.

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Reference Sheets

- Reference Sheets will be provided in the tools section for online tests and paper copies for paper tests:
  - Math Reference Sheets: Math grades 6 – 8 (available in English or Spanish)
  - Periodic Table: Science grade 11 (available in English or Spanish)
  - Writer's Checklist: ELA grades 5 and 8 writing section (CBT and PBT)
- Your district may elect to provide paper copies of these documents to online testers. They can be printed from Oklahoma Cognia Help and Support Site and must be **DESTROYED** by the BTC immediately after testing.

OKLAHOMA Education

Content Level Updates

OKLAHOMA Education

Grades 5 and 8 ELA Assessments

- Writing sections will be a paired passage-based prompt.
- Paper Tests – Students will write on the five (5) lined pages in their test books.
  - Planning pages are included.
- Online Tests – Students will type their essays in the online platform.
  - Planning can be done on the scratch paper.
  - **Remind BTCs that students should not hit "Turn In" until they are finished.**
- TTS and Human Reader is available for the writing portion as an IEP/504 Plan OSTP Accommodation.

OKLAHOMA Education

ELA Assessments

- Short Constructed-Response items that measure reading standards are included on grades 3, 4, 6, and 7 ELA assessments.
  - Students will write (paper testing) or type (online testing) their responses.
- TTS and Human Reader is only allowed as an approved Nonstandard Accommodation. If items are read aloud there must be a dedicated TP that is employed by the district. A roving test proctor cannot be used in this situation.
  - Remember that Grade 5 & 8 ELA Multiple Choice Assessments have Text to Speech available if students are approved for the Non-Standard Accommodation.

Calculators

- Grades 3-5 Math
  - IEP or 504 Plan students with a documented accommodation may use a basic four-function calculator.
  - Any student with this accommodation will need a handheld calculator for both paper and online testing.
- Grades 6-7 Math
  - All students may use a handheld four-function calculator with square root and percentage, **including** the +/- key.
  - Online calculator will be provided: DESMOS four-function calculator

OKLAHOMA Education

Calculators

- Grade 8 Math & Science
  - All students may use a handheld scientific calculator.
  - Online calculator will be provided: DESMOS scientific calculator
- Grade 11 Science
  - All students may use a handheld graphing or scientific calculator.
  - Online calculator will be provided: DESMOS graphing calculator
- Please review the published Calculator Policy.

Remote Proctoring

OKLAHOMA Education

Remote Proctoring - Legislation

- Senate Bill 1904, now 70 O.S. § 3-145.11, provides for statewide virtual charter schools or schools with full-time virtual education programs to administer state assessments virtually to students in grades 3-8.
- It prohibits virtual testing for high school students.
- It requires proctoring with a camera and audio.
- A student's individual needs, including accommodations, should be considered.

Remote Proctoring – General Guidelines

- The testing platform provided by Cognia/eMetric has audio and video capabilities. Please ensure that students have a device that has these capabilities, also.
- Test Administrators and Test Proctors – who will be called Remote Test Administrators and Remote Test Proctors – will need to have at least two screens in order to view the testing platform and all of the student screens.
- No more than 10 students can be assessed within one virtual testing session.

Remote Proctoring – Staffing

- Since student screens have to be monitored during remote testing sessions, each session should have a dedicated Remote Test Administrator (RTA) and Remote Test Proctor (RTP).
- Both the RTA and RTP will need the Remote Test Administrator user role assigned within the testing portal so that they both can log in and monitor students.
- The RTA and RTP should be proctoring the test session in the **same room** so that they can easily communicate with each other when issues arise.
- The RTA and RTP should complete TA/TP modules for standard testing AND modules for remote testing.
- Both the RTA and RTP should be employees of the district.

Remote Proctoring – Parents/Students

- Parents will be required to sign a letter indicating their permission for remote testing and agreement to the remote testing rules and procedures.
- Once a student is logged into the testing session, there should be no one else in the room during testing.
- Students/Parents will need to be able to communicate with the Testing Staff besides using the testing kiosk should issues arise.

Remote Proctoring – Looking Ahead

- Please ensure that your district has a way to securely transmit test tickets and session access codes to your students who are testing remotely.
- Please ensure that there is a virtual meeting method for your testing staff and students before the testing session starts. This will ensure that the testing script can be read to students and any issues can be addressed.
- Before remote testing, students should be familiar with the OSTP Online Practice Test, including how to navigate through the testing platform and the tools available.

Remote Proctoring – Timelines & Reporting

- Remote proctoring test administration will occur within the OSTP Grades 3-8 Testing window.
  - April 13 – May 13, 2026
- Remote proctoring is not available in the evenings or weekends.
- Scores will be provided on the same timelines.
- There will be a remote proctoring webinar on **March 30th at 1 pm**.

OKLAHOMA Education

REMOTE PROCTORING MONITORING

- Starting in 2025-2026, OSDE staff and/or Cognia staff members may log in and observe any remote testing sessions to ensure test security procedures are followed.
- OSDE staff may also request the physical location where remote testing staff are administering an assessment and conduct an in-person observation.
- In all cases, the Remote Test Administrator and Remote Test Proctor should continue administering the assessment as directed.

OKLAHOMA Education

Questions?

OKLAHOMA Education

Contact Information

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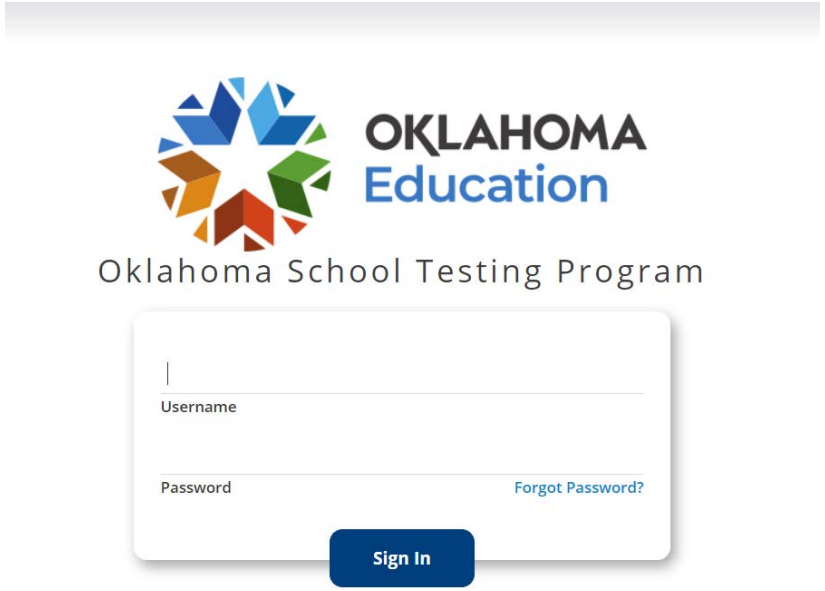
- Susan Hickey, Assessment Monitoring Specialist | susan.hickey@sde.ok.gov
- Tandrea Lambert, Assessment Coordinator | tandrea.lambert@sde.ok.gov
- Luke Luschen, Project Coordinator | luke.luschen@sde.ok.gov

3

OSTP

Online System

OSTP Online System Components



OSTP Portal

- Manage portal users
- Manage student data and online test sessions
- Available via a browser

OSTP Kiosk

- Student test delivery platform
- Technology staff will install OSTP Kiosks or Apps on student testing devices

OSTP Portal Access

- Available via a browser at https://oklahoma.cognia.org
- Already have a user account? Continue to use it!
- New District Test Coordinators (DTC): account will be created by Cognia and credentials e-mailed to you
- Not a DTC, don't have an account yet?
  - DTC must create all other portal users within the OSTP Portal.
  - Users will receive an automated email, with username and a link to set up password, from *OSTPProgramManagementTeam@cognia.org*.
    - Add "Trusted" Email Sender
    - No email? Check Spam folder
    - Contact the Help Desk if no email received.
      - (866) 629-0220
      - oktechsupport@cognia.org
- Deactivate obsolete/unused accounts!
  - When an account is reactivated or deactivated, the user will receive an e-mail.

OSTP Portal User Roles

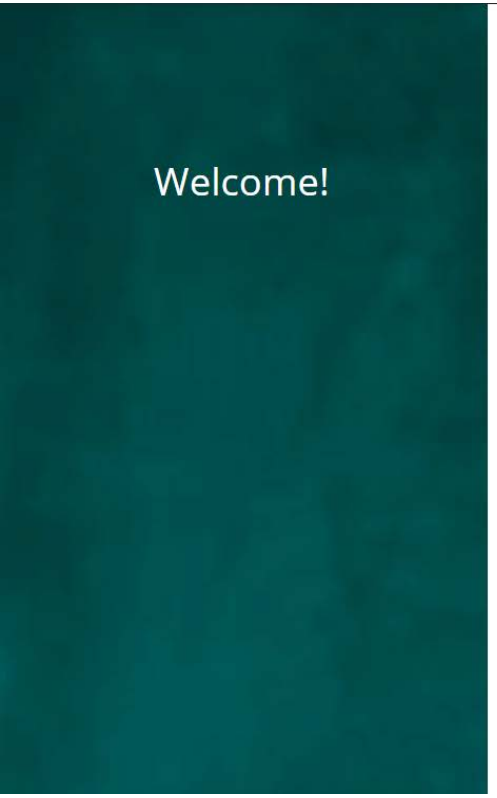
Role	Responsibilities
District Test Coordinator (DTC)	• Manage portal users • Enrollment transfer requests & approvals • Edit student data • Create classes • Schedule tests • Manage & monitor student testing • Track shipments and order additional materials • View Dashboard • Create & review online reports • Access Proctor Passwords from Administration home page
Building Test Coordinator (BTC)	• Manage portal users • Edit student data • Create classes • Schedule tests • Manage & monitor student testing • View Dashboard • Create & review online reports

OSTP Portal User Roles

Role	Responsibilities
IT Coordinator (ITC)	• Download and install Kiosk • Perform Site Readiness Testing • Certify Site Ready for Testing
Deputy District Coordinator (DDC)	• Edit student data • Create classes • Schedule tests • View Dashboard • Access Proctor Passwords from Administration home page • View online reports
Building User (BU)	• Edit student data • Create classes • Schedule tests • View Dashboard • View online reports
Reports Access Only (District or Building)	• View online reports

OSTP Portal Log-in

1



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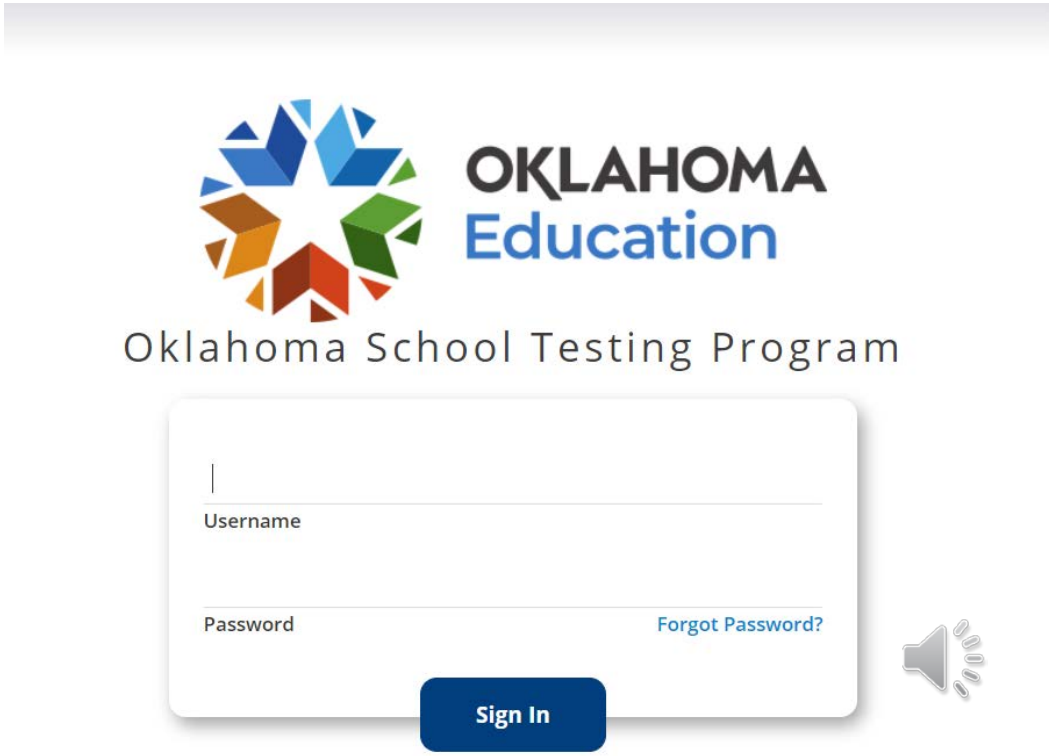
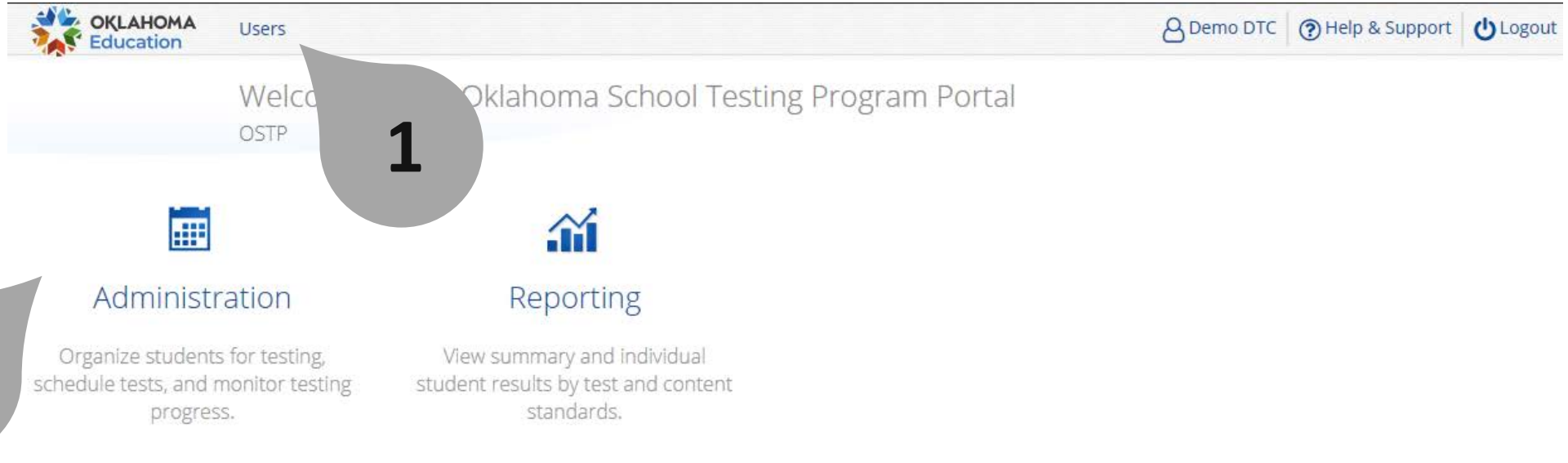


OSTP Portal Landing Page



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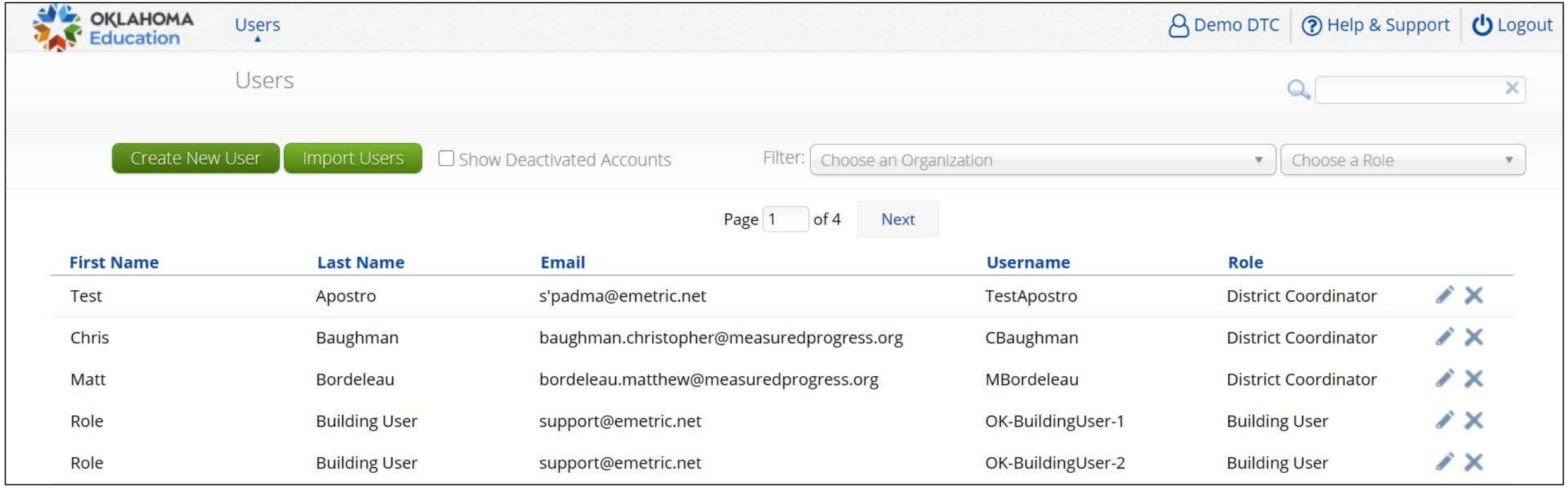
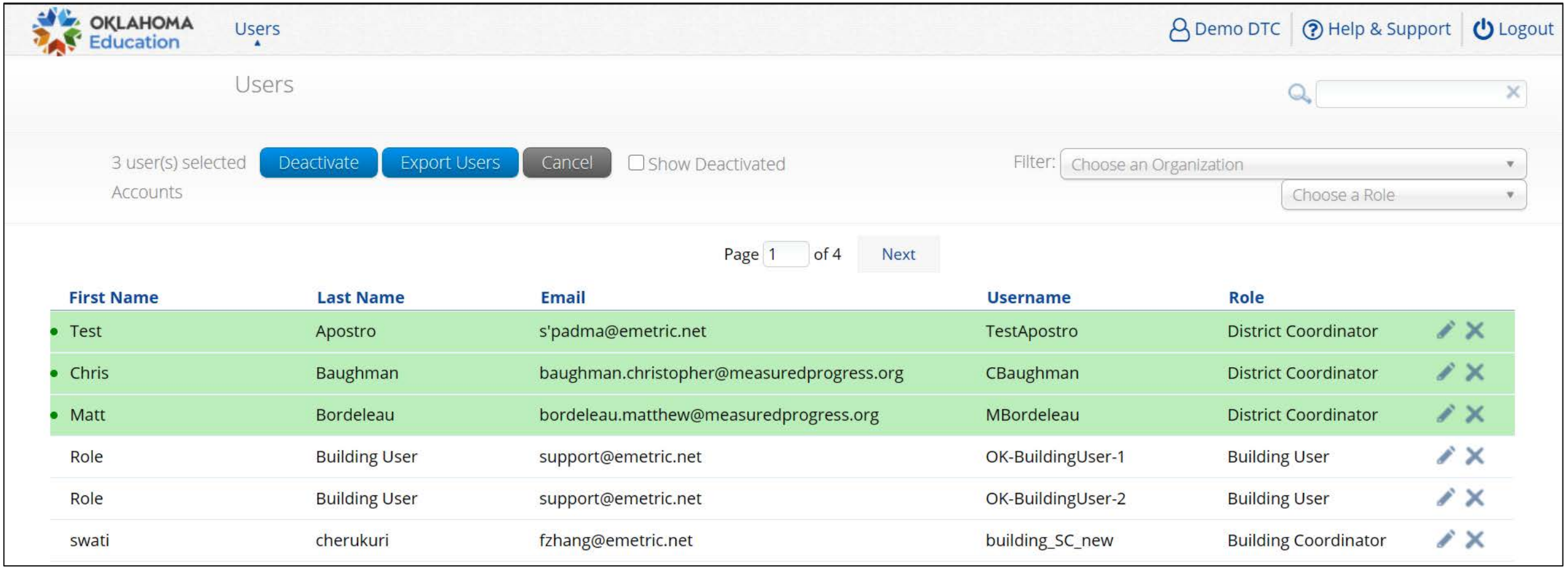
OSTP Portal: Users



See online video tutorials for demonstrations!

OSTP Portal: Users

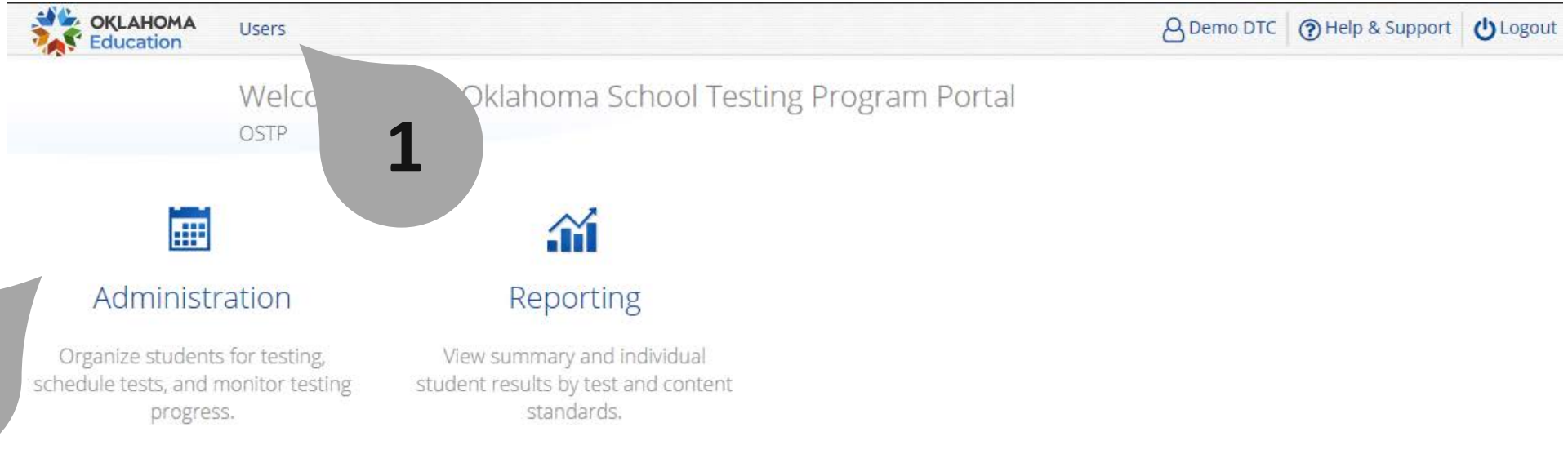


See online video tutorials for demonstrations!

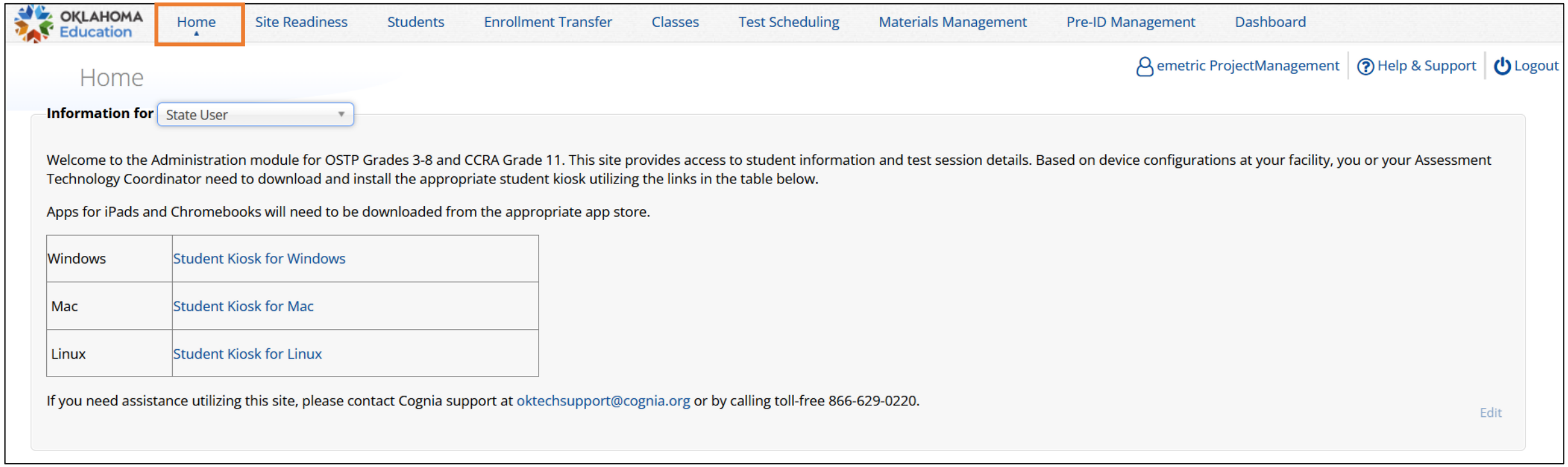
What’s new for 2026 in the OSTP Portal?

- Improved new user email and account creation workflow.
- Added a data definitions layout file to the **Upload Users** page to support accurate file formatting.
- Enabled bulk export of student logins at school level.
- Added visibility into each student’s session progress – including number of items visited, answered, not answered, along with a visual progress bar on **Test Scheduling Details** page.
- Enhanced Administration Dashboard for clearer insights and easier navigation.

OSTP Portal Landing Page



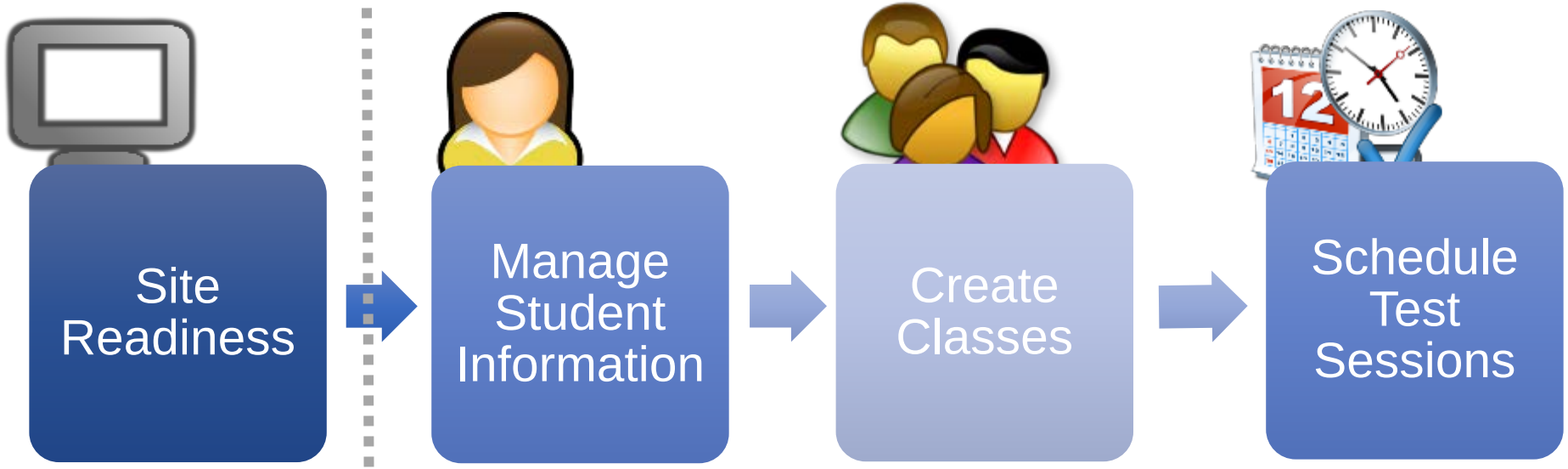
OSTP Portal: Administration Landing Page



OSTP Portal: Administration

IT Coordinators

District Test Coordinators/Building Test Coordinators/Deputy District Coordinators/Building Users



Administration - Site Readiness

Site Readiness

- Download the Kiosks
- Conduct Site Readiness Testing
- Certify Site Readiness

Conducting the site readiness testing and certifying your site is ready for testing is extremely important. Not doing so may pose a risk to your site for online testing.

Administration - Site Readiness

Log in

- Retrieve Site Readiness login credentials for each school from the Portal.

Test

- Run the Site Readiness test on each device configuration.

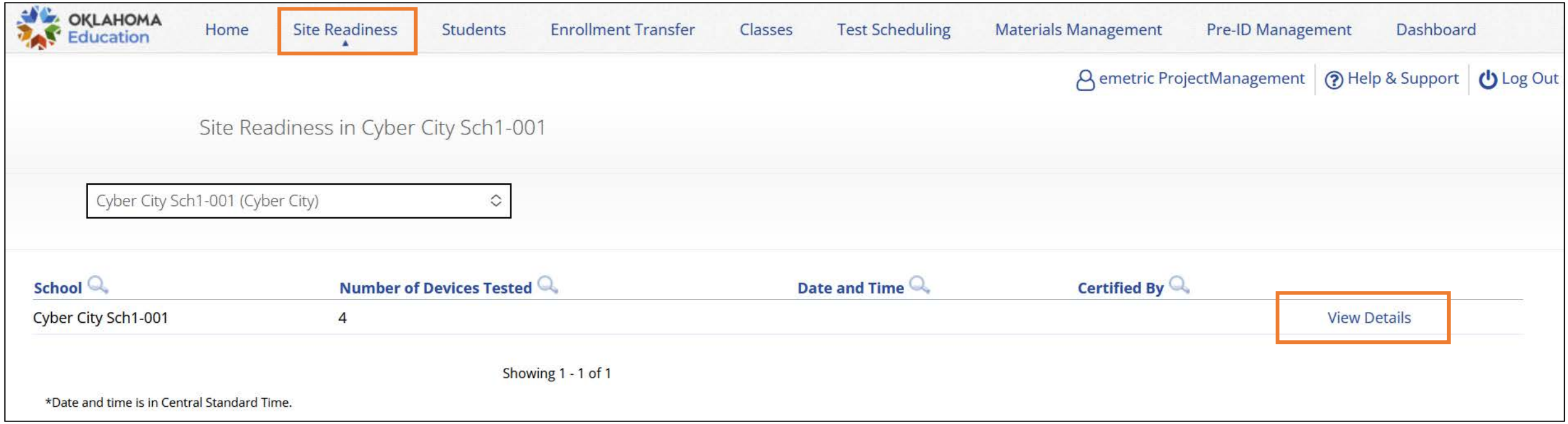
Review

- Details are available on the Site Readiness tab in the Portal.

Certify

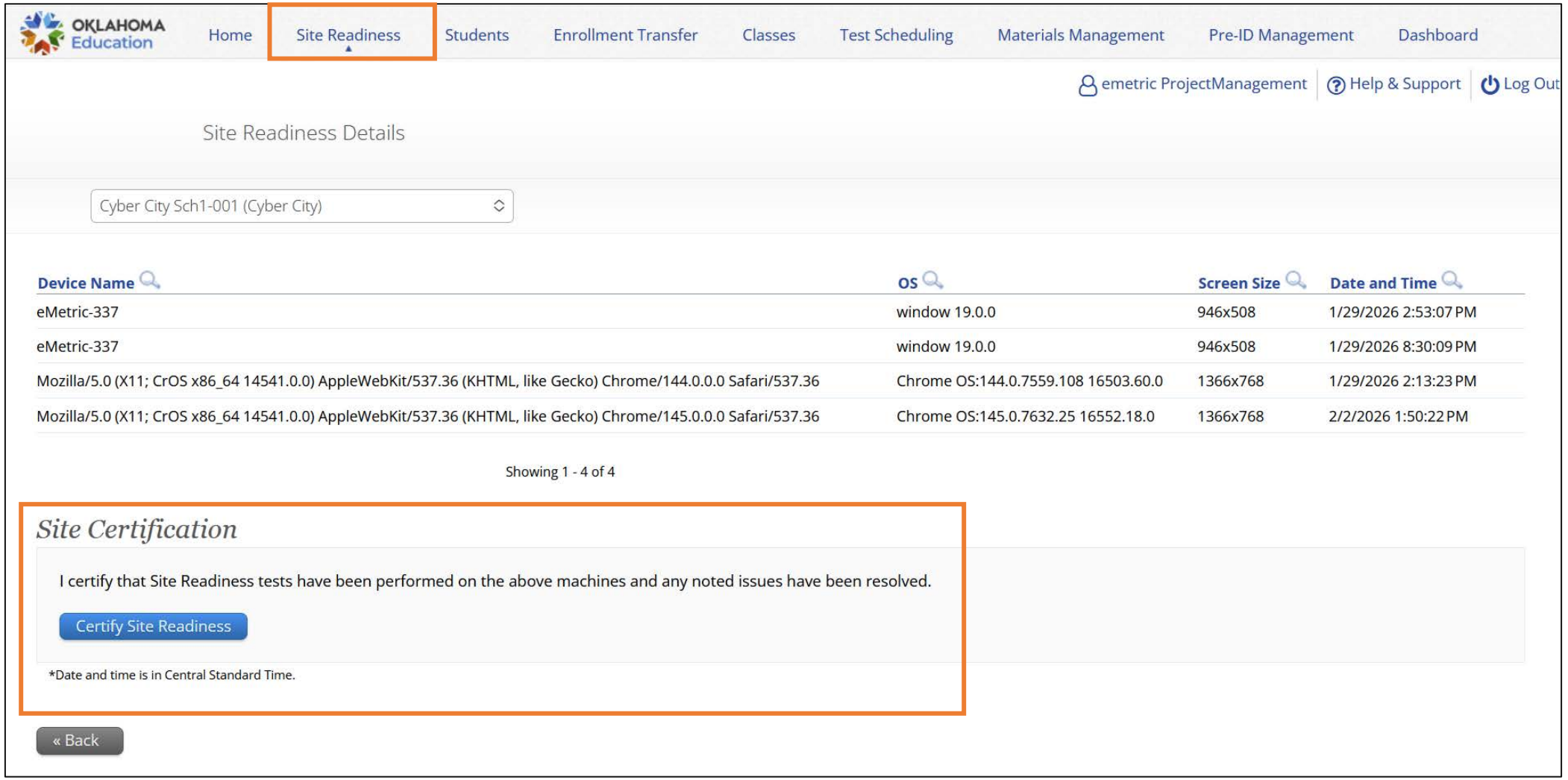
- Certify your site as ready for testing on the Site Readiness tab in the Portal.

Administration - Site Readiness



See online video tutorials for demonstrations!

Administration - Site Readiness



See online video tutorials for demonstrations!

Administration – Students

Student Information, Accommodations, and Enrollment

- Available from February 9th, 2026
- Review Student Information & Enrollment Data
- Assign Accommodations
  - DTCs and STCs are responsible for assigning all embedded and non-embedded student accommodations.
- Accommodations Upload & Export
  - The accommodations *export* will no longer be blacked out during peak operational testing hours and will be available throughout the operational administration.

Administration – Students

OKLAHOMA Education | Home | Site Readiness | Students | Enrollment Transfer | Classes | Test Scheduling | Materials Management | Pre-ID Management | Dashboard

emetric ProjectManagement | Help & Support | Logout

Students in Cyber Valley Sch1-001

Cyber Valley Sch1-001 (Cyber Valley) ▾ ☐ View Unenrolled Students

Choose a Subject ▾

Add Student | Upload Accommodations | Student Search

Exports ▾

Last Name	First Name	Middle Initial	State Student ID Number	Grade				
Demo	John Doe	R	6789123451	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123452	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123453	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123454	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123455	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123456	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123457	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123458	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123459	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123460	03	View Classes	View Test Sessions	Enrollment Info	Edit

Showing 1 - 10 of 50 | Page 1 of 5 | Next | >| | 10 ▾ per page

Administration – Students

OKLAHOMA Education | Home | Site Readiness | Students | Enrollment Transfer | Classes | Test Scheduling | Materials Management | Pre-ID Management | Dashboard

emetric ProjectManagement | Help & Support | Logout

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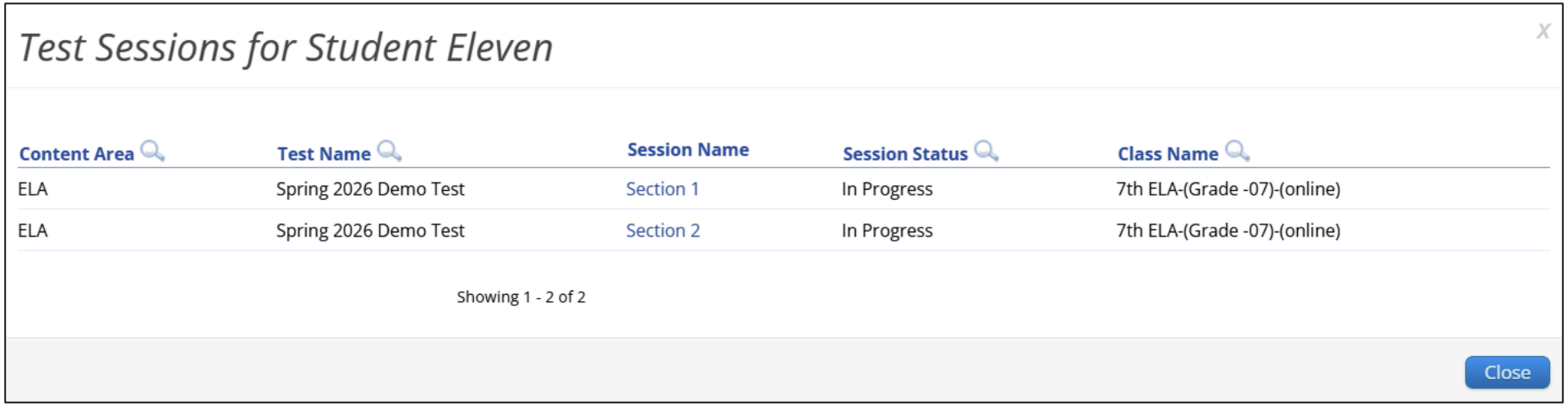
Demo	Jane Doe	A	6789123454	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123455	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123456	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123457	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123458	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123459	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123460	03	View Classes	View Test Sessions	Enrollment Info	Edit

Showing 1 - 10 of 50 | Page 1 of 5 | Next | >| | 10 ▾ per page

Administration - Students

A pop-up box is displayed with a list of the scheduled sessions.



See online video tutorials for demonstrations!

Administration – Enrollment Transfer

Request to transfer students into your district from another district.

Permissions:

- DTCs can initiate, approve, reject, and view enrollment transfer requests for all schools in their district and can transfer students within their district.
- SDE Service Desk approves unenrolled students for transfer.

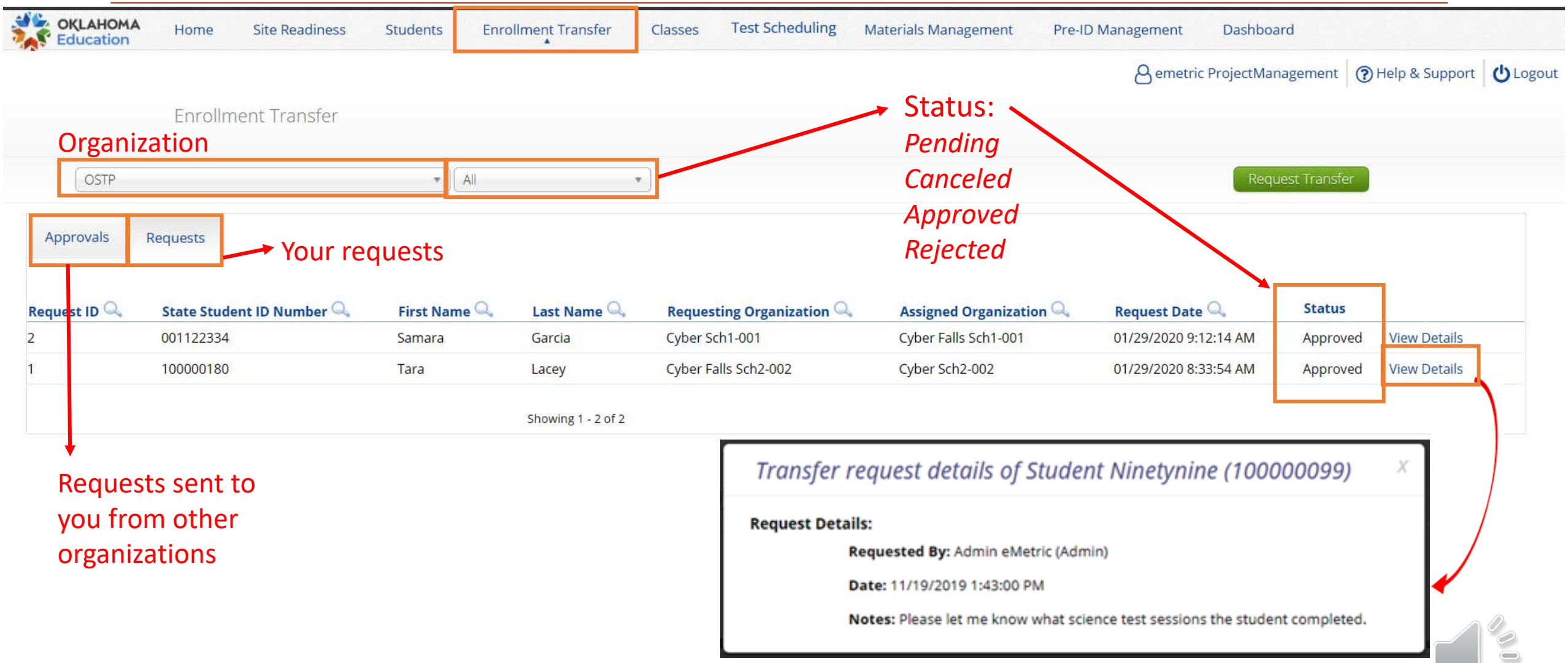
Workflow:

- Requestor: Search by student ID, last name, and DOB
  - If student is located, request transfer, add optional note.
- Receiver: e-mail and portal notification
  - Approve or Deny request (denial requires a note).
- Requestor: e-mail notification of approval/denial

Note:

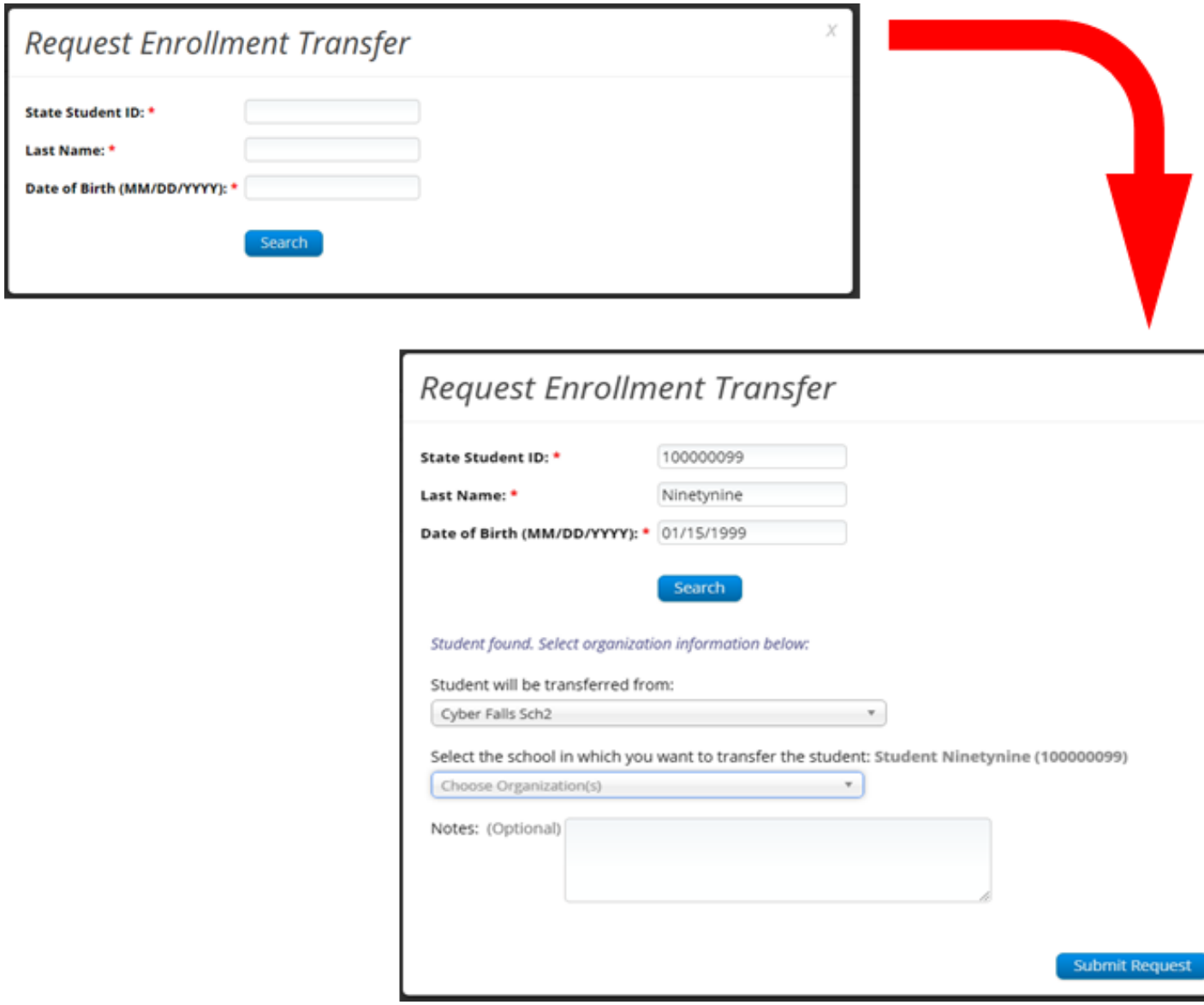
- All requests, approvals, denials are logged in Portal.
- Test Sessions are not transferred, use notes to indicate what sessions a student has already completed.

Administration – Enrollment Transfer



See online video tutorials for demonstrations!

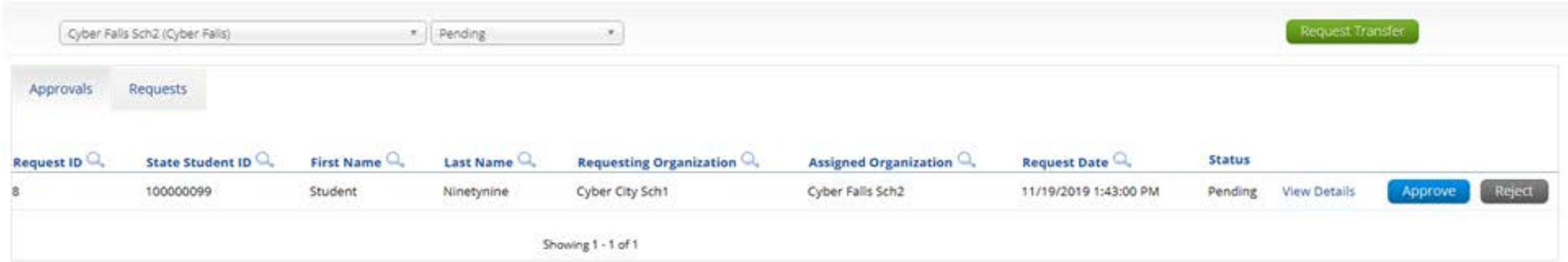
Administration – Enrollment Transfer



Administration – Enrollment Transfer

Enrollment request - requestor's view

Enrollment request - receiver's view

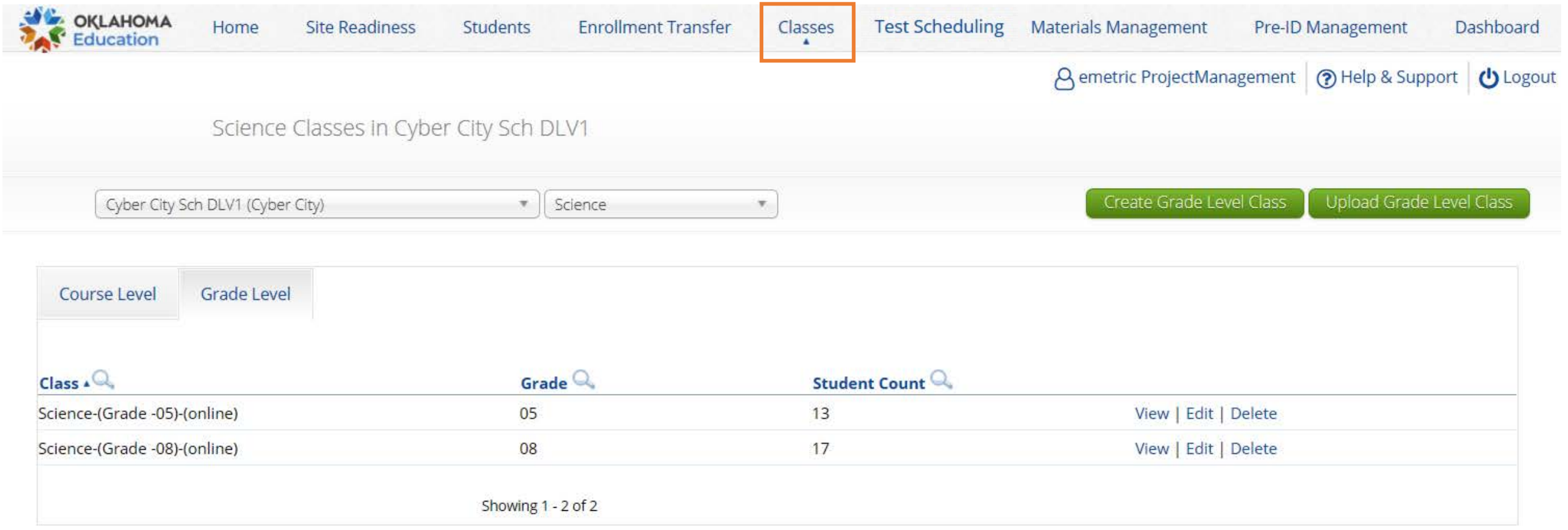


Administration – Classes

Class Creation

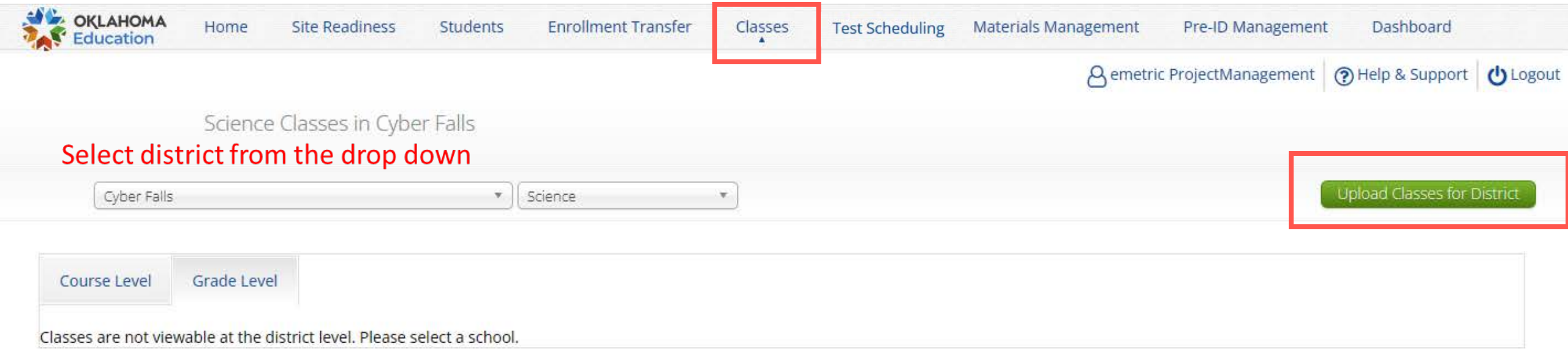
- Manual class creation
- Class bulk upload
- Max class size – 250

Administration – Classes



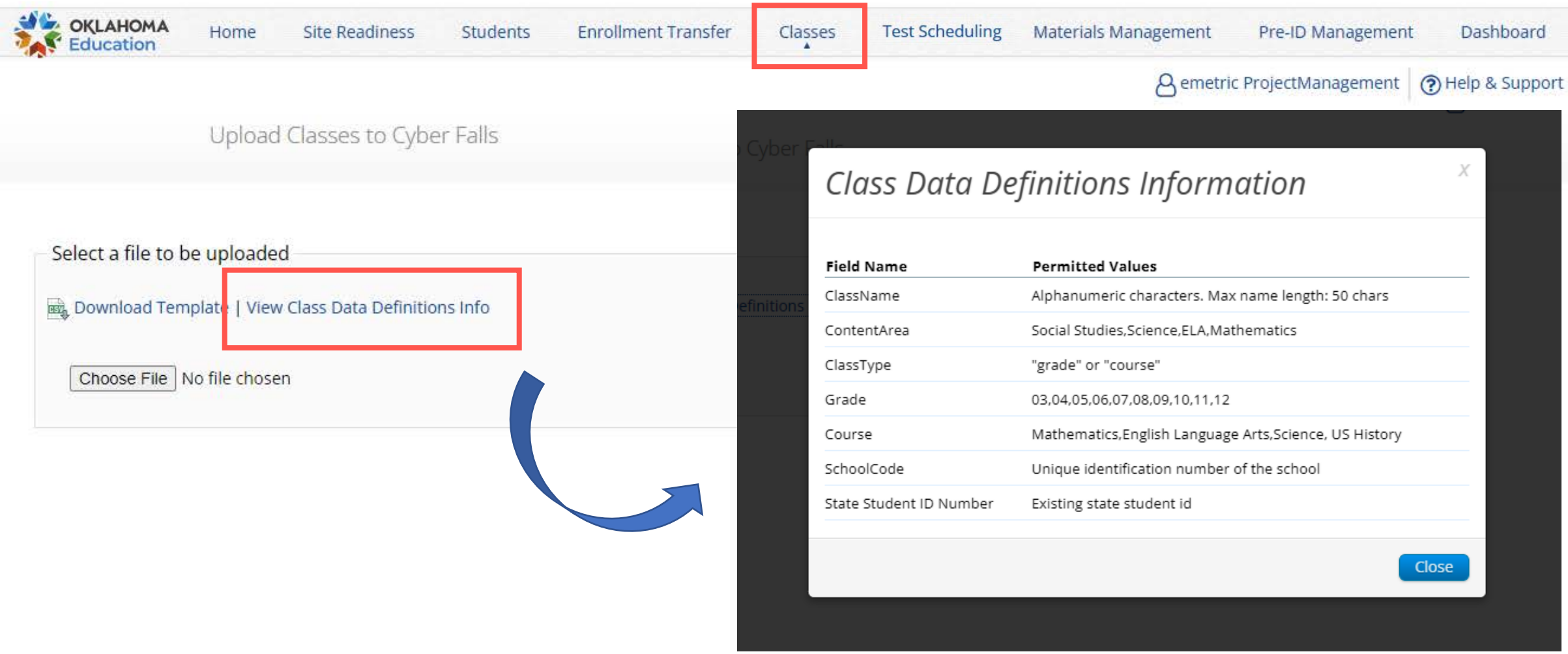
See online video tutorials for demonstrations!

Administration – Classes Upload at District



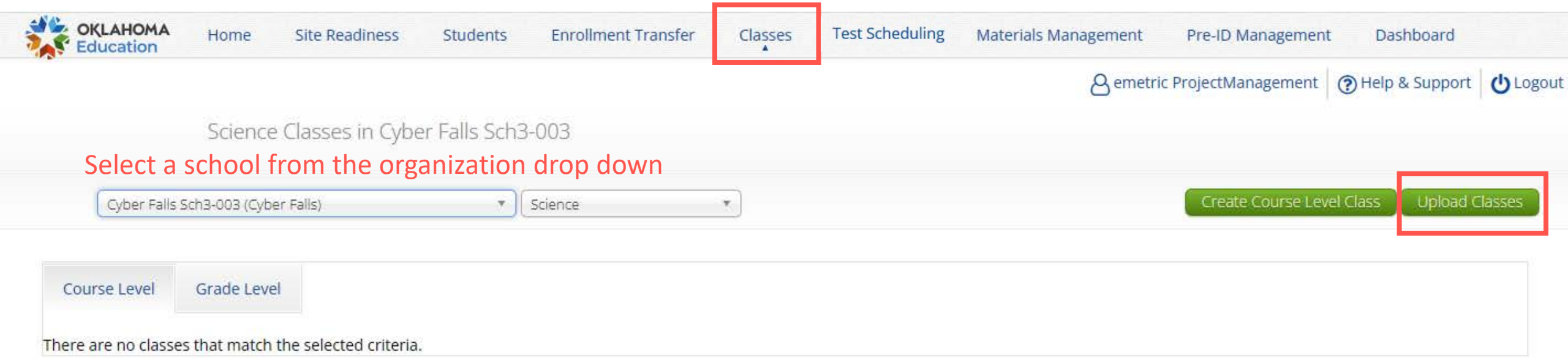
See online video tutorials for demonstrations!

Administration – Classes Upload at District



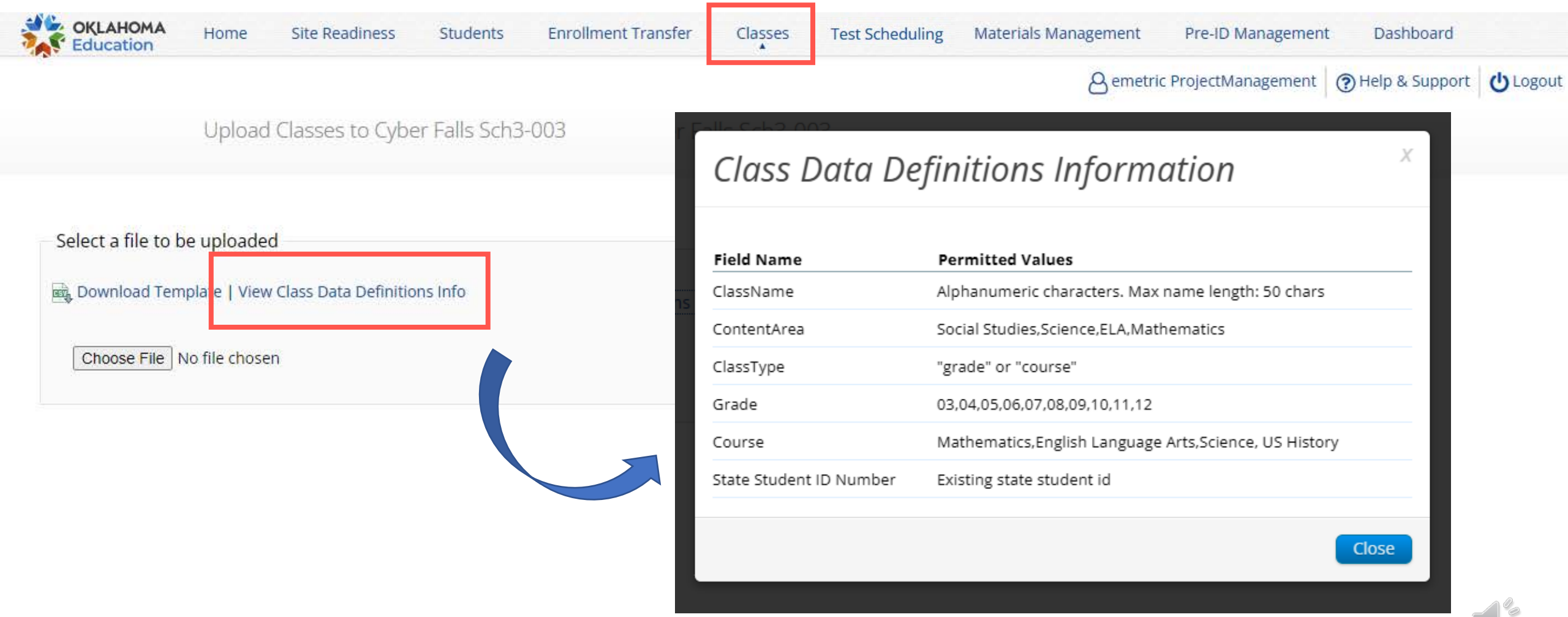
See online video tutorials for demonstrations!

Administration – Classes Upload at School



See online video tutorials for demonstrations!

Administration – Classes Upload at School



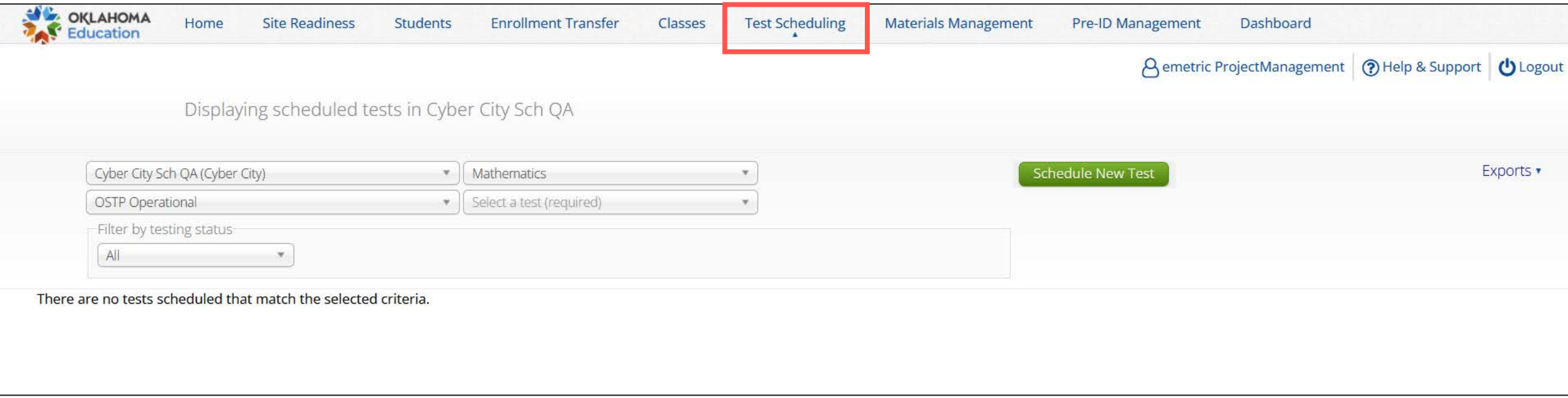
See online video tutorials for demonstrations!

Administration – Test Scheduling

Scheduling Tests

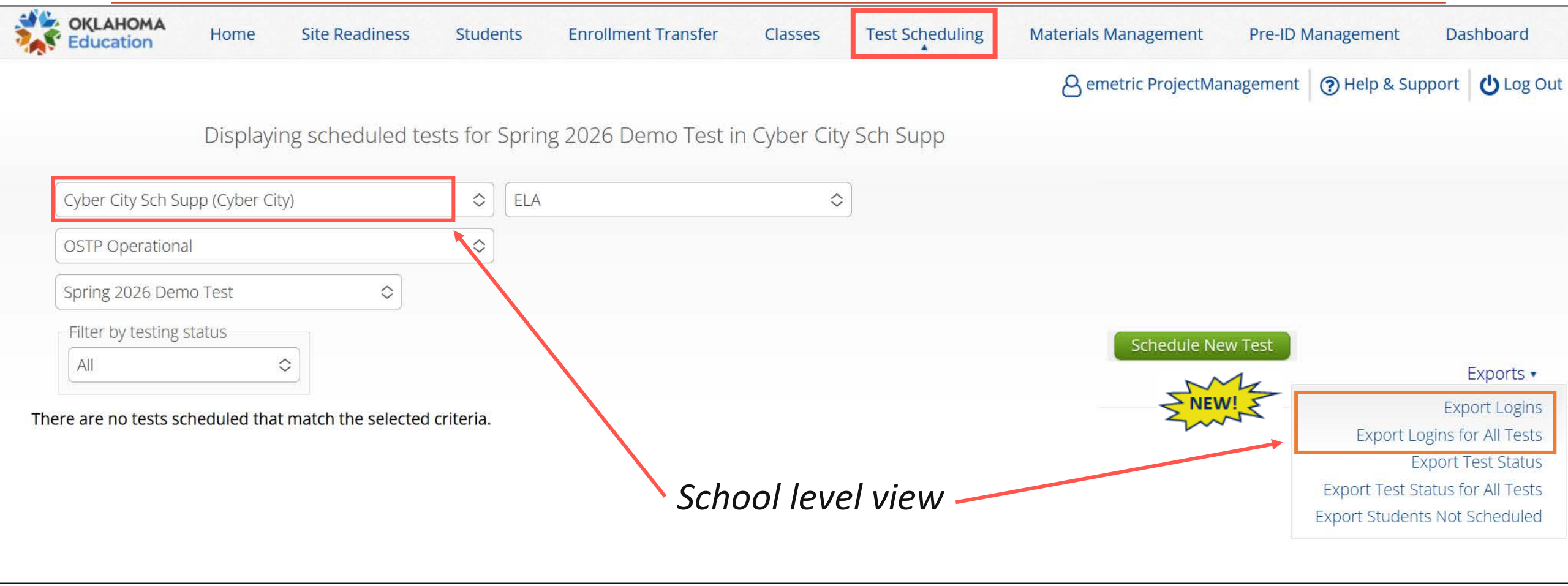
- Schedule classes to tests
- Print student test logins with students' usernames and passwords
  - Export Student Test Logins in Bulk for a Selected Test (school level) NEW!
  - Export Student Test Logins in Bulk for All Tests within a Subject (school level) NEW!
- Manage & monitor test sessions
  - Test Status Export (district level and school level)
  - Students Not Scheduled to Test Export
  - Test Session Progress View NEW!

Administration – Test Scheduling



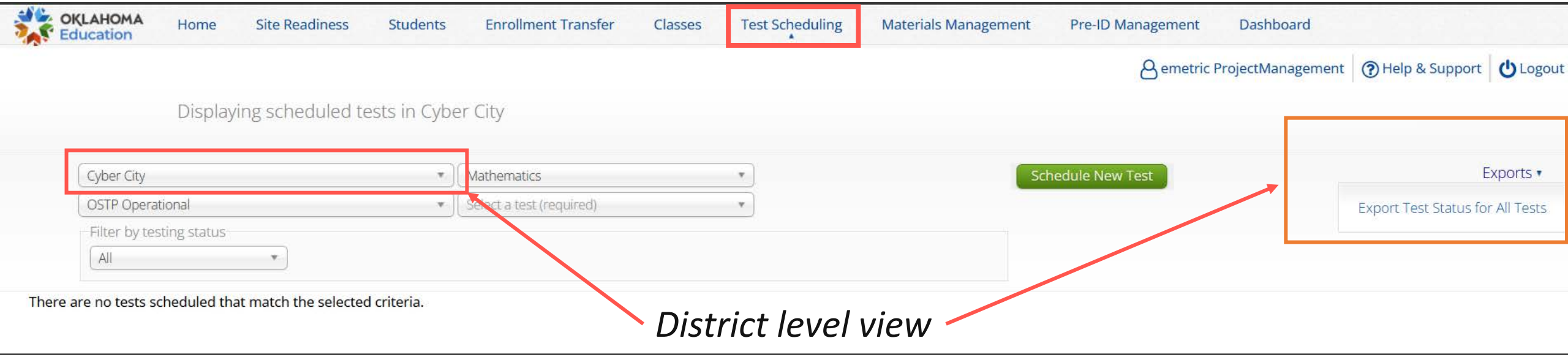
See online video tutorials for demonstrations!

Administration – Test Scheduling



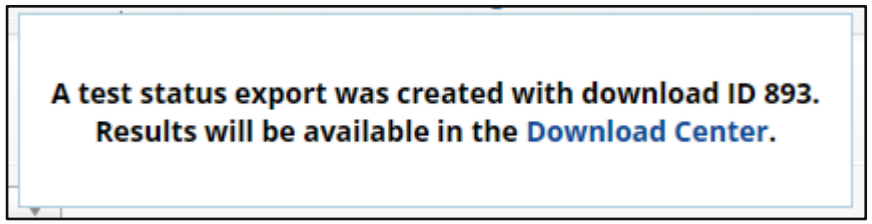
[See online video tutorials for demonstrations!]

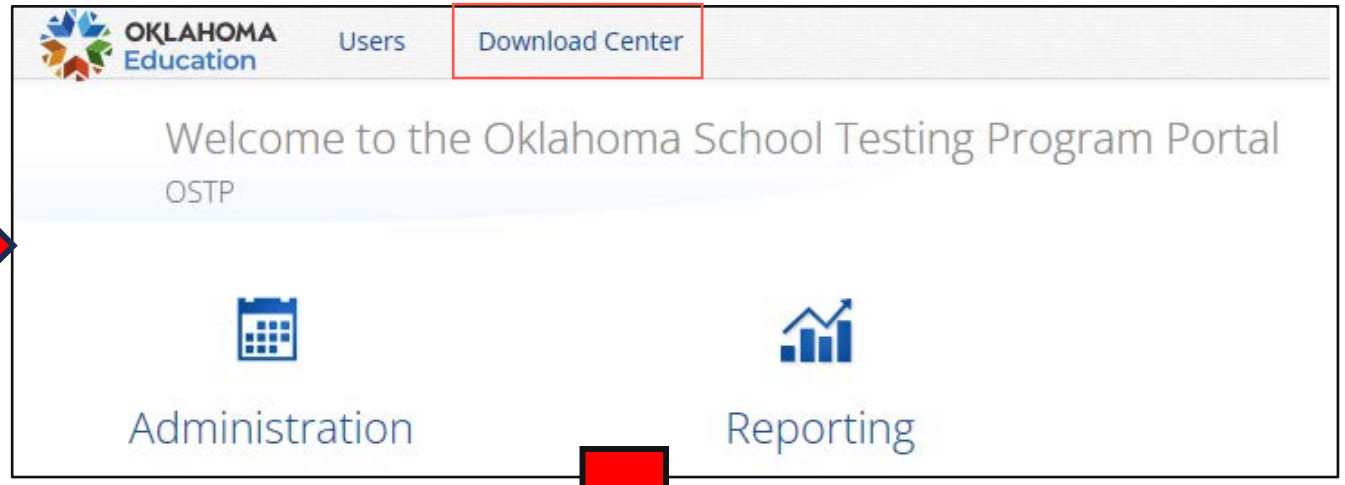
Administration – Test Scheduling

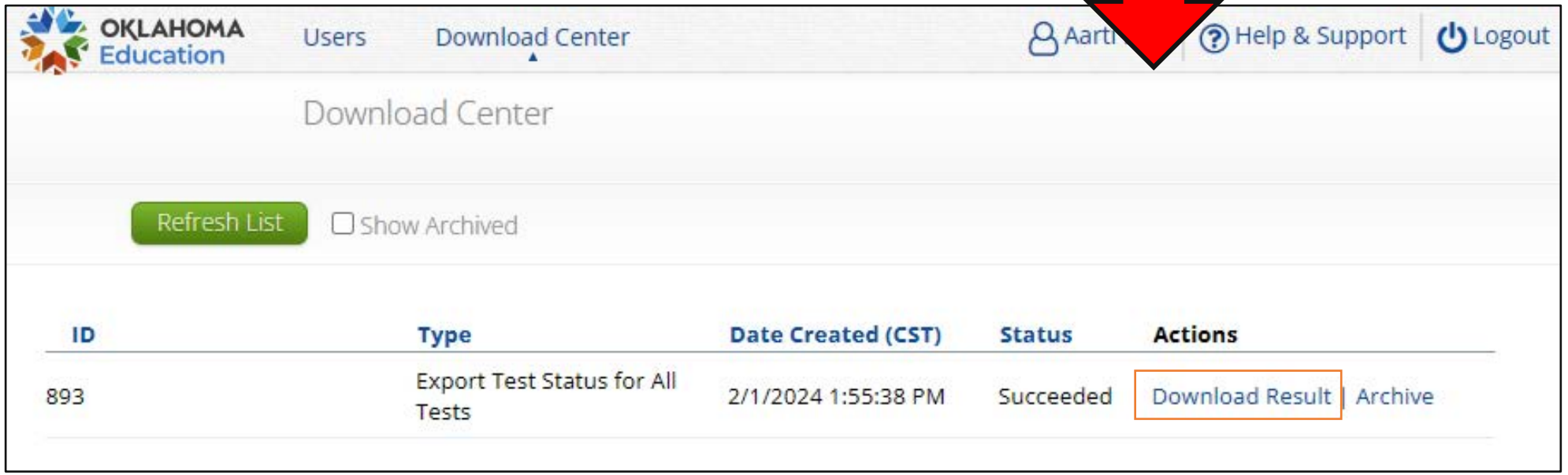


[See online video tutorials for demonstrations!]

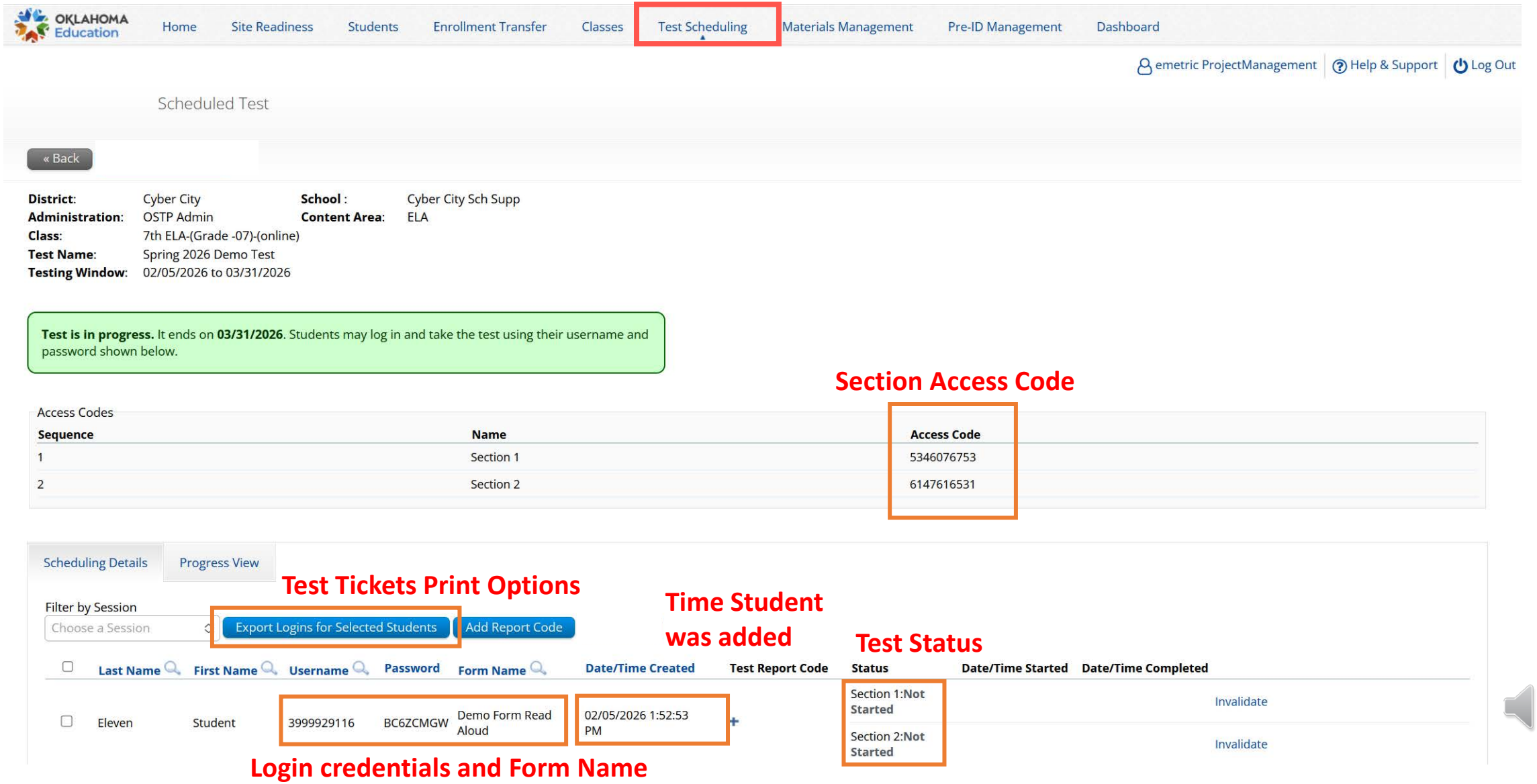
Administration – Test Status Export for All Tests







Administration – Test Scheduling



Administration – Test Scheduling

OKLAHOMA Education | Home | Site Readiness | Students | Enrollment Transfer | Classes | Test Scheduling | Materials Management | Pre-ID Management | Dashboard

emetric ProjectManagement | Help & Support | Log Out

Scheduled Test

« Back

District: Cyber City **School** : Cyber City Sch Supp
Administration: OSTP Admin **Content Area**: ELA
Class: 7th ELA-(Grade -07)-(online)
Test Name: Spring 2026 Demo Test
Testing Window: 02/05/2026 to 03/31/2026

Test is in progress. It ends on **03/31/2026**. Students may log in and take the test using their username and password shown below.

Access Codes

Sequence	Name	Access Code
1	Section 1	5346076753
2	Section 2	6147616531

Progress View

Scheduling Details | Progress View

NEW!

Filter by Session
Choose a Session

Last Name	First Name	Form Name	Session	Session Progress	Number of Items Visited	Last Viewed	Last Activity	Time Spent	Status
Eleven	Student	Demo Form Read Aloud	Section 1	2 answered, 3 not answered; 2/5 items answered 40%	3	Item 3	02/05/2026 4:50:40 PM	23 secs	In Progress
			Section 2	0 answered, 5 not answered; 0 items answered					Not Started

Note About Spanish Test Scheduling...

Scheduling Spanish Tests:

- All students to be scheduled for a Spanish test need to be placed into a separate class.
- The new class must be scheduled to take the Spanish version test.
  - Select the test with SPANISH in the test name.

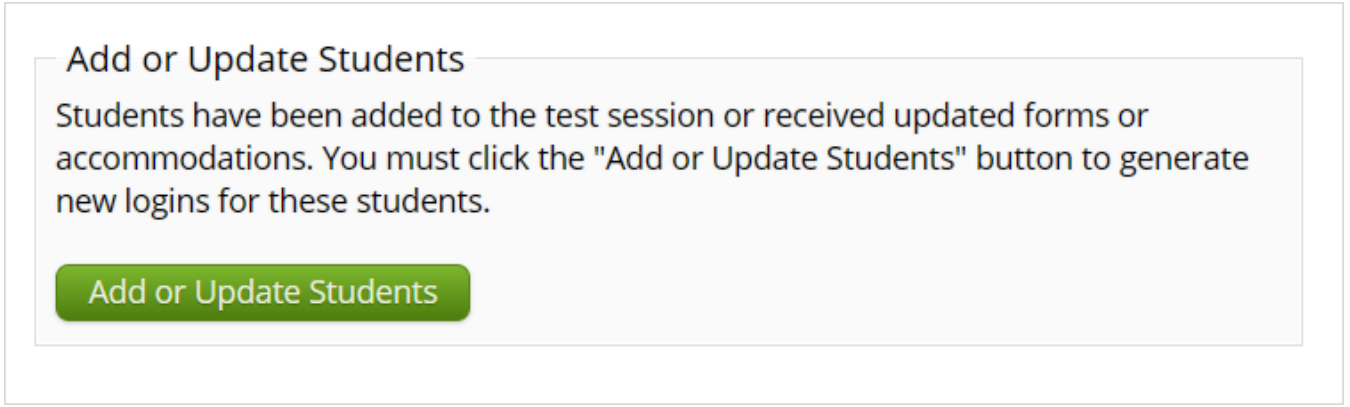
Note About Breach Test Scheduling...

Scheduling Breach Tests:

- All students to be scheduled for a Breach test need to be placed into a new class.
- The new class must be scheduled to take the Breach test.

Note About Text-to-Speech Accommodations...

- Accommodated form automatically assigned to students with accommodations.
- Must assign all students the text-to-speech accommodations PRIOR to scheduling tests.
  - If missing of accommodations is caught before student logs in, assign accommodation, return to test session and click on the *Add or Update Students* button.



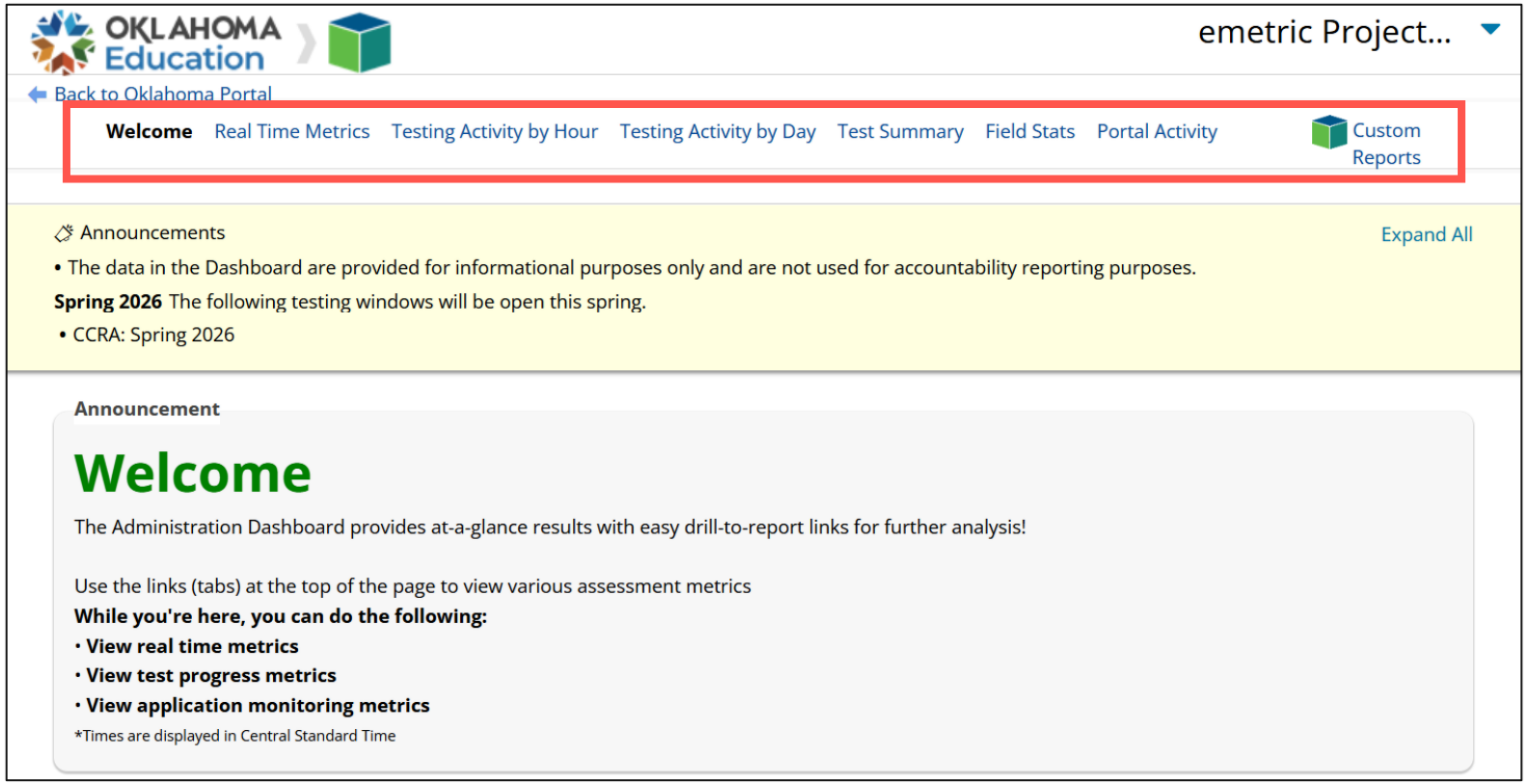
  - Check *Date/Time Created* for the most recent students added.
  - If missing of accommodations is caught after student logs in, the student must continue testing with a human reader.

Administration – Dashboard

Administration Dashboard reports available in the OSTP Data Portal are as follows:

- Real Time Metrics
- Testing Activity by Hour
- Testing Activity by Day
- Test Summary
- Field Stats
- Portal Activity
- Custom Reports

NEW!



OSTP Portal: File Uploads

File Upload	Data	Dates Available	Record Limit
Portal Users	Add or edit portal user accounts for your organization	January 13 – May 13	30
Student Accommodations Data	Student accommodations only	February 9 – May 13	1,000
Class Data	Mapping students to classes or proctoring groups	February 9 – May 13	1,000

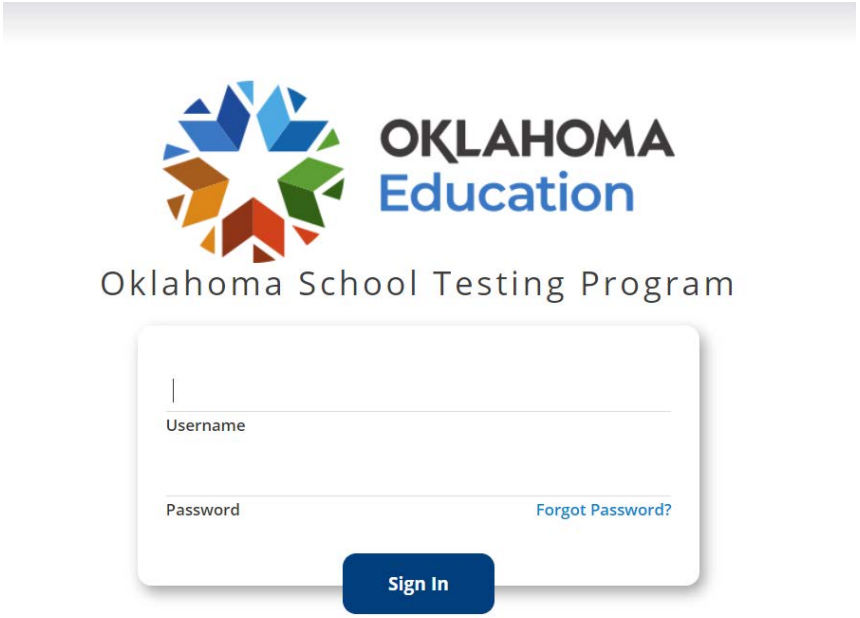
During the operational testing window, the bulk upload functionality is available from 7:00 PM CST to 7:00 AM CST.

Users can still manually add students, edit students, create/edit classes, and create/edit portal users any time.

OSTP Portal: File Exports

Export	Data	Dates Available	Record Limit
Portal Users	List of portal user accounts for your organization	January 13 – May 13	30
Student Accommodations Data	Student accommodations only	February 9 – May 13	-
Students Test Status	List of students with their test completion status by school/test	April 1 – May 13	-
Students Not Scheduled for a Test	List of students within a school that are not scheduled for the selected test	April 1 – May 13	-

OSTP Online System Components



OSTP Portal

- Manage portal users
- Manager student data and online test sessions
- Available via a browser

OSTP Kiosk

- Student test delivery platform
- Technology staff will install OSTP Kiosks or Apps on student testing devices

OSTP Kiosks

- Windows, MacOS and Linux Kiosk

  - Available to download in Portal

- iPad and Chromebook Applications

  - Download directly from App Stores
  - Download "iTester" iPad app and select state on 1st log-in

New kiosks and apps ***ARE*** required for Spring 2026

OSTP Kiosk: Student Testing Device Requirements

System Requirements – All Hardware	
Connectivity	Student devices must be able to connect to the internet via wired or wireless networks.
Screen Size	9.7” screen size or larger/ “10-inch class” tablets or larger
Screen Resolution	1024 X 768 or larger
Browsers[a] (Practice Test ONLY)	Chrome™ 143 or newer ****UPDATED**** Firefox® 146 or newer Safari® 26.2 or newer Microsoft Edge™ 143 or newer
Headphone/Earphone/Ear Buds	Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation

OSTP Kiosk: Student Testing Device Requirements

Desktop and Laptop Specific Requirements	
CPU	1.3 GHz
Memory	2 GB (4 GB is strongly recommended for best performance)
Input Device	Keyboard – wired or wireless/Bluetooth® mouse or touchpad
Windows®	Windows 11 (23H2; 24H2; 25H2) **UPDATED**
MacOS®	14.8, 15.7, 26.2 (64-bit only) **UPDATED**
Linux®	Fedora™ 42 (64-bit only) **UPDATED**

OSTP Kiosk: Student Testing Device Requirements

Tablet/Netbook/2-in-1 Specific Requirements	
iPadOS	17.7, 18.7, 26.2 **UPDATED**
Chrome OS™	Long-Term Support (LTS) [b] **UPDATED** 132, 138 Stable Channel 138, 139, 140, 142, 143

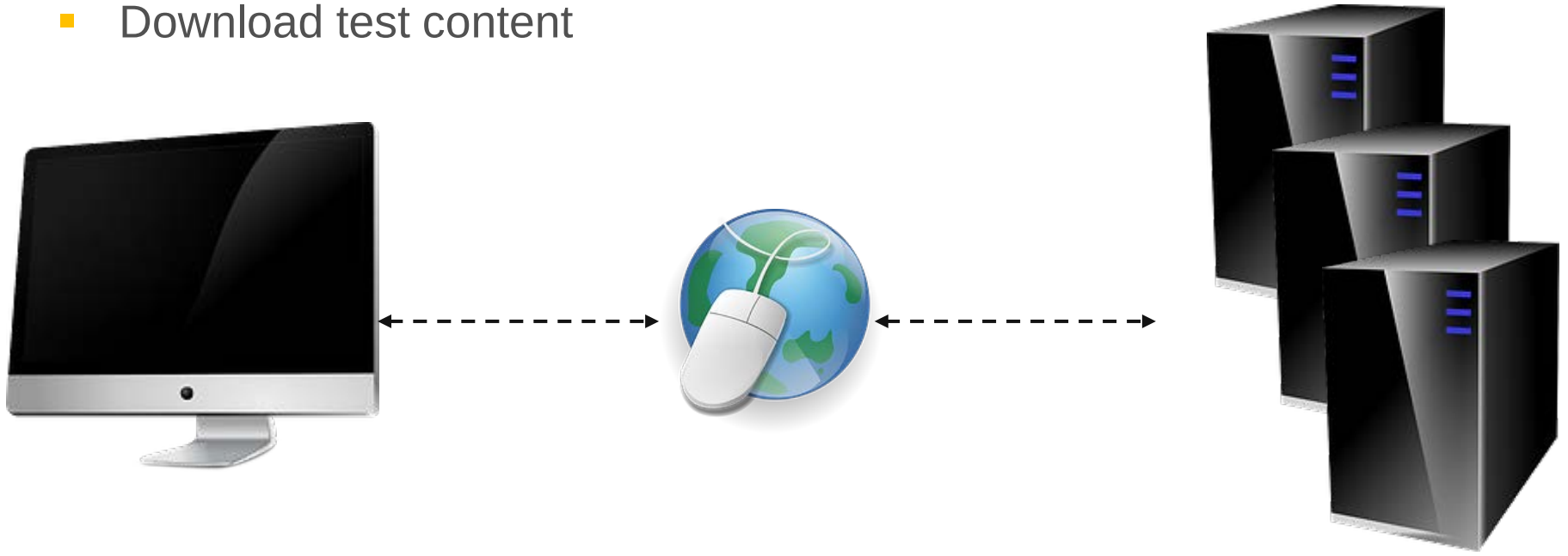
Note: Android devices will not be supported.
a. Text-to-Speech on browsers is partially supported.
b. Google releases new versions to the stable channel every four weeks and new versions to the Long-term Support (LTS) channel every six months. eMetric strongly recommends the use of the LTS channel. Devices on the LTS channel still continue to receive frequent security fixes. See https://support.google.com/chrome/a/answer/11333726 for additional information.

Students testing on devices that do not meet these requirements are likely to encounter performance-related issues during testing.

OSTP Kiosk: Internet Connectivity

Beginning of Test:

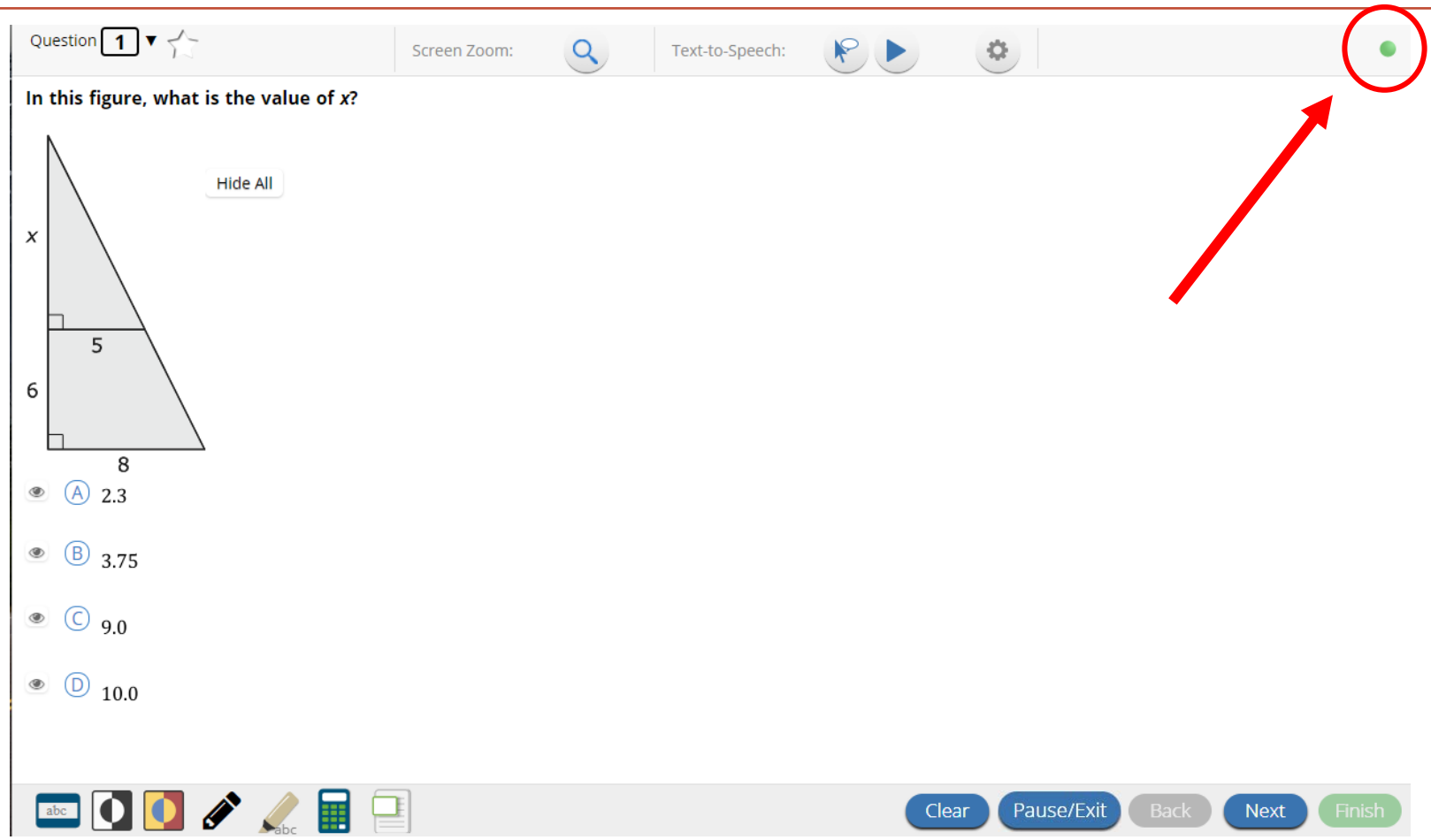
- Authenticate login
- Download test content



End of Test:

- Submit responses for scoring

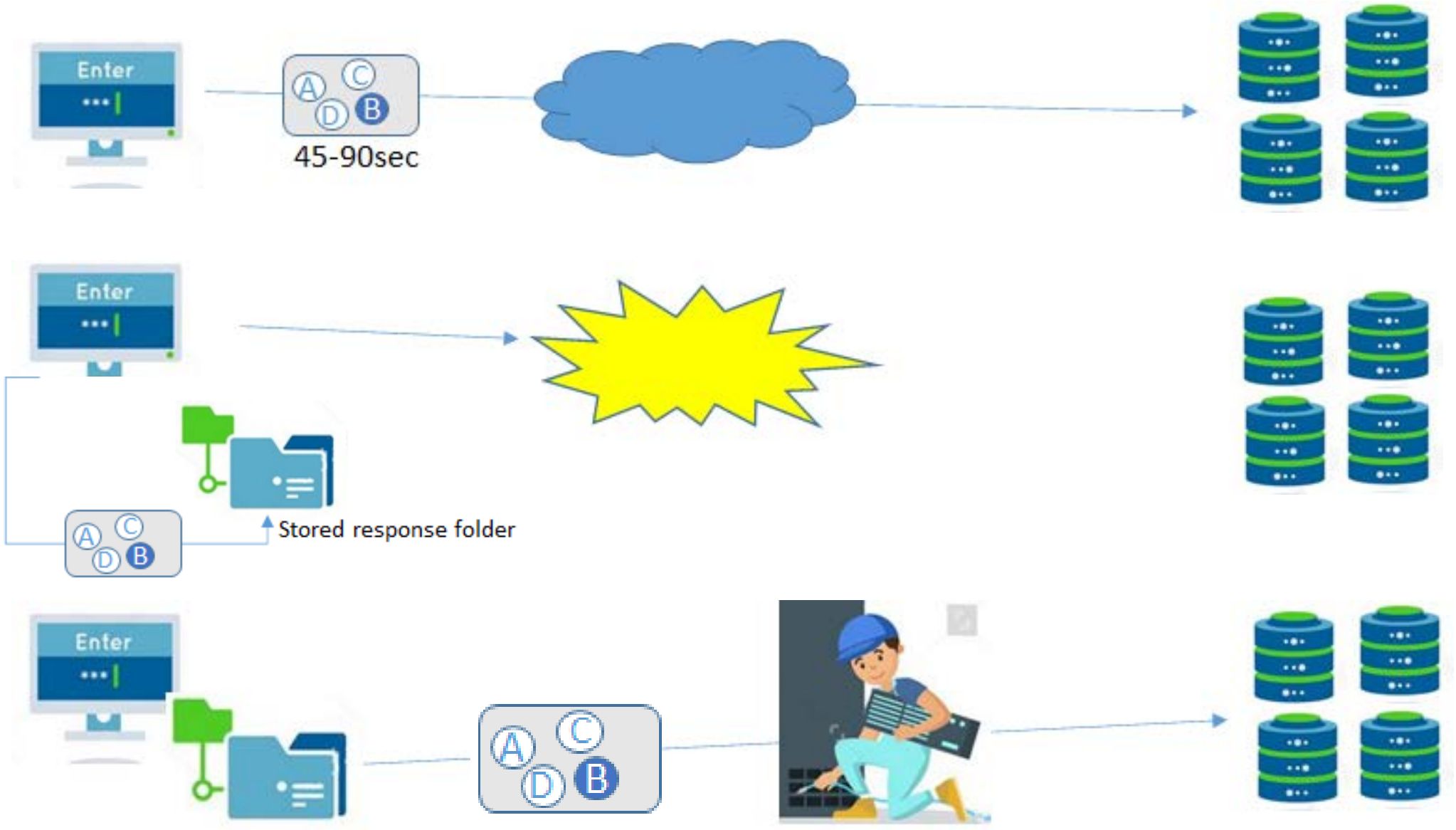
OSTP Kiosk: Checking Internet Connectivity



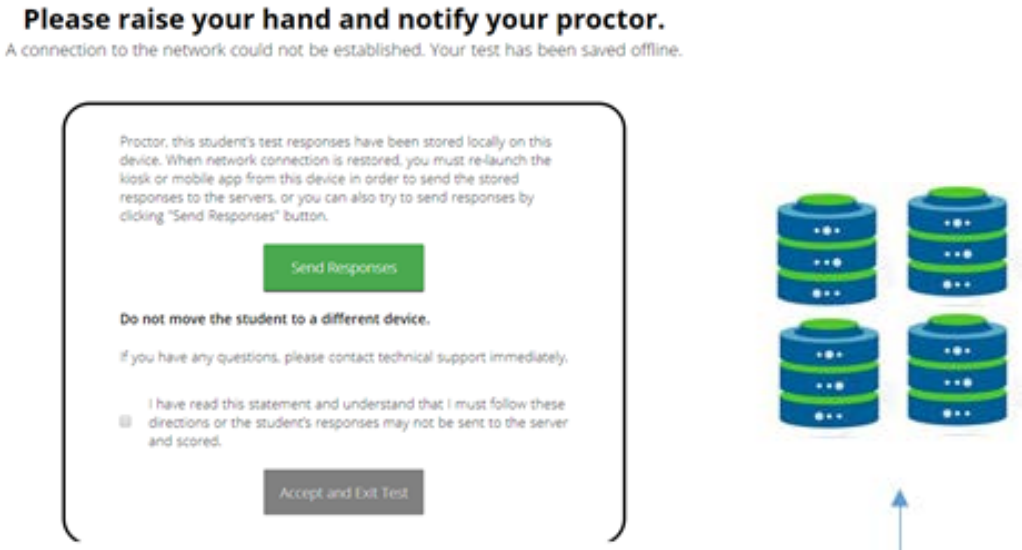
Internet Connectivity is ON

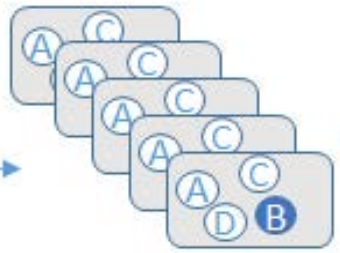
Internet Connectivity is OFF

What happens if a student loses network connection in the middle of a test?



What if a student finishes a test but has no network connection?





OSTP Kiosk Test Integrity

Loss of Network Connectivity Procedure Summary

- If a student loses network connectivity in the middle of a test:
  - Keep testing on that device
  - Test content and responses are stored securely on the test device
  - Responses will be sent when network is restored
- If student finishes and is ready to turn in test prior to network being restored:
  - Allow student to turn in test
  - Record the exact device the student is testing on
  - Ensure no network management tools or system maintenance will alter that devices files or configuration
  - When network connectivity is restored, return to that exact device and relaunch the kiosk
- If you are unsure of the status of the student responses, call the help desk

IMPORTANT! Stale Responses

- Students should test on one device.
- Switching devices during testing may result in stale responses.
- If a student absolutely must switch devices, contact the Service Desk first!
  - (866) 629-0220
  - oktechsupport@cognia.org

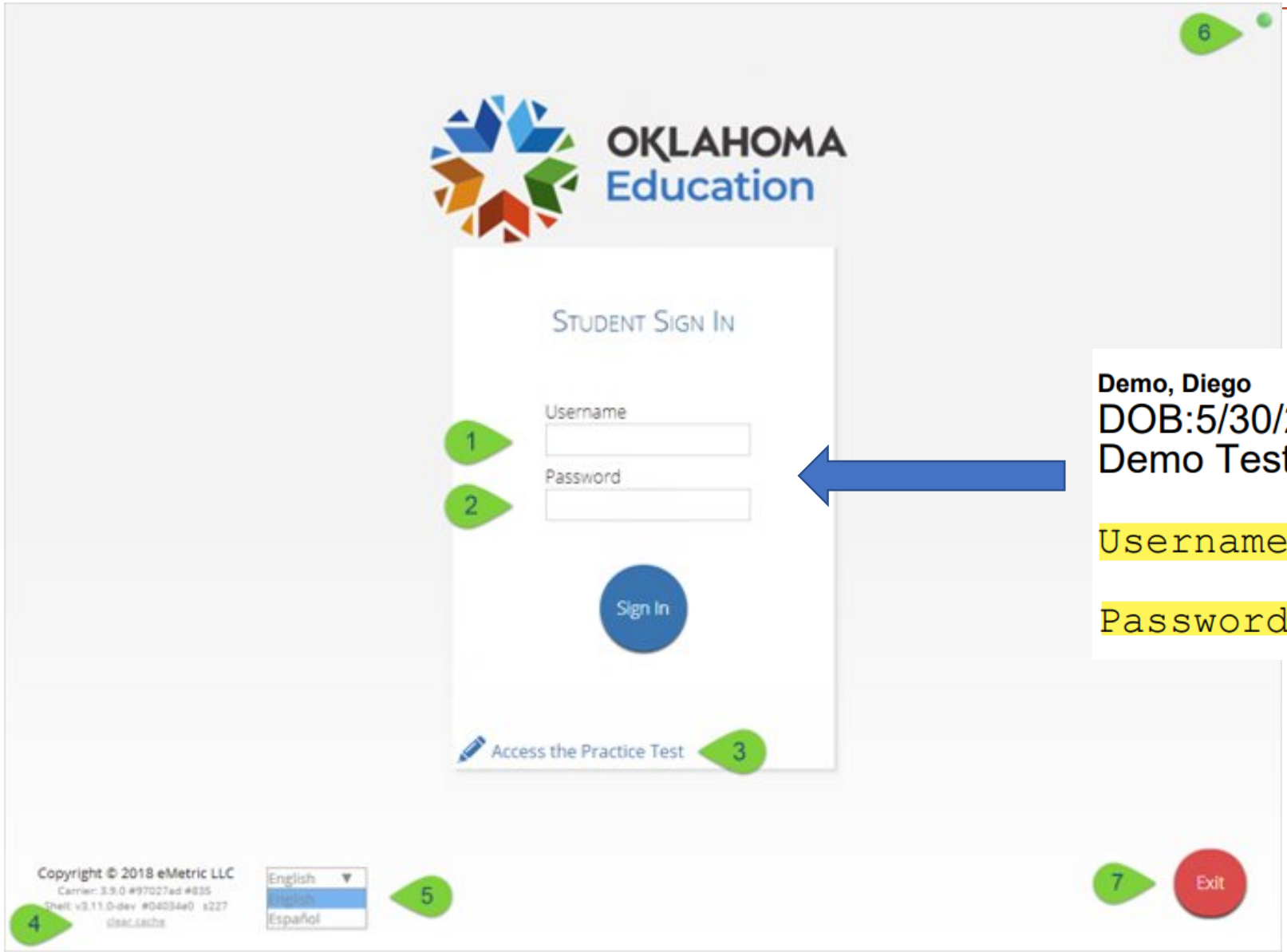
What’s new for 2026 in OSTP Kiosk?

- The student’s name now appears in the top-right corner of item and directions pages within a test.
- Students will receive a warning before being timed out of a test due to inactivity.
- A new item expansion tool allows student to expand the question section, similar to how they expand the stimulus section.
- Three new highlighter colors – pink, purple, and green – have been added to the Highlighter tool.
- Color Contrast option names have been updated to more clearly reflect the actual color choices.
- Rulers and protractors have been enhanced for improved visibility and clarity.
- Accessibility updates ensure better contrast between text, graphics, and backgrounds.
  - The Pause/Exit button color has changed from yellow to blue for improved visibility.

Kiosk

- Logging In to the Kiosk
- Entering a Section
- Options page
- Directions
- Testing Interface
- Review and Turn In

Logging In to the Kiosk

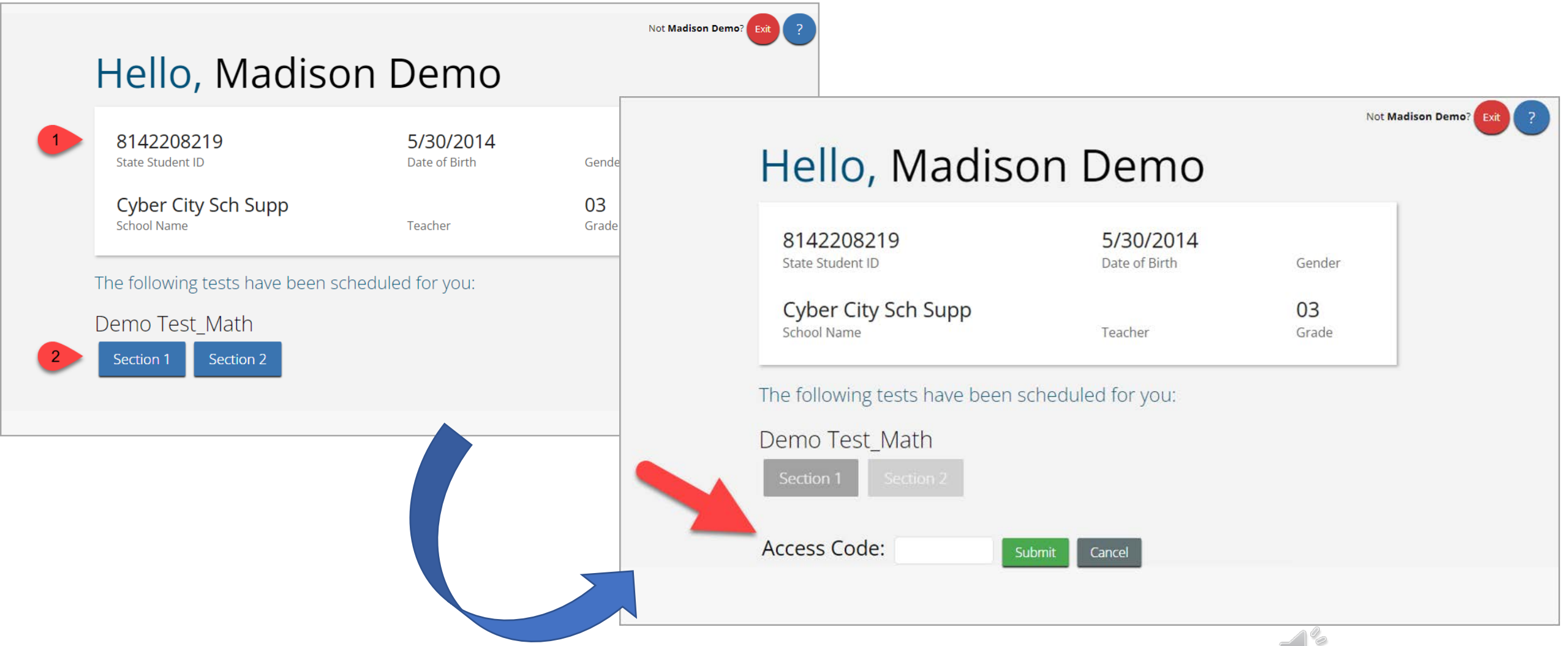


Demo, Diego
DOB:5/30/2011
Demo Test_Math

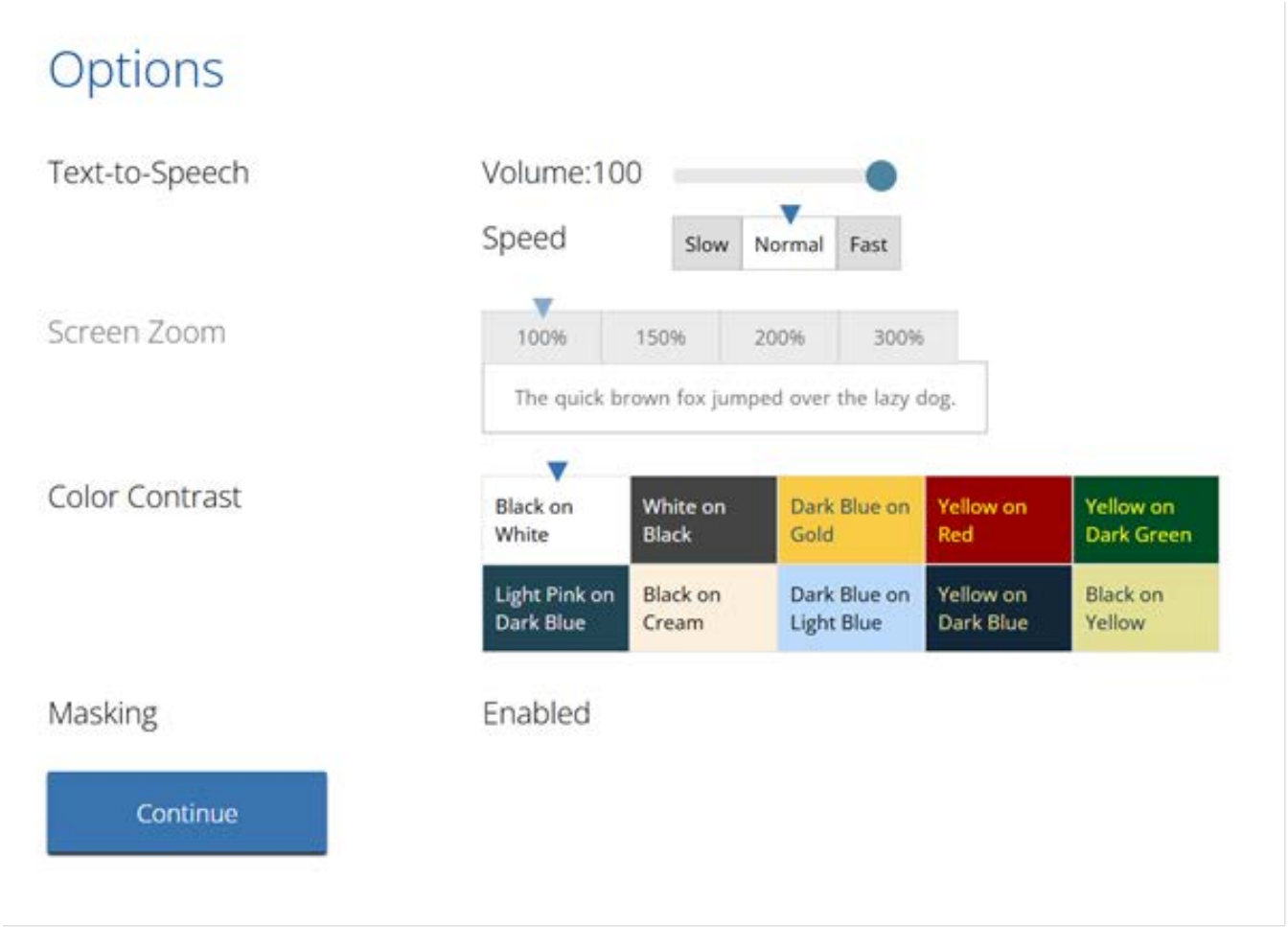
Username: 9580667890

Password: b4df323b

Entering a Section



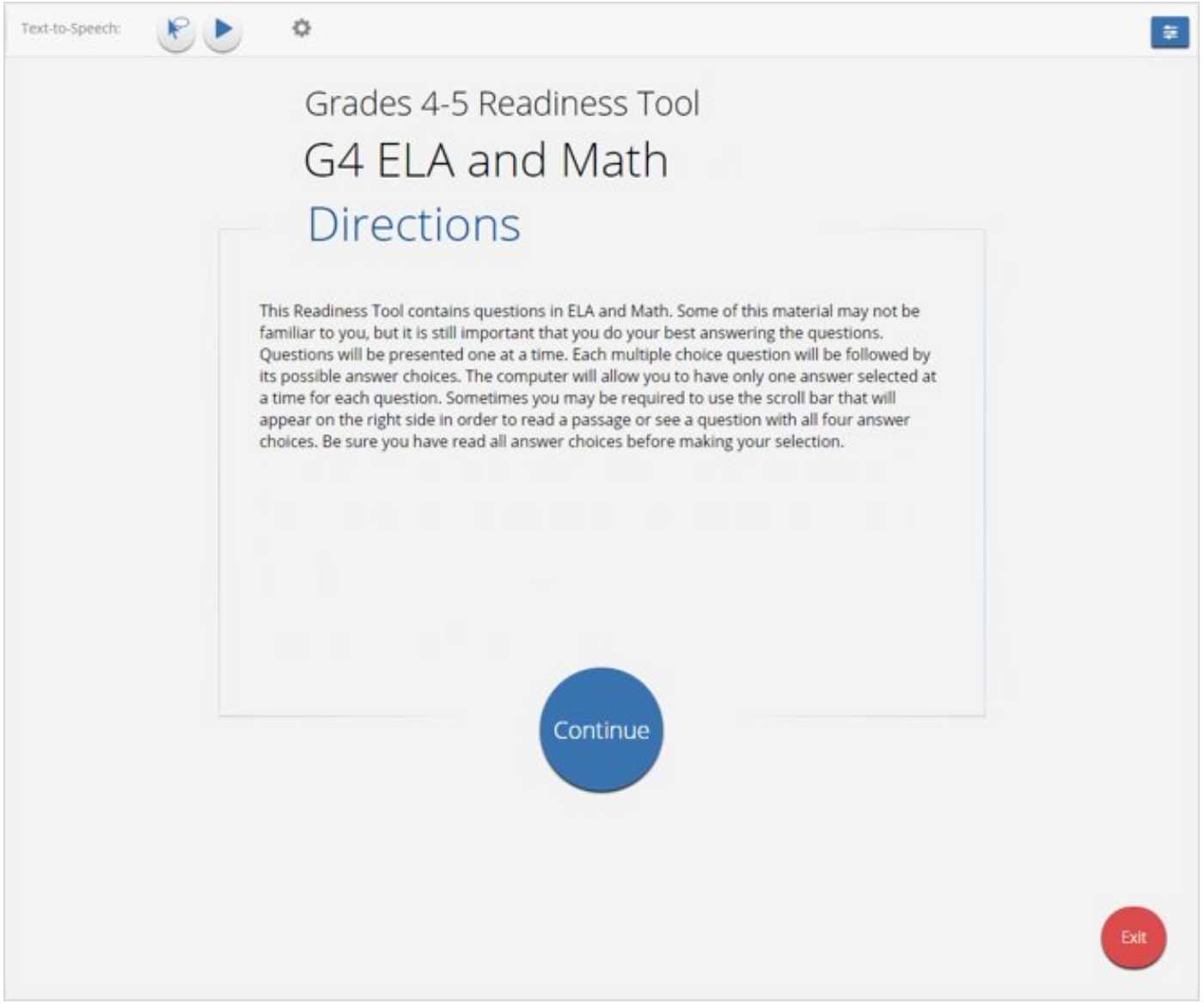
Options Page



Note: Only those students with accommodations will see the Options page.

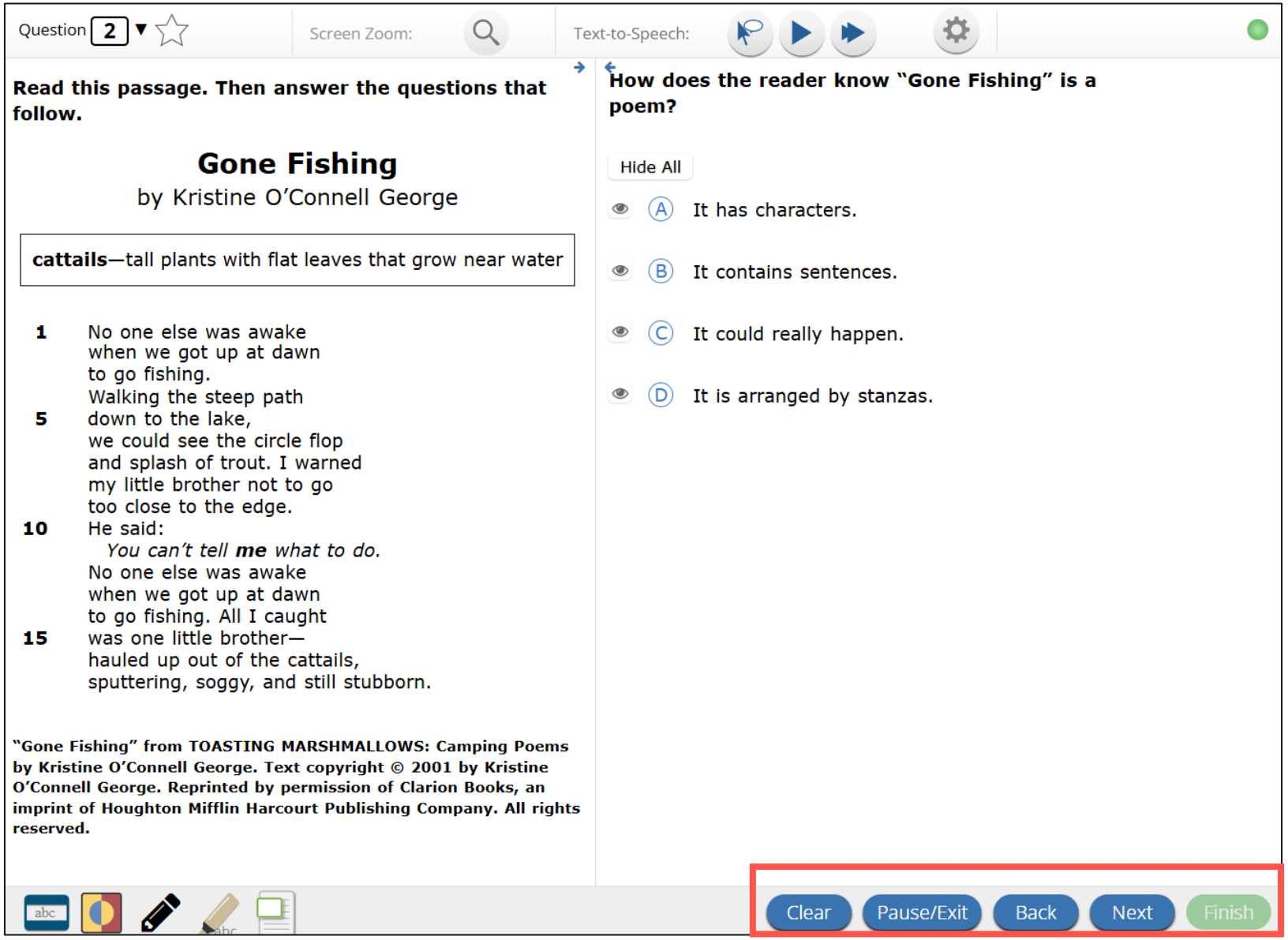
For more information about Accommodations please visit the Oklahoma Help and Support Site.

Directions Page

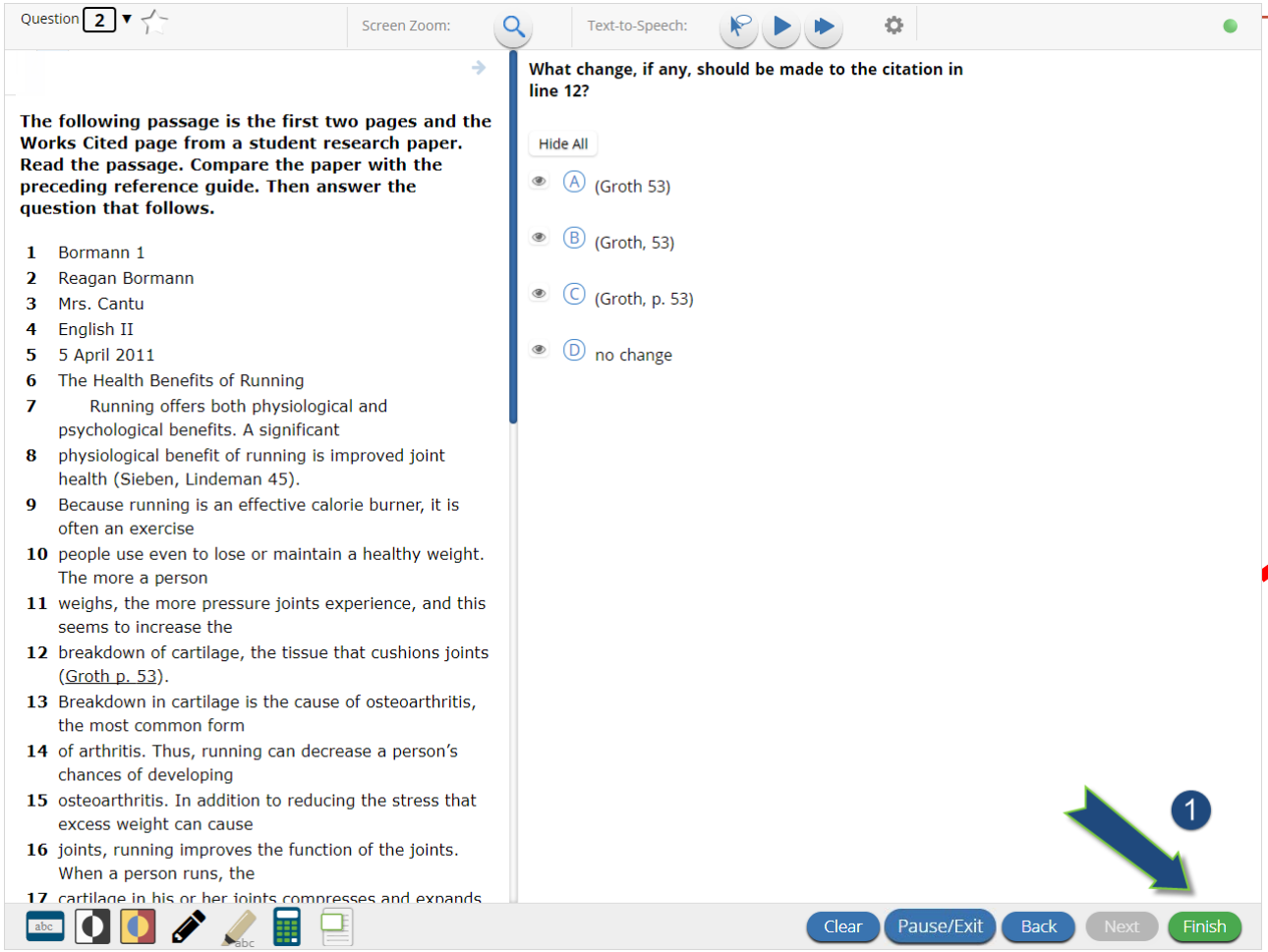


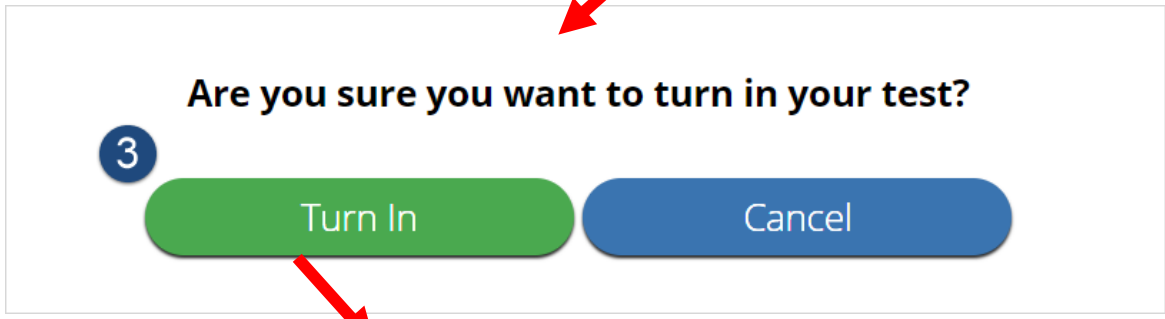
Accommodations Options Overlay button allows a student to bring up the accommodation options page to change accommodation settings if needed.

Test & Item Navigation



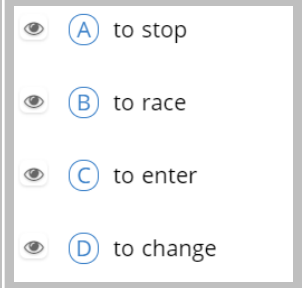
Review and Turn In





Universal Tools

Universal Tools are available to all students for online testing:

Name	Assessment / Content Area	Tool Icon	Supported Devices
Guideline	All		All
Answer Masking	All		All
Sketch	All		All
Highlighter	All		All

NEW!

Item Level Tools

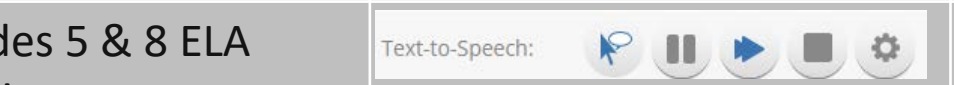
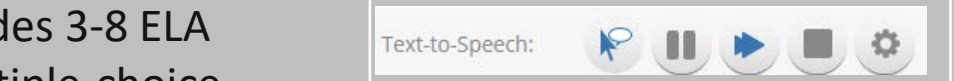
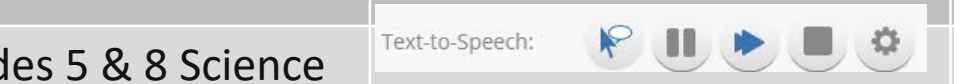
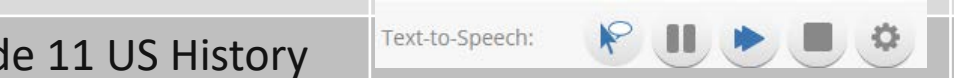
Calculators are available to all students for specific assessments and content areas:

Name	Assessment / Content Area	Tool Icon	Supported Devices
Basic Calculator	Grades 6-7 Math		All
Scientific Calculator	Grade 8 Math and Science		All
Graphing Calculator	Grade 11 Science		All

Desmos basic, scientific, and graphing calculators will be available on Practice Tests and Operational Tests.

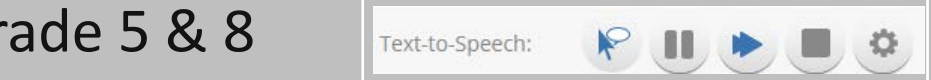
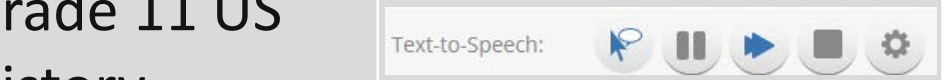
Accommodations

Text-to-Speech accommodations ordered for specific students:

Name	Assessment/Content Area	Tool Icon	Supported Devices
Text-to-Speech Mathematics	Grades 3-8 Math		Not supported on Linux
Text-to-Speech ELA Writing Grade 5 & 8	Grades 5 & 8 ELA Writing		Not supported on Linux
Text-to-Speech NS1 ELA Gr. 3-8 Multiple-choice (State approval is required)	Grades 3-8 ELA Multiple-choice		Not supported on Linux
Text-to-Speech Science	Grades 5 & 8 Science		Not supported on Linux
Text-to-Speech US History	Grade 11 US History		Not supported on Linux

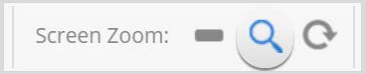
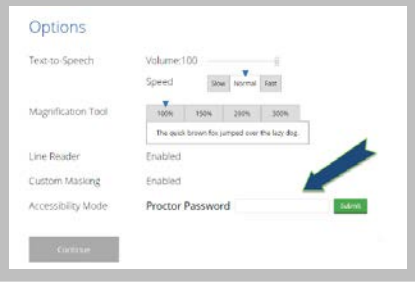
Accommodations

Text-to-Speech Accommodations ordered for specific students:

Name	Assessment / Content Area	Tool Icon	Supported Devices
Spanish Text-to-Speech Mathematics	Grades 3-8 Math		Windows, macOS, and Chrome OS
Spanish Text-to-Speech Science	Grade 5 & 8 Science		Windows, macOS, and Chrome OS
Spanish Text-to-Speech US History	Grade 11 US History		Windows, macOS, and Chrome OS

Accommodations

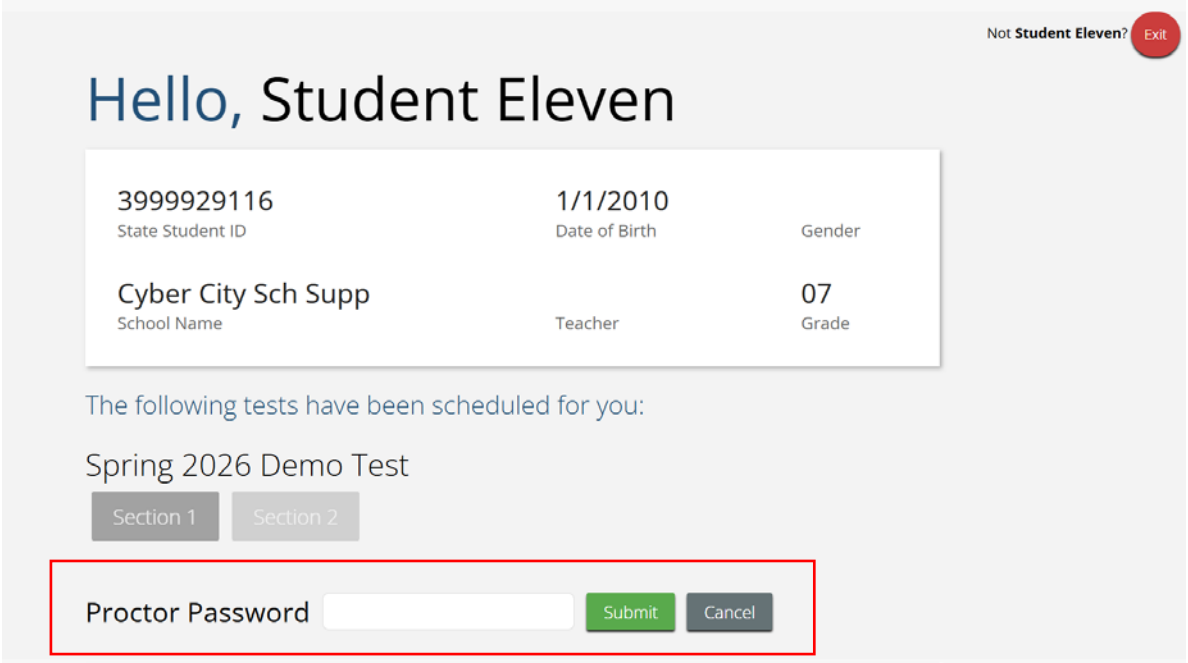
Accommodations ordered for specific students:

Name	Assessment / Content Area	Tool Icon	Supported Devices
Screen Zoom	All	100%, 150%, 200%, 300% 	All
Color Contrast	All		All
General Masking	All		All
Turn Off All Universal Tools	All	Guideline, Answer Masking, Sketch and Highlighter not available	All
Allow Accessibility Mode Testing	All		All

Proctor Password

When is a proctor password required?

- Student pauses for longer than 20 minutes
- Student is inactive longer than 60 minutes
- On an abrupt closure of the OSTP Kiosk
- When a student submits a test offline



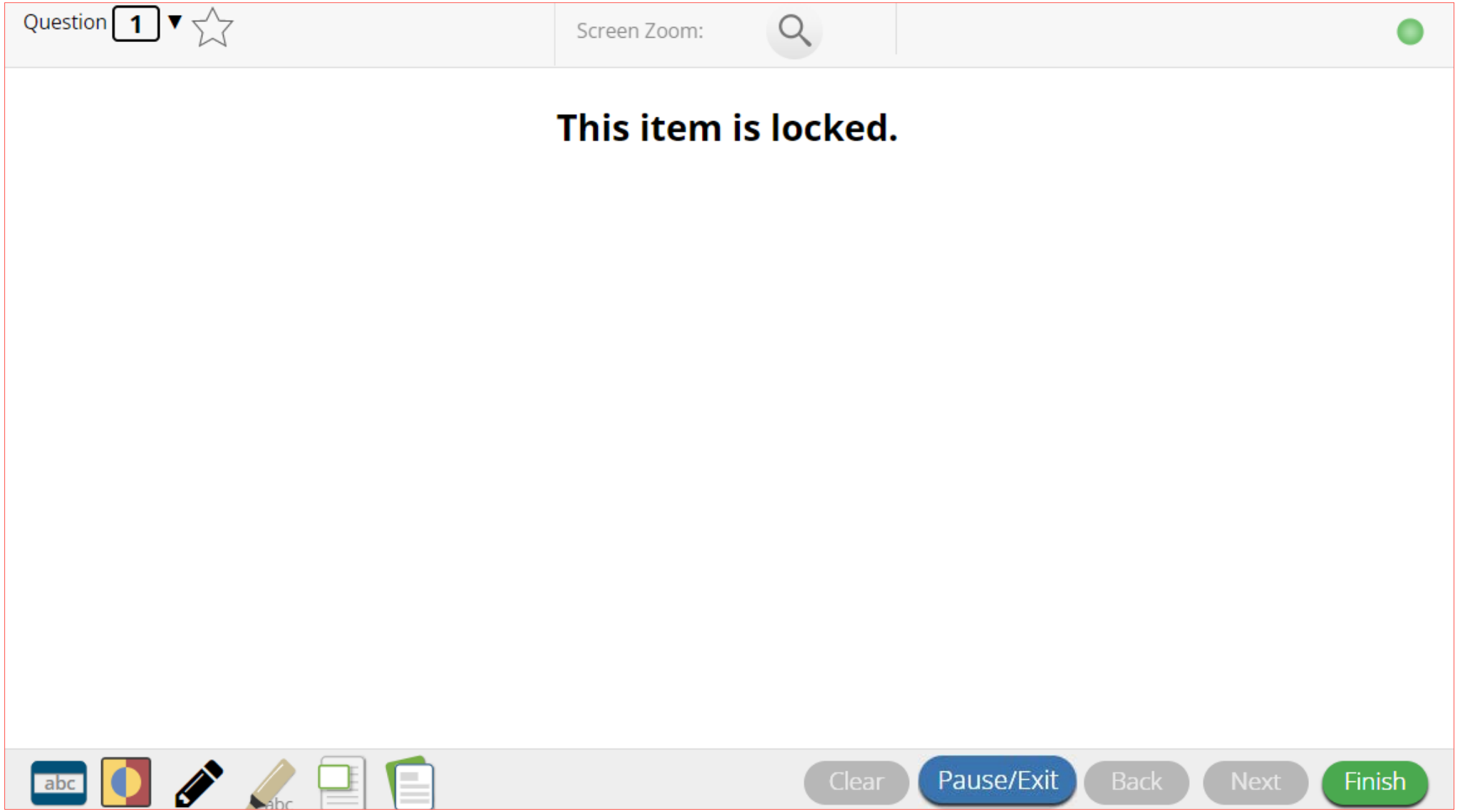
DTC users can access the Proctor Password on the Home page within the Administration component of the portal.

Students must never enter or be given access to the Proctor Password.

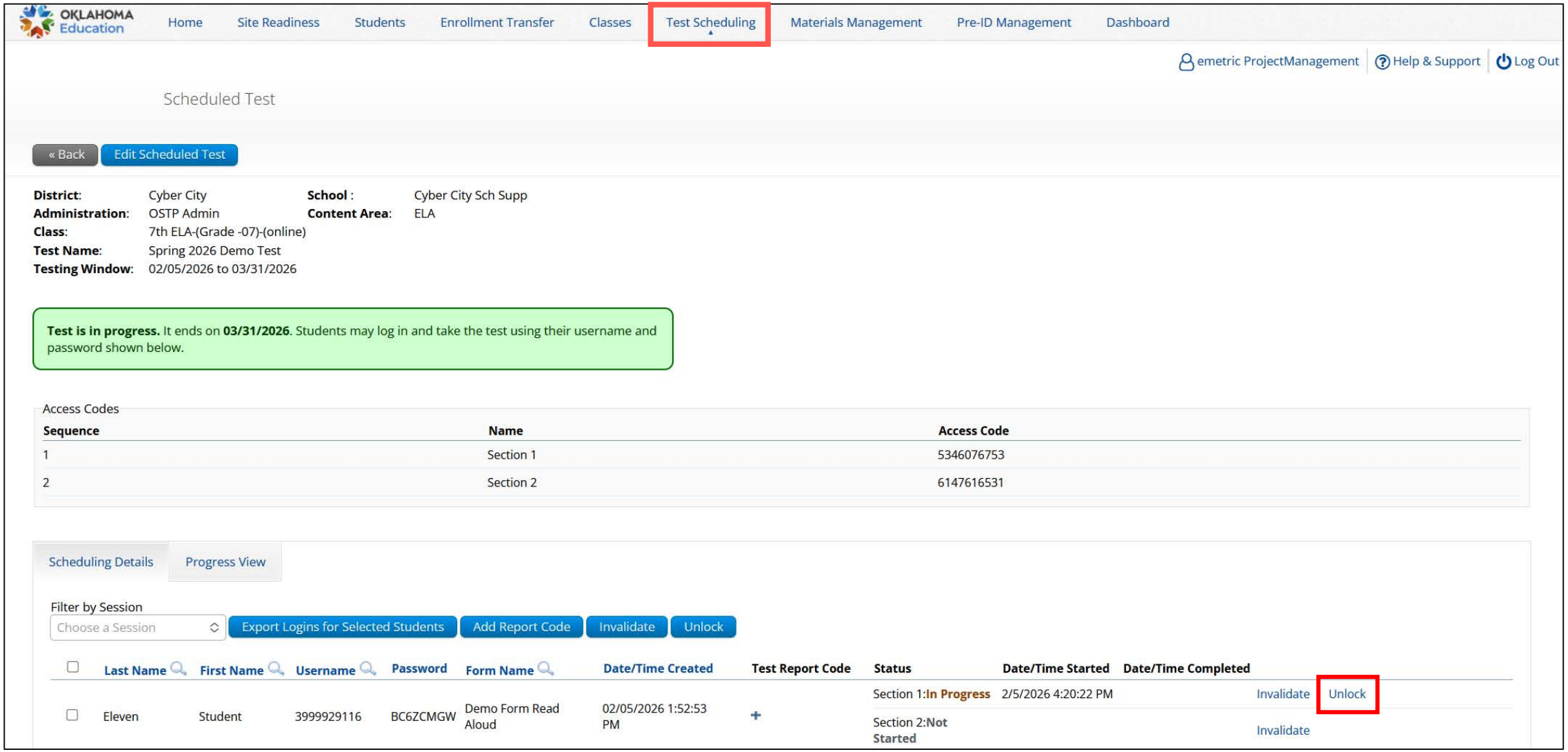
Item Locking

- Item lock and pause timeout
  - If a student pauses the test for more than 20 minutes, the kiosk will log the student out of the test.
  - A proctor password will be required to reenter the test.
  - Any items the student answered before the pause will be locked and the student will not be able to return to those items.
- Item lock and inactivity timeout
  - If a student testing is inactive for more than 60 minutes, the kiosk will log the student out of the test.
  - A proctor password will be required to reenter the test.
  - Any items the student answered before the inactivity will be locked and the student will not be able to return to those items.
- Item lock and abrupt closure
  - If an abrupt closure happens on a student's testing device, the kiosk will log the student out of the test.
  - A proctor password will be required to reenter the test.
  - Any items the student answered before the abrupt closure will be locked and the student will not be able to return to those items.

Item locked in Kiosk



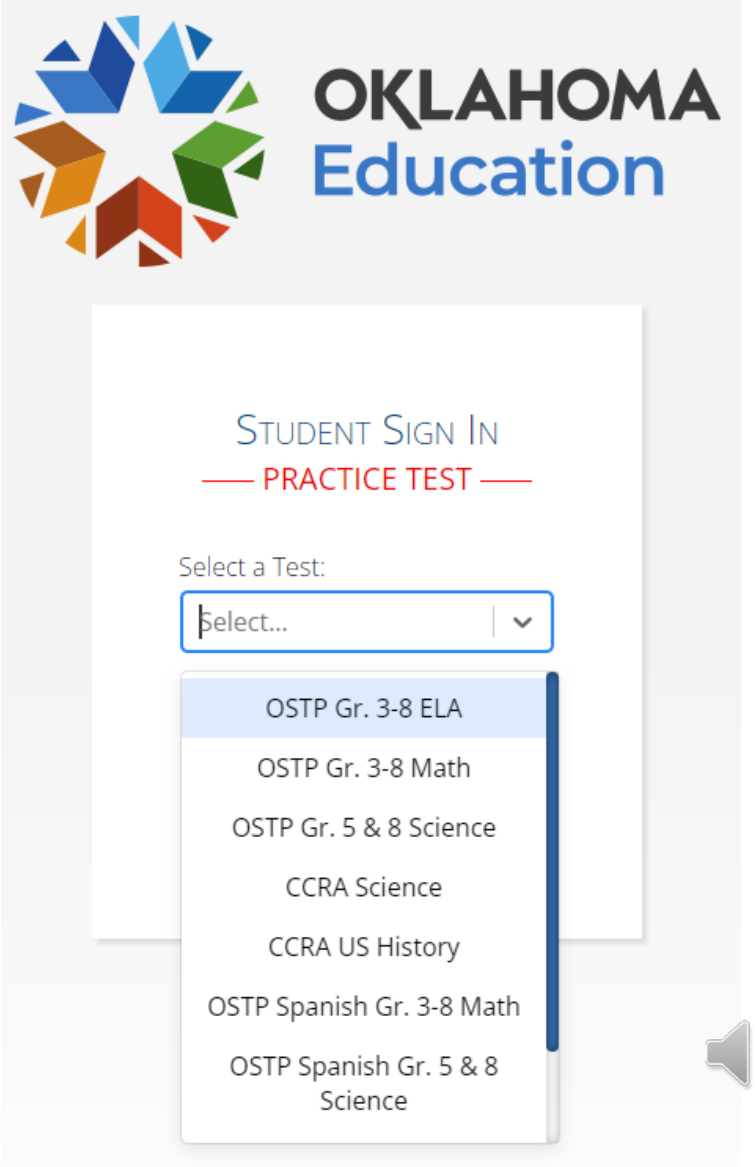
Unlock link in the Portal



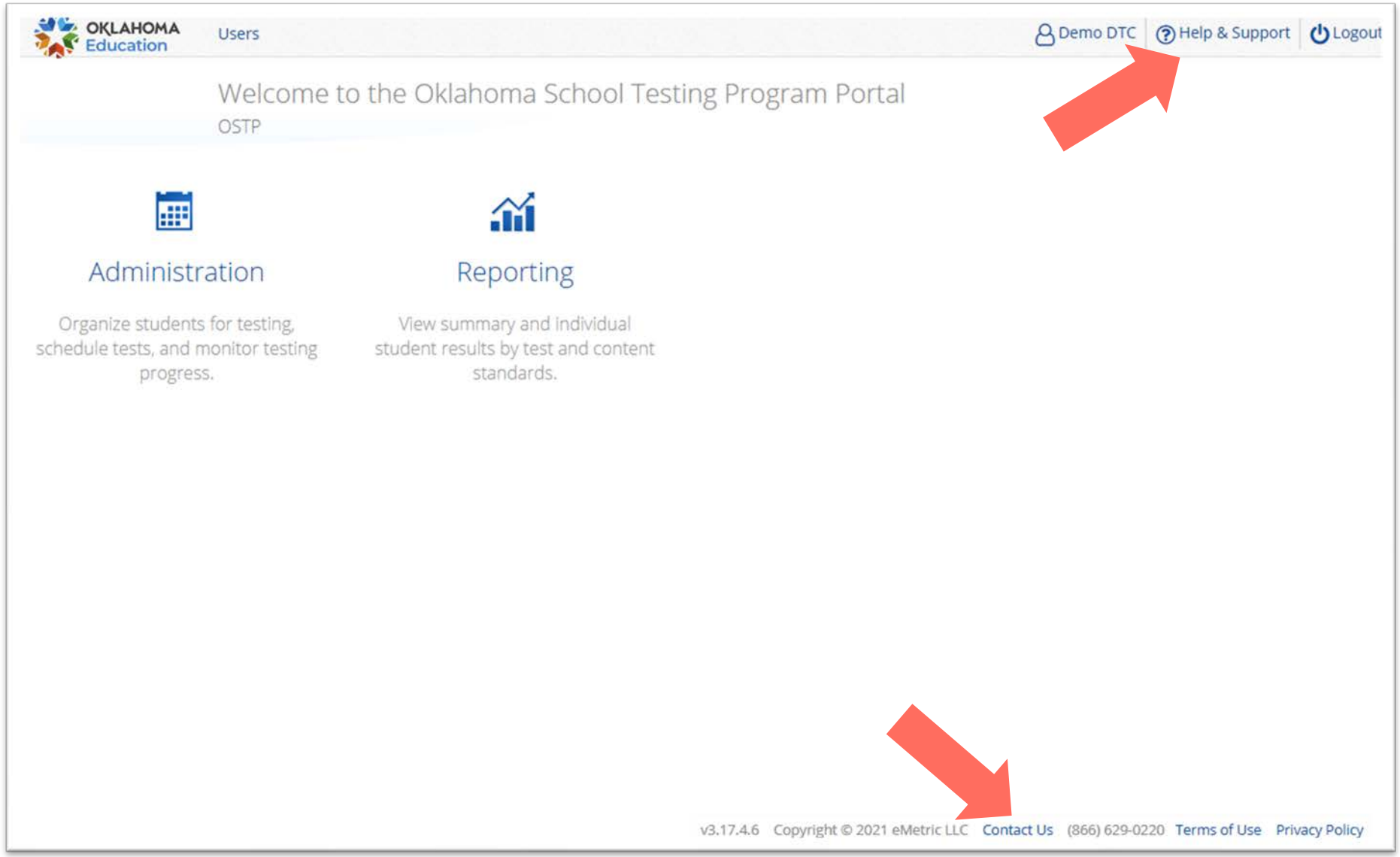
Online Practice Tests

https://okpracticetest.cognia.org/student

- The Practice Test can be taken on a browser or with the OSTP Kiosk or mobile apps.
- Students will not need a username and password to access the practice tests.
- The Practice Tests are split by content area/subject.
- If a student needs screen zoom, they must use the Kiosk.
- Students should take the practice tests on the devices to be used for testing.



Training Resources

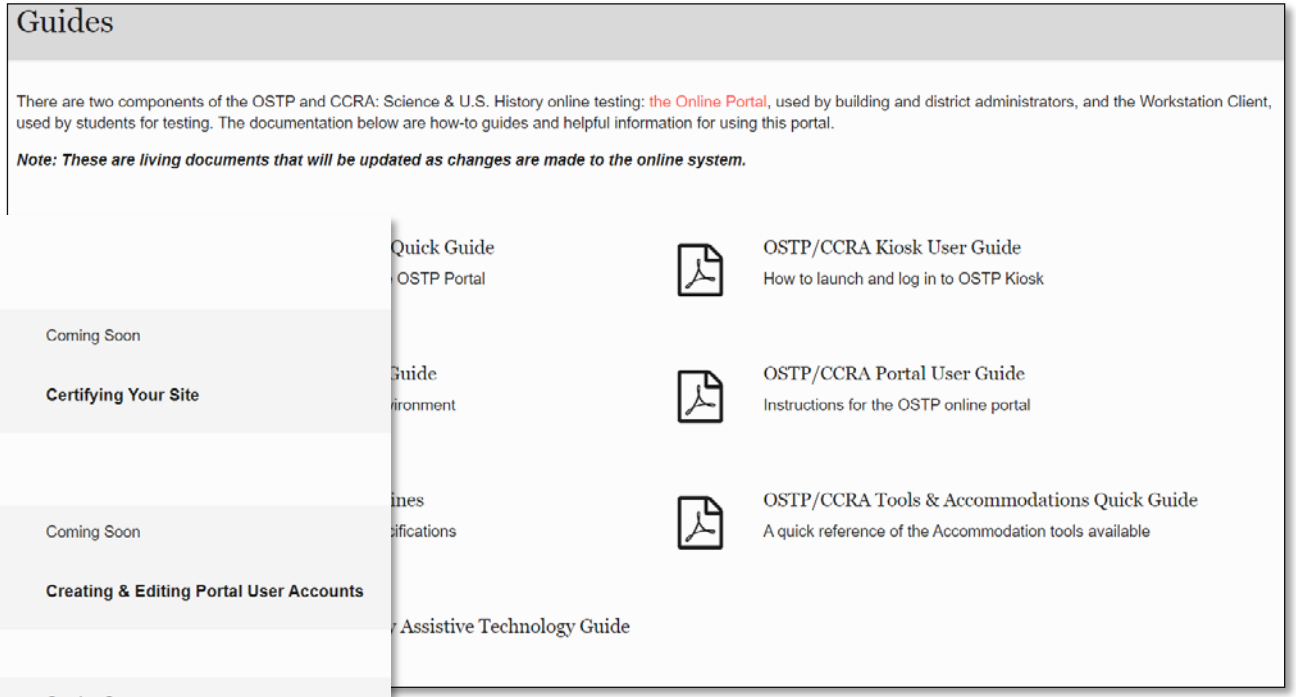


Training Resources

Help & Support Site

- User Guides
- Tutorials

https://oklahoma.onlinehelp.cognia.org/



Guides

There are two components of the OSTP and CCRA: Science & U.S. History online testing: the Online Portal, used by building and district administrators, and the Workstation Client, used by students for testing. The documentation below are how-to guides and helpful information for using this portal.

Note: These are living documents that will be updated as changes are made to the online system.

Quick Guide
OSTP Portal

Guide
ironment

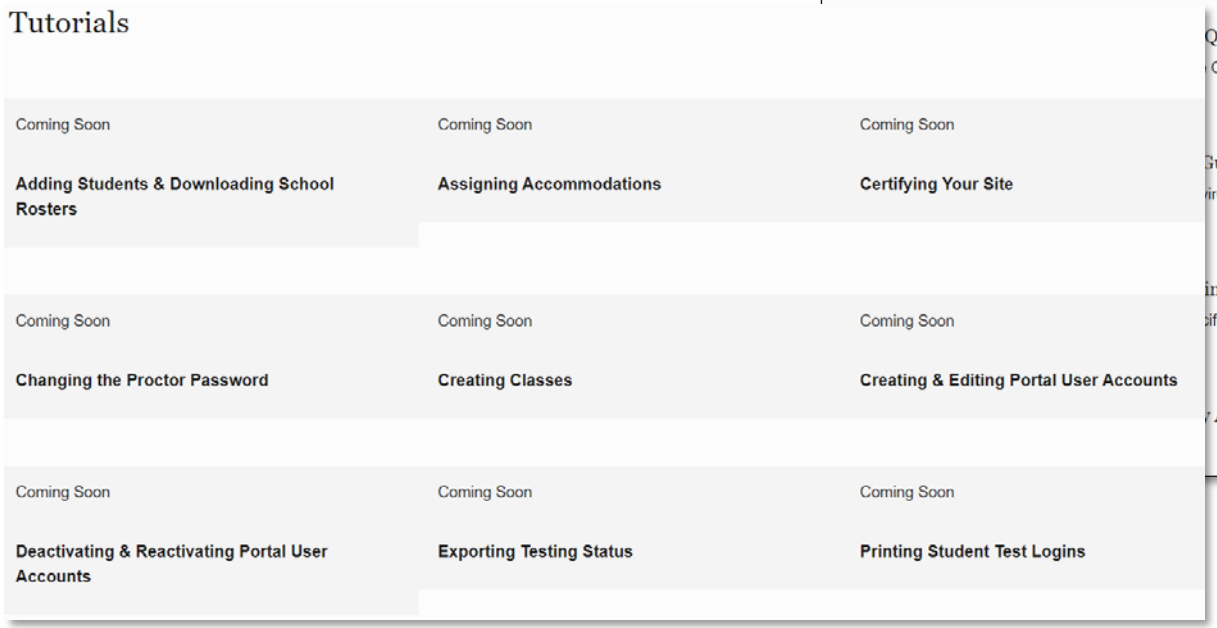
ines
ifications

Assistive Technology Guide

OSTP/CCRA Kiosk User Guide
How to launch and log in to OSTP Kiosk

OSTP/CCRA Portal User Guide
Instructions for the OSTP online portal

OSTP/CCRA Tools & Accommodations Quick Guide
A quick reference of the Accommodation tools available



Tutorials

Coming Soon	Coming Soon	Coming Soon
Adding Students & Downloading School Rosters	**Assigning Accommodations**	**Certifying Your Site**
Coming Soon	Coming Soon	Coming Soon
Changing the Proctor Password	**Creating Classes**	**Creating & Editing Portal User Accounts**
Coming Soon	Coming Soon	Coming Soon
Deactivating & Reactivating Portal User Accounts	**Exporting Testing Status**	**Printing Student Test Logins**

Thank You!

Paper/pencil material

Agenda

- Alternate Forms
- Spanish Options
- Manuals
- Student Labels and Rosters
- When to Void a Booklet
- Receiving and Returning Material
- Security Checklists
- Test Security Forms in Google Forms
- Module Trainings in Canvas
- Support Materials

Alternate Forms

- Large-Print and Braille are included in your initial shipment based on the January 2026 precode submission.
- Braille Kits include:
  - Braille materials, standard materials, administration note and Braille instructions
- Large Print Kits include:
  - Large Print materials, Standard materials, and administration note
- LP and Braille responses must be transcribed to a scannable standard test book or answer document.
  - All transcribed answer documents go in the regular scorable materials envelopes.

Spanish Translation Options

- A Spanish version of the test will be available online for **Grades 3-8 Math, 5 and 8 Science, and CCRA Science and U.S. History Content.**
- Please remember to create separate test sessions for Spanish test takers and for those students who need the Spanish text-to-speech accommodation.
- You are no longer required to download a Spanish voice pack if your student needs Spanish text-to-speech.
- The Spanish text-to-speech will automatically generate as the test is taken.

Note: *Student(s) who require a Spanish verbal translated online test form as documented in their ELAP **must** have been using this accommodation throughout the year. For further information about OSTP EL Accommodations, please refer to the OSTP EL Accommodations Manual.*

Manuals

Test Preparation Manual OSTP 3-8
Test Preparation Manual CCRA Science and U.S. History Content
Test Administration Manual 3-5
Test Administration Manual 6-8
Test Administration Manual CCRA Science and U.S. History Content
PSTGs
Spanish PSTGs

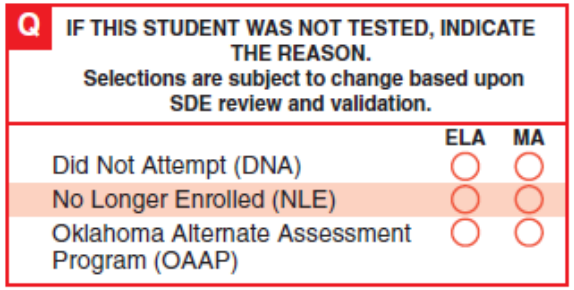
- A controlled number of printed manuals have been shipped
- You can print any manual off the Cognia Help and Support Site.
- You can read TAM directions electronically to students, but not with a cell phone.

http://oklahoma.onlinehelp.Cognia.org/

Student Labels and Rosters

- Student labels will be provided for every student needing paper forms indicated through the Wave.

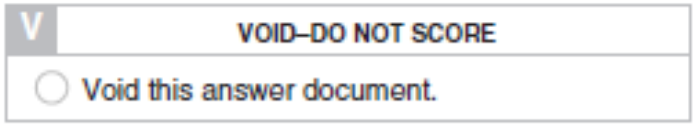
- **Students with Labels:** Verify Student Information
  - If any student demographic details are incorrect on the student label, still use the label **unless** there is a mistake in the main identifiers – **first name, last name, DOB, or State Student ID (STN)**.
  - If one or more of these identifiers is incorrect, do not use the label and bubble the student information on the demographic page of the answer document or integrated test booklet.
  - If a school receives labels for students who are no longer enrolled, adhere the label to a blank student answer document and mark the reason in box Q.



Student Labels and Rosters

- **Students without Labels:**
  - If a student does not have a label for any reason (e.g., label is missing, lost or damaged), bubble the student information carefully on the student demographic page of the answer document or integrated test book.
  - If student ID labels for an entire class are missing, students may bubble their own demographic information.

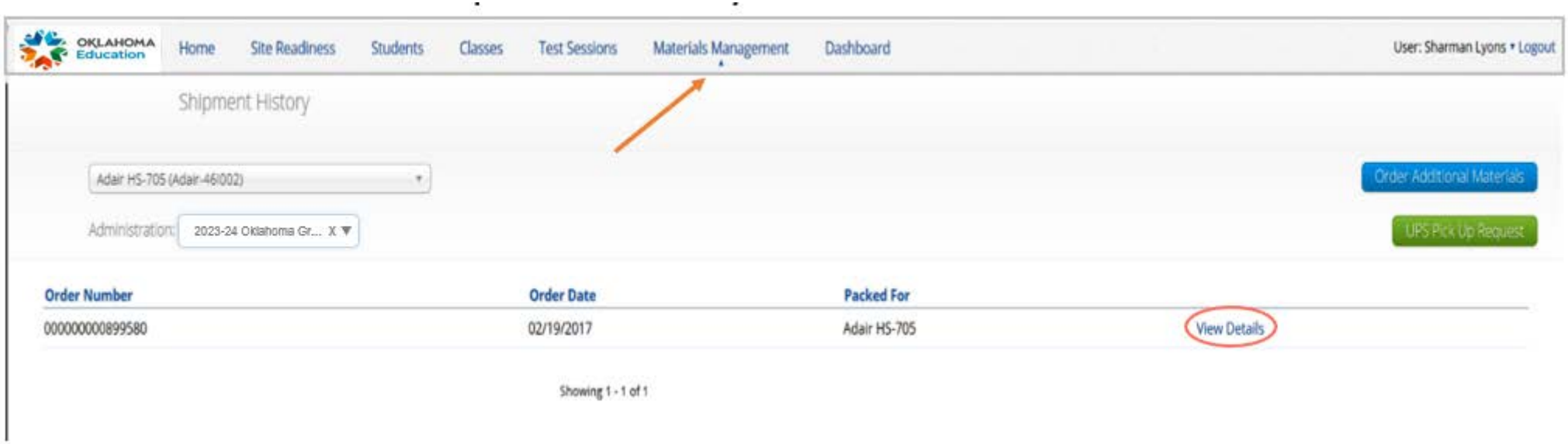
Void Bubble



- Voids are applicable when an answer document is damaged and/or not scoreable or a breach has been administered.
- Filling in the void bubble in box V indicates the answer document will not be scored.
- Testing Irregularities need to be submitted using Office of Assessment Google Form.
  - A testing irregularity does not mean an answer document needs to be voided.
- Opportunity to review during clean-up window.

Tracking Shipments

The Materials Management link in the Administration menu allows the user to view shipment history.



The user will be able to view additional details about the order by clicking View Details in the order's data row.

Note: Orders that have not been shipped will not appear on this list.

Ordering Additional Materials – Packing Slip

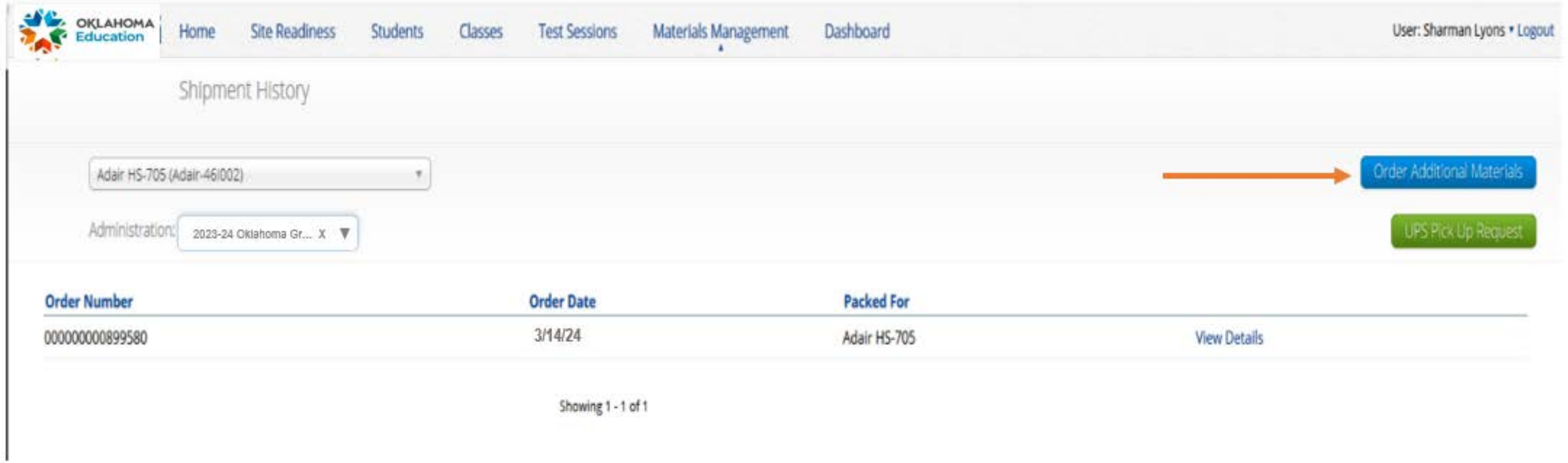
cognia

PACKING SLIP *Secure Material*

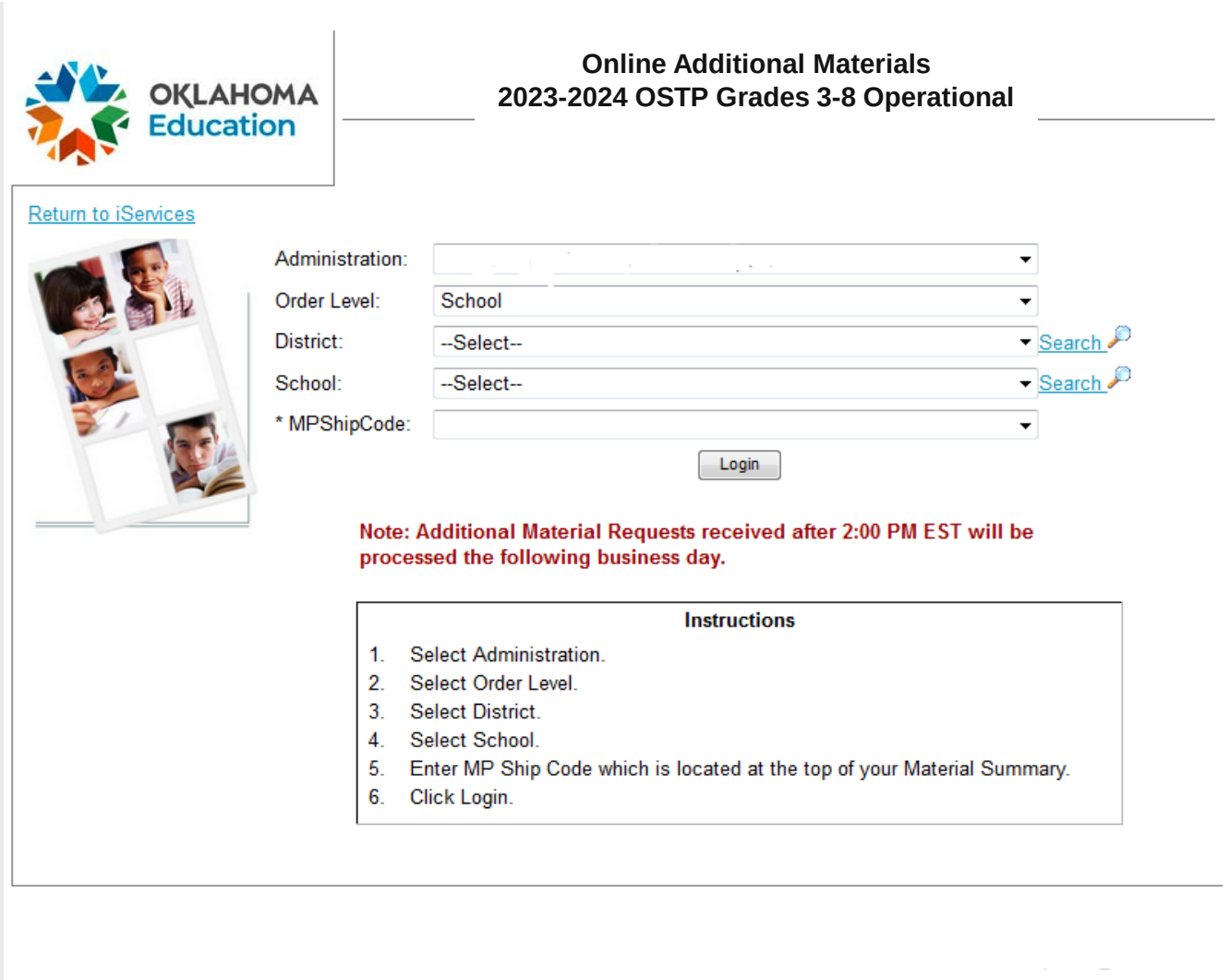
Ship To:

Cognia Ship Code:	000000000754662		Date Packed: 03/11/2024
Contract: 155900	Contract Name: OSTP		Administration: 2023-2024
County Code:	County Name:	SU Code:	Superintendent Unit Name:
District Code:	District Name:		
School Code:	School Name:	Grade:	Enrollment:
Box Label:	00000056494003		

Ordering Additional Materials



Ordering Additional Materials



Return Shipping Grades 3-8

Last Day for Materials Pick-up	**Grade 3-8**
* Districts are encouraged to schedule their own UPS pickup per the directions in the Test Preparation Manual. If you schedule your own UPS pickup, please contact Cognia to cancel the automatic pick up.	**<u>All scorable and non-scorable material</u>** • If utilizing the self-schedule option that must be done by **4/30/26** • Cognia scheduled a 1-day pickup on **5/4/26**

OSTP Return of Materials Grades 3-8: 2026

Once your materials are packaged for return, there are two options for sending them to Cognia:

1. A UPS pickup may be scheduled anytime during the paper test administration window by going to the Materials Management Section of the eMetric Portal (https://oklahoma.cognia.org/). See the *Portal User Guide* (https://oklahoma.onlinehelp.cognia.org/guides/) for directions.
2. To help facilitate the return of your testing materials, an automatic pickup has been prescheduled for your District. If your District chooses to schedule an earlier return, please contact the Oklahoma Service Center by 12:00 p.m. two days prior to the automatic pickup date.

Contact information:
1-866-629-0220; oktechsupport@cognia.org

Scheduled pickup date:
May 4, 2026
UPS Next Day Air Return Service

Use the Next Day Air Return Service Label(s) for the Return of All OSTP materials to Cognia.

Note: These labels are district, school, and test administration specific. Please ensure the correct district/school label(s) are being used.

Returning Materials OSTP

Please retain the boxes received with your test material shipment to reuse for returning test materials to Cognia.

Packing of OSTP Materials

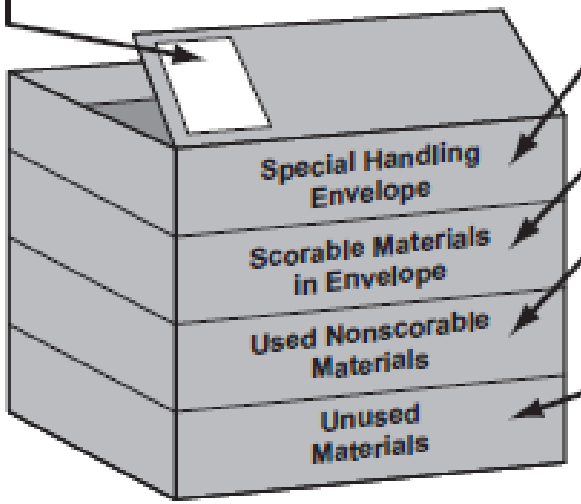
Special Handling Envelope

This envelope should include:
- typed responses with student answer documents
- notes on school letterhead with explanation of damaged and contaminated booklets
  - Notes must include: Student's full name, Student Testing Number (STN), grade level, content area, district code, and school code.

Please DO NOT include contaminated material.

Shipping Label

Apply the UPS Return Shipping Label for the correct district/school to the top of the box. This information is printed as the return address on the label.



Scorable Materials

Answer documents and integrated test booklets must be placed inside the Return Used Answer Document Envelope. This includes any transcribed answer documents or integrated test booklets. These envelopes are labeled by grade and/or content (e.g., OSTP Grade 5 Science).

Used Nonscorable Materials

- Test Booklets
- Large-Print Test Booklets
- Braille Test Booklets

Unused Materials

- Test Booklets
- Answer Documents
- Integrated Test Booklets

Materials to be Discarded

- District or Building Test Coordinator Memo
- *Test Preparation Manual* (TPM)
- *Test Administration Manual* (TAM)
- *Parent, Student, and Teacher Guide*
- Return Packing/Shipping Instructions
- Math Reference Sheets

Materials to be Shredded or Destroyed

- Students' rough drafts, scratch paper, and unmarked grid paper
- Student test login tickets or unused student labels
- Contaminated materials (See instruction in TPM.)
- Unused return shipping labels and envelopes

Return Shipping CCRA Science & U.S. History

Last Day for Materials Pick-up	**CCRA Science & U.S. History: <u>All scorable and non-scorable materials</u>**
* Districts are encouraged to schedule their own UPS pickup per the directions in the Test Preparation Manual. If you schedule your own UPS pickup, please contact Cognia to cancel the automatic pick up.	• If utilizing the self-schedule option that must be done by **4/10/26** • Cognia scheduled a 1-day pickup on **4/14/26.**

Returning Materials CCRA

CCRA: Science & U.S. History
Return of Materials: 2025–2026

Once your materials are packaged for return, there are two options for sending them to Cognia:

1. A UPS pickup may be scheduled anytime during the paper test administration window by going to the Materials Management Section of the eMetric Portal (https://oklahoma.cognia.org/). See the *Portal User Guide* (https://oklahoma.onlinehelp.cognia.org/guides/) for directions.
2. To help facilitate the return of your testing materials, an automatic pickup has been prescheduled for your District. If your District chooses to schedule an earlier return, please contact the Oklahoma Service Center by 12:00 p.m. two days prior to the automatic pickup date.

Contact information:
1-866-629-0220; oktechsupport@cognia.org

Scheduled pickup date:
April 14, 2026
UPS Next Day Air Return Service

Use the Next Day Air Return Service Label(s) for the Return of All CCRA: Science and U.S. History materials to Cognia.

Note: These labels are district, school, and test administration specific. Please ensure the correct district/school label(s) are being used.

Returning Materials CCRA

Packing of CCRA Materials

Please retain the boxes received with your test material shipment to reuse for returning test materials to Cognia.

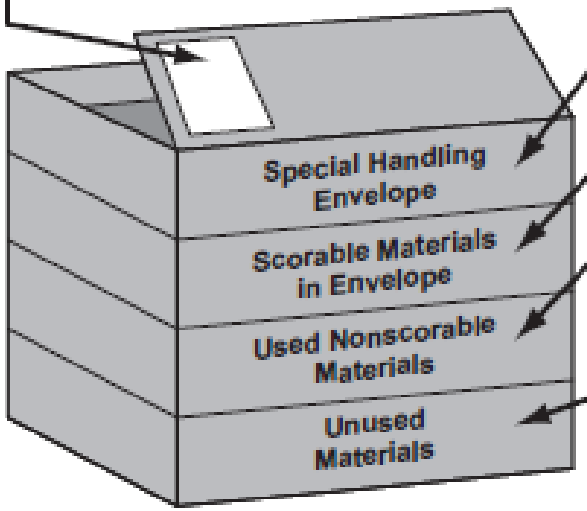
Special Handling Envelope

This envelope should include:
- typed responses with student answer documents
- notes on school letterhead with explanation of damaged and contaminated booklets
  - Notes must include: Student's full name, Student Testing Number (STN), grade level, content area, district code, and school code.

Please DO NOT include contaminated material.

Shipping Label

Apply the UPS Return Shipping Label for the correct district/school to the top of the box. This information is printed as the return address on the label.



Scorable Materials

Answer documents must be placed inside the Return Used Answer Document Envelope. This includes any transcribed answer documents. These envelopes are labeled by grade and/or content (e.g., CCRA Grade 11 Science).

Used Nonscorable Materials

- Test Booklets
- Large-Print Test Booklets
- Braille Test Booklets

Unused Materials

- Test Booklets
- Answer Documents

Materials to be Discarded

- District or Building Test Coordinator Memo
- *Test Preparation Manual* (TPM)
- *Test Administration Manual* (TAM)
- *Parent, Student, and Teacher Guide*
- Return Packing/Shipping Instructions
- Periodic Table

Materials to be Shredded or Destroyed

- Students' scratch paper and unmarked grid paper
- Student test login tickets or unused student labels
- Contaminated materials (See instruction in TPM.)
- Unused return shipping labels and envelopes

Materials to be Discarded and Not returned to Cognia

- District Test Coordinator Memo
- Building Test Coordinator memo
- Test Preparation Manual (TPM)
- Test Administration Manual (TAM)
- Parent Student Teacher Guide (PSTG)
- Return Packing/Shipping Instructions

Contaminated materials

- Follow the protocol set by your State Department for the disposal of hazardous materials

Materials to be Shredded and Not Returned to Cognia

- Students' rough draft, scratch paper, and unmarked grid paper
- Math Reference Sheets and Periodic Table
- Students' test login tickets
- Unused student labels
- Unused UPS return shipping labels

Contaminated materials

- Follow the protocol set by your State Department for the disposal of hazardous materials

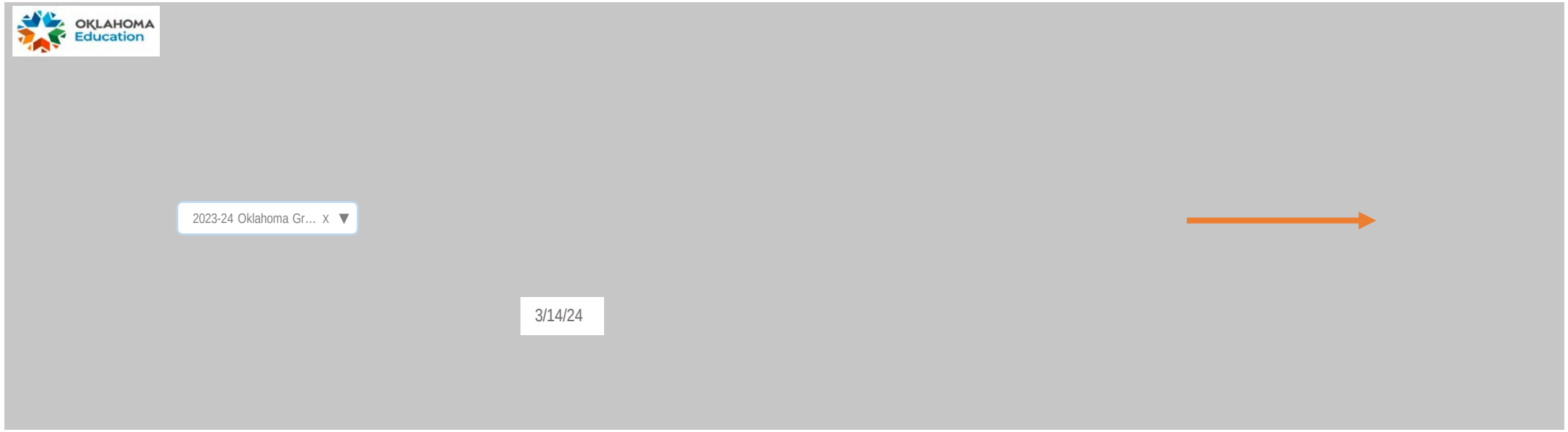
Return Shipping Labels

Return shipping labels are district, school, and testing administration specific. It's very important you take care to ensure the correct labels are applied to your boxes when returning all testing materials to Cognia.

- Materials will be returned using a UPS Next Day Air Service Label for OSTP Grades 3-8 and CCRA: Science and U.S. History testing materials.
- Return Shipping labels are only sent to districts if they have sites requiring PBT materials as indicated in the WAVE file.
- Envelopes containing return Shipping labels are packed in your district box(es).

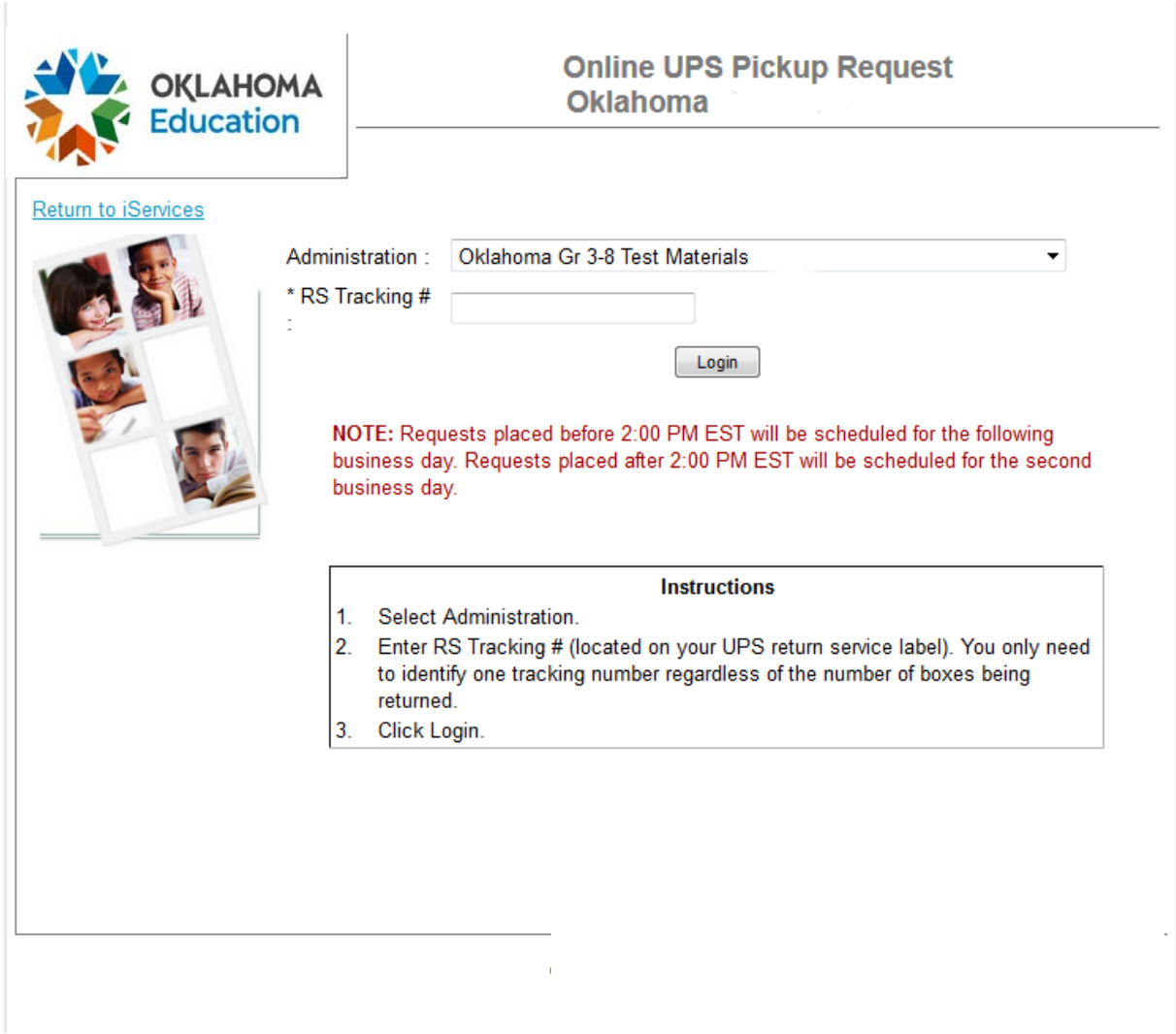
UPS Pickup – Self Schedule

The Materials Management link in the Administration menu will be used to schedule the UPS pick up at the end of testing.



Clicking on UPS Pick UP Request will send users to the Cognia UPS pick up site.

UPS Pickup Option – Self Schedule



UPS Pickup – Automatic

- UPS will automatically be picked up from any district that has not scheduled their own pick up.
- OSTP Grade 3-8
  - **5/4/26** Grade 3-8 All Scorable and nonscorable Material
- CCRA
  - **4/14/26** – All Scorable and nonscorable materials for Science and U.S. History
- Everything must be ready for pickup prior to UPS arriving at the district.
- If you are self-scheduling, alert Cognia Oklahoma Service Desk 866-629-0220

Security Checklists

- Grades 3-8 and CCRA: Science & U.S. History
  - School boxes will contain a paper version.
  - Districts will receive electronic versions via the SFTP site.
  - Additional materials orders will only receive paper versions.

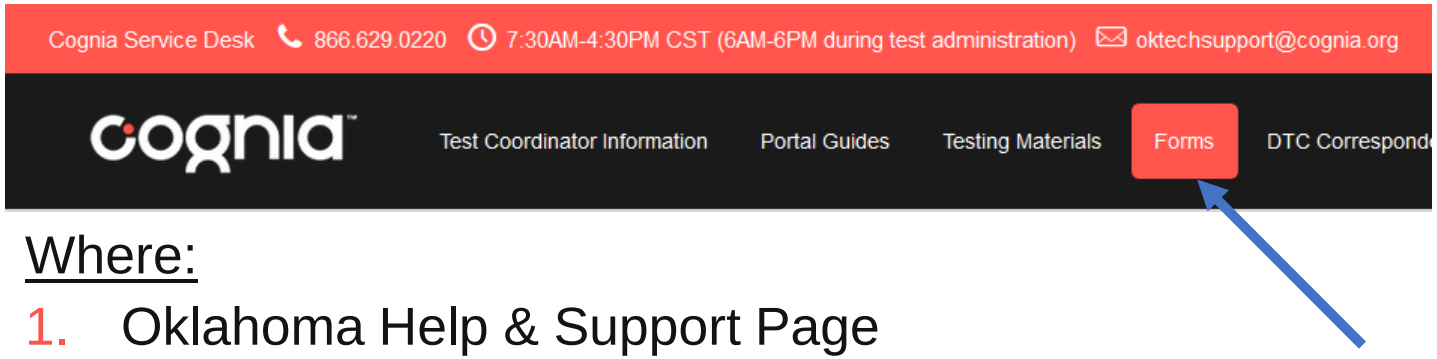
Test Security Forms 2026

- **Google Forms will be used for Spring 2026 Test Security Forms.**

- **Six** forms for electronic signature
  1. District Superintendent Test Security Form
  2. District Test Coordinator Test Security Form
  3. Building Principal Test Security Form
  4. Building Test Coordinator Test Security Form
  5. Test Administrator Test Security Form and NDA
  6. Remote Proctoring Test Security Form

- Step by step instructions will be on the Help and Support Site

Google Forms: Test Security Forms



Where:

1. Oklahoma Help & Support Page
2. Forms tab
3. Links will be provided for every form!

How to get to forms:

The OK Help & Support Page will contain links to each of the six forms under the Forms tab.

Who should fill out forms:

Each person who holds one of the six roles during test administration (District Superintendent, DTC, Building Principal, BTC, TA, Remote Proctoring TA) must click the link and fill out their form individually when test administration is completed.

Google Forms: Test Security Forms

Test security forms are easy to fill out like online surveys.

- If you fulfill one of the six roles listed during test administration, you will go to the Oklahoma Help & Support Page to click on your form link to fill out.
- You will fill out the form like you were filling out an online survey.
- 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.
- The email with your response serves as official record that you have completed the form. You must share this email with the proper school personnel.

Test Security Forms Reminders

- Forms will be filled out by the person who fulfills that role during testing. Forms will not be sent automatically via email to sign.
- **Six** forms for electronic signature
  1. District Superintendent Test Security Form
  2. District Test Coordinator Test Security Form
  3. Building Test Coordinator Test Security Form
  4. Building Principal Test Security Form
  5. Test Administrator Test Security Form and NDA
  6. Remote Test Administrator Security Form
- When you receive the email form receipt, you must forward it to the proper school personnel. Emails will not be automatically forwarded.
  1. District Superintendent- forward to DTC
  2. District Test Coordinator Test Security Form
  3. Building Test Coordinator – forward to DTC
  4. Building Principal – forward to BTC
  5. Test Administrator or **Remote Test Administrator**-forward to BTC

Test Security Form Reminders

- Cognia will host a Google test security form training webinar to go over each of the **six** spring 2026 test security forms on March 5. Invite to come soon.

- The Google Forms Test Security form practice links along with detailed, step by step directions on how to fill out each form will be posted Oklahoma Help & Support Site.

- Test Security Form examples are included in the Test Prep Manual for all forms except the Remote Test Administrator Form. Please find directions on the OK Help and Support page for this form coming soon.

TA/TP Training & Test Proctor Training

- Cognia will be providing the Test Administrator/Test Proctor Training Module, the Test Proctor Training Module, and the Remote Test Administrator Training Module through Canvas for spring 2026.
- There will again be a Remote Test Administrator Training Module for spring 2026! If you are planning to remotely administer the OSTP Grades 3-8 test this spring, you will need to watch this module to prepare.
- Training module links will be posted on the OK Help and Support site for use by February 27, 2026.
- Cognia will host a Canvas training webinar in March. A registration link will be provided in an upcoming email blast.
- The Cognia Canvas training will be recorded and posted on the OK Help and Support Site after the meeting.

Cognia Oklahoma Help & Support Site
https://oklahoma.onlinehelp.cognia.org/

- The Cognia Oklahoma Help & Support Site is a resource for finding information on the Oklahoma School Testing Program (OSTP) for grades 3-8 and College and Career Readiness: Science and U.S. History Content Assessment (CCRA: Science & U.S. History) for grade 11. We encourage you to visit this site often for updates and materials to support you before, during, and after the 2026 Spring testing administration.

Cognia Oklahoma Help & Support Site
https://oklahoma.onlinehelp.cognia.org/

- OSTP & CCRA Key Dates Documents
- Practice Test (Link)
- Portal User & Technology Guides
- Tutorials on Navigating the testing platform
- DTC & BTC Practice Site (Link)
- Test Administration Manuals (TAM)
- Test Preparation Manual (TPM)
- Accommodation Resources (Link)
- Parent Student Teacher Guides (English & Spanish)
- Reference Sheets, Periodic Table, & Writer Checklist (English & Spanish)
- Test Security Forms
- Assessment Reporting User Guide
- OSTP TA & TP Training Module Resources
- OSTP Parent Portal (Link)
- OSTP Parent/Student Portal User Guide
- Parent Report Example
- Performance Lookup Table
- Online Reporting Training Modules
- Training Presentations
- Return of Materials Posters
- Calculator Policy
- DTC Correspondence

Knowledge is Opportunity

Cognia is a global nonprofit that has the knowledge to help schools improve outcomes for all learners.