

## Test Administrator Test Security Form Directions

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

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

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

**Email \***

Your email \_\_\_\_\_

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

**Official District Code and Name \***

Choose ▼

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

**Official School Name \***

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



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

**Test Administrator Legal Name \***

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

**Step 6:** Enter your official school email address. Note: This is for accurate record keeping and is **not** being used as a location to send your form responses.

**Official School Email Address \***

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

**Step 7:** Enter your Educator's Oklahoma Teacher Certification Number.

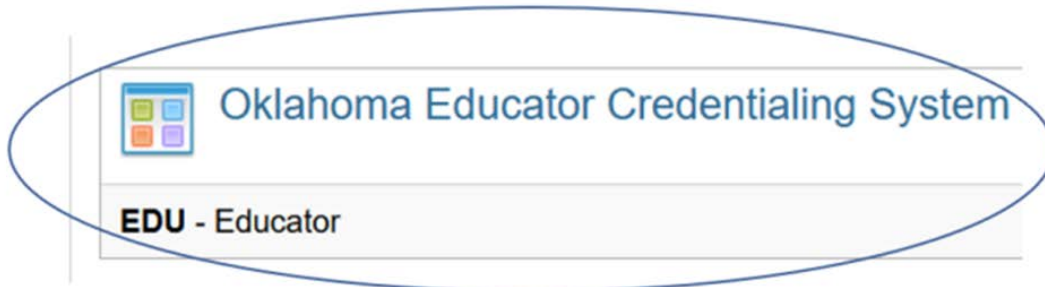
**Educator's Oklahoma Teacher Certification Number \***

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

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



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



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

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

**Step 8:** Review all the OSDE stipulations for a Test Administrator for the OSTP and CCRA test administration. Select the certification box.

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

I certify the above stipulations have been met.

**Step 9:** Enter your full legal name to acknowledge your agreement that all testing stipulations have been met. Next, click the Submit button. The form is now complete.

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

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

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

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

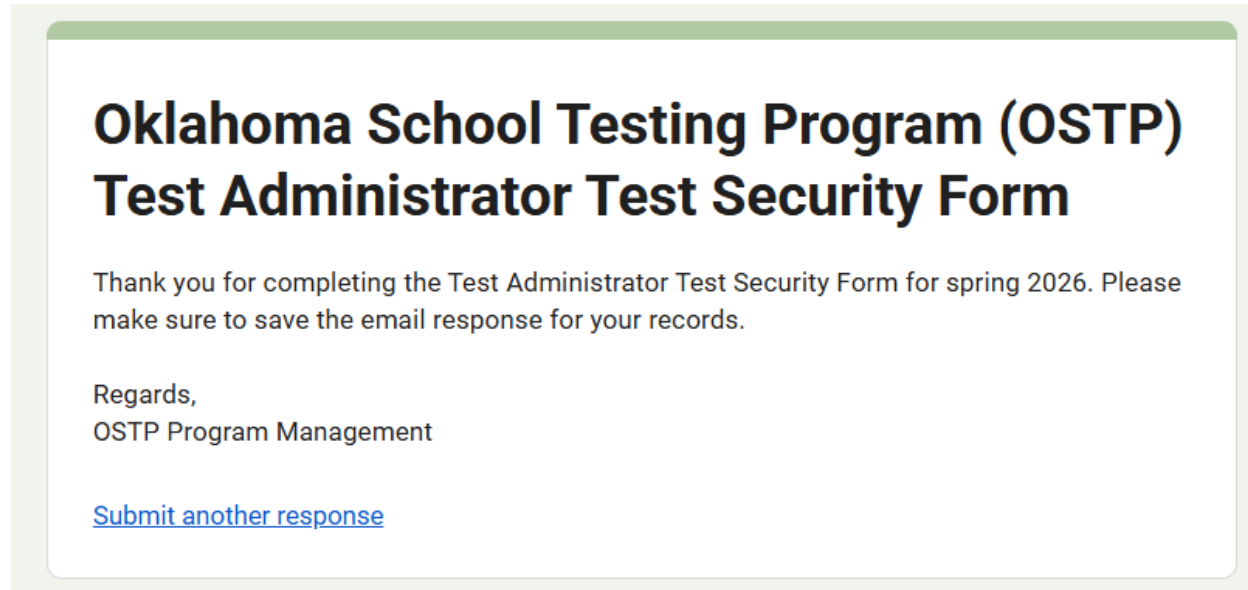
Submit

Clear form

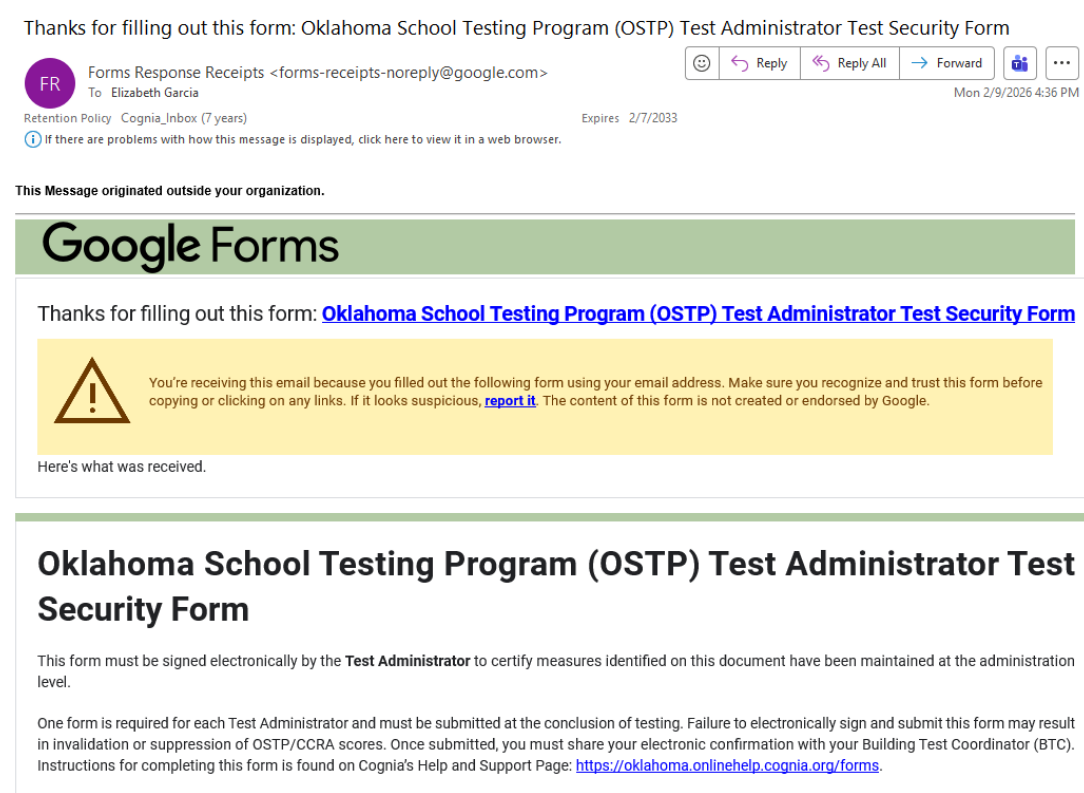


**Step 10:** You will receive a message thanking you for filling out the form. An email containing your responses with a link to download the PDF will automatically be sent to the official school email address you entered during Step 2.

You must share this email with the proper school personnel.



**Step 11:** Receive email.





**Step 12:** Remember to forward your Test Administrator Test Security Form to the proper school personnel. Principals and Test Administrators must share their completed forms with their Building Test Coordinator (BTC). Superintendents and BTCs must provide a copy of their completed forms to the District Test Coordinator (DTC).

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

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

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

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

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