



# Google Form Training for Test Security Forms

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# Agenda

- Test Security Forms
- Test Security Form and Form Directions Location
- Google Form Information
- Form Creation and Signing
- Google Form Reminders

# Google Form 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 Test Administrator/Test Proctor Form and NDA
- Step by step instructions can be found on the Help and Support Site here:

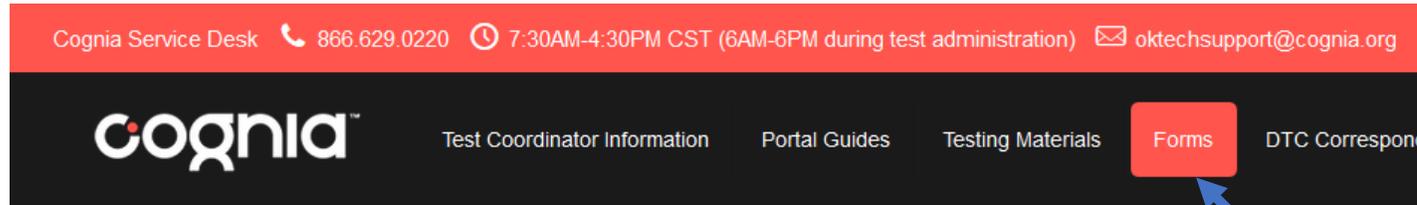
<https://oklahoma.onlinehelp.cognia.org/forms/>

# Google Form Test Security Forms

Google Form 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 with a summary of your responses.
- An email containing your responses will automatically be sent to the official school email address you entered.
- The email of your response serves as official record that you have complete the form. You must share this email with the proper school personnel.

# Google Form Test Security Forms Location



## 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 TA) must click the link and fill out their form individually when test administration is completed.

# Location and Instructions Links

- Location of Forms on OK Help & Support Site  
<https://oklahoma.onlinehelp.cognia.org/forms/>
- Review of Instructions on OK Help and Support Site  
<https://oklahoma.onlinehelp.cognia.org/forms/>

**Let's Create Some Forms!**

# District Test Security Form

**Sample for Practice Only**  
**Oklahoma School Testing Program**  
**(OSTP) District Level Test Security Form**

This form must be electronically signed by the **District Test Coordinator** to certify that the security measures identified below have been maintained at the district level.

One form per district must be completed at the conclusion of all testing. Failure to electronically sign and submit this form can result in the invalidation or suppression of OSTP/CCRA scores for the district. Once submitted, share your electronic confirmation with the District Superintendent. Instructions for electronically signing and distributing security forms can be found on Cognia's Help and Support Page, <https://oklahoma.onlinehelp.cognia.org/forms>.

elizabeth.garcia@cognia.org [Switch account](#)

\* Indicates required question

**Email \***  
Your email

**Official District Code and Name \***  
Choose

**District Test Coordinator Legal Name \***  
Your answer

**Official School Email Address \***  
Your answer

**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

- DTC clicks link on OK H&S page to begin signing the form.
- Enter the email to where you want your responses to be sent.
- Official District Code and Name is a drop-down menu for easy selection.
- Enter your Legal Name.
- Enter your Official School Email Address
- Enter your Educator's Oklahoma Teacher Certification Number.



# District Test Security Form

I hereby certify that: \*

- All Building Test Coordinators, Proctors (i.e., Test Proctors and Roving Proctors) have met the training requirements outlined in the Test Preparation Manuals for administering Oklahoma School Testing Program (OSTP) assessments.
- To the best of my knowledge, all OSTP testing sessions in my school district were monitored by persons other than the Test Administrator (e.g., Test Proctor or Roving Proctor).
- To the best of my knowledge, the DTC and BTC(s) did not administer an assessment as a Test Administrator while other test sessions were occurring.
- To the best of my knowledge, all Test Administrators, Test Proctors, and Roving Proctors of the OSTP are fully aware of the test administration procedures of the OSTP, including, but not limited to the Testing Rules of the State Board of Education that pertain to maintaining test security, adhering to proper test administration, and the penalties for violations of testing procedures.
- To the best of my knowledge, no reproductions of the test books, online tests, or any secure materials related to the testing program have been made in my school district. All original test books, scorable documents, and related test materials (both used and unused) have been packaged as per directions in the District Test Coordinator's section of the Test Preparation Manual and returned to Cognia.
- To the best of my knowledge, all scratch paper, test tickets, and reference sheets (if applicable) have been destroyed by the Building Test Coordinators.
- I have read and understand the preceding statements. Further, I understand that violation of the Oklahoma School Testing Program rules can result in revocation of teaching and/or administrative certificate(s).

I certify the above stipulations have been met.

- Read requirements and select certification button.

I certify the above stipulations have been met.

- Type your full legal name and click submit.

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



# District Test Security Form

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

Thank you for completing the District Test Coordinator Test Security Form for spring 2026. Please make sure to save the email response for your records.

Regards,  
OSTP Program Management

[Submit another response](#)

- Receive message thanking you for filling out the form with a summary of your responses.
- You may forward the response email you receive to the proper school personnel.

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

[Summarize](#)



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



Wed 1/21/2026 2:58 PM

Retention Policy Cognia\_Inbox (7 years)

Expires 1/19/2033

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

This Message originated outside your organization.

## Google Forms

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



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

Here's what was received.



# Google Form Reminders

- Forms will now be filled out by the person who fulfills that role during testing. Forms will no longer 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/Test Proctor Form and NDA
- 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-forward to BTC
  6. Remote Test Administrator – forward to the BTC

# Google Form Reminders

- Cognia is now hosting the Google Form Test Security Form sandbox where educators can click links and practice filling out each form.
- The Google Form Test Security form sandbox links along with detailed, step by step directions on how to fill out each form are posted on the OK H&S Site.
- Google Form Test Security Form examples are included in the Test Prep Manual.
- Please be patient for the Google Form email to arrive in your email box. It may take a bit depending upon your location.
  - Whitelist this email to ensure you receive your receipt **@google.com**
  - Double check your Spam Email Inbox



# Knowledge is Opportunity



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

