

Oklahoma School Testing Program (OSTP) DISTRICT LEVEL TEST SECURITY FORM

This form must be signed by the District Superintendent and the District Test Coordinator to certify that the security measures identified on this document have been maintained at the district level.

I hereby certify that:

- I have informed the Building Test Coordinators of the OSTP test administration procedures. I have directed the Building Test Coordinators or the building principals to provide Test Proctors for all OSTP testing sessions. I understand that the Test Proctors can be noncertified community members.
- To the best of my knowledge, all OSTP testing sessions in my school district were monitored by persons other than the Test Administrator throughout the duration of administration of the entire test battery.
- **To the best of my knowledge, all Test Administrators and Test Proctors of the OSTP have been trained and 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 Measured Progress.
- I have read and understand the preceding statements. Further, I understand that violation of the OSTP rules can result in revocation of my teaching and/or administrative certificates.

PENCIL OR PEN CAN BE USED BELOW

_____	_____	_____
District Test Coordinator's Name (printed)	District Test Coordinator's Signature	Date Signed
_____	_____	_____
District Superintendent Name (printed)	District Superintendent Signature	Date Signed

If you cannot certify that all the above conditions have been met, please attach a letter on official letterhead describing the situation and the measures undertaken to resolve the situation.

BARCODE GOES HERE
(Measured Progress Use Only)

KEEP A COPY FOR YOUR RECORDS: DO NOT STAPLE