

Oklahoma Service Desk FAQs

Accommodations

Q: We received ELA test booklets with different form numbers, what form do I use for students with a Human Reader read-aloud accommodation? *(the same would apply for any content/subject)*

A: *You can use any form number as long as the same form is used for all of the students and the Test Administrator.*

Answer Document

Q: What teacher name should be used in box “A” of the combined answer document for those students that have a different teacher per subject?

A: *The teacher’s name field on the answer document can be filled in with any teacher’s name. This field is used by schools as another tool to assist in tracking a student’s test materials within their building and does not interfere with the scanning or scoring of the student’s test.*

Calculators

Q: My students aren’t seeing the scientific calculator on the grade 8 sample items.

A: *Sample items have been standardized per grade span (6-8). Because of this a basic calculator is what is allowable. For the sample items a scientific calculator is not needed however, the scientific calculator will be available for all operational items.*

Class Identification Sheets

Q: Do we need to use Class Identification sheets?

A: *Only if your school requires the ability to view class level reports in the eMetric Portal.*

Q: Do we need a Class Identification sheet for each teacher?

A: *For grades where there are multiple teachers all Class Identification Sheets must travel from teacher to teacher with the student(s) combined answer document.*

Highlighters

Q: Can highlighters be used?

A: *Yes, an ink based/non-graphite highlighter may be used to highlight passages and test questions in the OSTP consumable grade 3 test booklets (or all of the OSTP test booklets). Students must take care that no stray marks appear around*

bubbled responses in the consumable grade 3 test booklet (or any OSTP answer document), as this could interfere with scoring.

Q: The student used a highlighter around the bubble of their answer document what do I do?

A: *If it was a yellow highlighter it should scan fine. If it was a blue, pink, green, or orange highlighter, the Test Administrator along with the Test Proctor will need to transcribe all of the students work verbatim into another answer document. Both answer documents are to be returned in the appropriate return of used answer document envelope.*

Security Forms

Q: I forgot to include my Security Forms with my testing materials, what do I do?

A: *You may fax them or email them to Measured Progress. Fax number: 603-718-3039 email: OSTPProgramManagementTeam@measuredprogress.org. Make sure that you include the test administration in the subject field of the email or in*

Student Information

Q: Do we need to bubble in the student's information if we have a label for the student?

A: *No, as long as the student's name, date of birth, and student ID are correct; the student label will override any bubbled information. However, Student information will need to be bubbled if the following is incorrect on the label:*

- 1. If any student demographic details are incorrect on the student label, still use the label **unless** there is a mistake in the three main identifiers – **student name, date of birth, and/or state testing number (STN).***
- 2. If one or more of the three main identifiers is incorrect, do not use the label and bubble the student information on the demographic page of the answer document.*

NOTE: *Changes to student demographic information need to be made by the DTC in the District's Student Information System. Link:*

<http://sde.ok.gov/sde/student-information-system>.

Student Labels

Q: I accidentally applied the student's math label to their ELA booklet; what do I do?

A: *Nothing, you may affix the student's label for ELA to the math booklet. Student labels are used to capture the student demographic information and do not interfere with the actual scanning or scoring of the test.*

Q: Where can I find scoring tables?

A: *Scoring tables for previous years can be found on the SDE website. Scoring tables for the current year will not be posted until after standard settings have occurred. Link: <http://sde.ok.gov/sde/assessment-administrator-resources-administrators>*

Transcribing

Q: One of our students bubbled their reading responses in the math section of their answer document; what do I do?

A: *The Test Administrator along with the Test Proctor will need to transcribe the students work verbatim into another answer document. This also needs to be reported to the SDE as a testing irregularity. Please add what needs to be done with the original answer document.*

UPS Pickup>Returns

Q: I did not receive enough shipping labels to return my grade 10 and U.S. History materials. However, I have an additional Middle School label. Can I use that label to return my high school materials?

A: *No, return shipping labels are District and school specific. It is very important that the correct district/school labels are applied to the appropriate box(es). If additional label(s) are needed Measured Progress will send UPS labels to the DTC via email. These labels can be printed and affixed to the box(es) using clear packing tape.*

Q: My materials weren't ready when UPS came to pick them up; can I bring them to a UPS store?

A: *No, test materials are secure, UPS should pick-up all testing materials at your district office or SDE approved distribution center. UPS pick-ups can be scheduled in the eMetric Portal under the Materials Management tab or through the Oklahoma Service Center 866-629-0220.*

Q: Do the grade 3 materials need to be ready for the 4/14/17 automatic pickup.

A: *It is highly recommended so that you may receive your scores back in July.*

Raw Score

Q: Why are we not seeing a raw score after the students complete the online test?

A: *Newly developed Oklahoma Academic Standards were implemented in 2016 necessitating a standard setting process to occur in order to determine the knowledge, skills, and ability levels necessary for students to demonstrate in order to be classified in each performance level. Because these performance levels have not yet been set the raw scores would not have meaning, therefore*

raw scores are not being displayed this year.

<http://sde.ok.gov/sde/sites/ok.gov.sde/files/State%20Testing%20Transition-Year%20Reporting.pdf>

Administering ELA Tests to grades 5 , 8 and 10

Q: Is there a writing prompt for grades 5, 8 and 10?

A: *Yes, this year for paper and pencil testers writing prompt is section one of the ELA assessment. For grades 5 and 8 paper testers the writing prompt is in ELA Book 1, which is a combined test and answer document. ELA Book 2 contains the Multiple Choice sections 2, and 3. For Grade 10 there is only one test booklet that contains all 3 sections. For computer based testers in grades 8 and 10 the writing prompt is session 1.*

Q: Can ELA be administered on different days or does it all need to be administered on the same day?

A: *Yes, you can administer the ELA test on different days providing they are consecutive instructional days and the sections are administered in order. The exception is for grades 5, 8 and 10 where there is also the writing prompt. For those grades the writing prompt can either be administered before the two multiple choice sections, or after those sections. Therefore, you can **only** administer the sections in the following order Section 1, 2, 3 or Section 2, 3, 1.*

Online Text-to-Speech Accommodation

Q: How do I schedule the text to speech accommodation in ELA for a student who only has the accommodation for writing, and not for the other ELA sections?

A: *If a student received the TTS accommodation for writing only, and not all of ELA (State approval required), do not select the TTS accommodation for ELA in grades 8 and 10. In this case a human reader must be provided for the student to receive a read aloud for the writing section only.*