Important Note:
Please read this manual before distributing materials and administering the tests. It contains before-testing and after-testing instructions.
Contact Information

For information regarding Oklahoma School Testing Program (OSTP) policies and procedures, contact the Office of Assessments at Oklahoma State Department of Education.

Oklahoma State Department of Education
www.sde.ok.gov

Office of Assessments
Phone: 405-521-3341
Fax: 405-522-6272

State Bilingual Office
405-521-2846

State Special Education Office
405-521-3351

Questions regarding the OSTP test materials, online or paper/pencil testing, and receipt and pickup of materials should be made by the District Test Coordinator and directed to the Measured Progress Oklahoma Service Desk.

Measured Progress Oklahoma Service Desk
oktechsupport@measuredprogress.org
Phone: (866) 629-0220

Help & Support Site:
oklahoma.onlinehelp.measuredprogress.org

No person is to read or view the contents of a test book or an online test at any time, except the student taking the test at the time of testing.
2017–2018 Testing Dates

Oklahoma School Testing Program
Administration Dates

2017–2018 School Year
Mathematics, English Language Arts & Science

Paper/Pencil Assessment Window
April 2–20, 2018*

Online Assessment Window
April 2–27, 2018

* Grade 3 ELA, all of Grade 5 and Grade 8 paper testers must be completed by April 13, 2018 to receive preliminary reports for those grades.
# Table of Contents

CONTACT INFORMATION ................................................................. ii
2017–2018 TESTING DATES ............................................................... iii

## GENERAL GUIDANCE .................................................................. 1
   Introduction ............................................................................... 1
   Contents of the Test Preparation Manual ....................................... 1
   Rationale and Purpose for the Oklahoma School Testing Program .... 1
   OSTP Spring Assessments .......................................................... 2
   OSTP Portal ............................................................................. 2
   WAVE Precode Data Certification ................................................. 2
   Testing all Eligible Students ........................................................ 3

## PREPARATIONS FOR TEST ADMINISTRATION .......................... 5
   Prepare Students ....................................................................... 5
   Prepare the Testing Schedule ...................................................... 6
      Grades 3–5 Paper/Pencil Administrations .................................. 6
      Grades 6–8 Online Administrations .......................................... 7

## PREPARE CLASSROOMS/TESTING SITES ............................... 7

## PREPARE TESTING STAFF ..................................................... 8
   Test Security ............................................................................. 8
   District Level Test Security Form (Appendix E) ............................ 8
   Building Level Test Security Form (Appendix F) ......................... 8
   Test Administrator/Proctor Test Security Form (Appendix G) ....... 9
   Nondisclosure Agreement Form for Test Administrators and Test Proctors (Appendix H) ............................................................. 9

## PREPARE PAPER/PENCIL TESTING BOOKLETS ....................... 9
   Using Student Labels .................................................................. 9
   No Student Label ...................................................................... 10
   Completing the Student Demographic Pages ............................... 10

## RESPONSIBILITY CHECK LISTS ............................................. 12
   District Test Coordinator (DTC) ................................................ 12
   Building Test Coordinator (BTC) .............................................. 14
   Test Administrator (TA) ............................................................ 16
   Test Proctor (TP) .................................................................... 18

## ADMINISTERING THE ASSESSMENTS .................................. 20
   Important Procedures for Paper/Pencil Test Administration ......... 20
# Table of Contents

**UNIQUE TESTING SITUATIONS** ............................................. 21  
Students Who Receive Instruction Away from Sites of Official Enrollment ............ 21  
Make-Up Test and Special Handling of Materials ....................................... 22  
  Online and Paper/Pencil Make-up Testing ............................................. 22  
  Student Becomes Sick During Testing ................................................... 22  
  Contaminated or Damaged Test Booklet (Paper/Pencil) ............................... 22  
  Contaminated or Damaged Materials ..................................................... 22  

**ACCOMMODATED ASSESSMENTS** ............................................. 23  
  Transcribe Answer Documents for Students Taking Large-Print and Braille  
  Versions of the Test ............................................................................ 23  
  Typed Responses Accommodation .......................................................... 23  

**RECEIVING, INVENTORYING, AND DISTRIBUTING MATERIALS** .......... 25  
  Ordering Additional Materials .................................................................. 30  
  Collecting and Returning Materials ......................................................... 31  

**APPENDIX A** ........................................................................... 38  
**APPENDIX B** ........................................................................... 43  
**APPENDIX C** ........................................................................... 44  
**APPENDIX D** ........................................................................... 56  
**APPENDIX E** ........................................................................... 58  
**APPENDIX F** ........................................................................... 59  
**APPENDIX G** ........................................................................... 60  
**APPENDIX H** ........................................................................... 62  
**APPENDIX I** ........................................................................... 63  
**APPENDIX J** ........................................................................... 64  
**APPENDIX K** ........................................................................... 65
General Guidance

Introduction
Measured Progress is pleased to serve as the vendor for the Oklahoma School Testing Program (OSTP), for Grades 3–8 assessments. The OSTP will assess student proficiency relative to the Oklahoma Academic Standards (OAS). It is important that the guidelines within the Test Preparation Manual are adhered to as schools administer the assessment program.

Contents of the Test Preparation Manual
The Test Preparation Manual (TPM) is designed to provide an overview of the Oklahoma School Testing Program (OSTP) for those involved in the administration of these assessments. This manual explains the responsibilities for the District Test Coordinator (DTC), Building Test Coordinator (BTC), Test Administrator (TA), and Test Proctor (TP) with regard to ordering, distributing, collecting, and returning test materials to Measured Progress for scoring and student accountability purposes. Instructions for administering the tests are found in the Test Administration Manuals (TAMs).

Rationale and Purpose for the Oklahoma School Testing Program
The United States Department of Education per the Every Student Succeeds Act (ESSA) of 2016 requires each state, in consultation with LEAs, to implement a set of high-quality academic assessments in mathematics, reading or language arts, and science that measure the achievement of all students and are aligned with the state academic standards. States may provide for alternate assessments for students with the most significant cognitive disabilities. The purpose of the OSTP is to assess students on their level of mastery of the OAS. In addition, the test results can be used to inform curriculum and instructional decisions at the district, school, and classroom levels. Every student enrolled in an Oklahoma public school in an assessed content and grade level must participate in testing. All students will be administered either

• the OSTP general assessment with or without accommodations or
• an alternate assessment provided through the Office of Special Education
  – Oklahoma Alternate Assessment Program (OAAP)
OSTP Spring Assessments

<table>
<thead>
<tr>
<th>Mode</th>
<th>Grade</th>
<th>English Language Arts</th>
<th>Mathematics</th>
<th>Science</th>
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<td>3rd</td>
<td>Section 1: MC (30)</td>
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<td>4th</td>
<td>Section 1: MC (30)</td>
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<tr>
<td></td>
<td>5th</td>
<td>Section 1: Writing Prompt</td>
<td>Section 1: MC (30)</td>
<td>Section 1: MC (27)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Section 2: MC (30)</td>
<td>Section 2: MC (30)</td>
<td>Section 2: MC (27)</td>
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<tr>
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<td>6th</td>
<td>Section 1: MC (30)</td>
<td>Section 1: MC (28) TEI (2)</td>
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<td>Section 2: MC (30)</td>
<td>Section 2: MC (28) TEI (2)</td>
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<tr>
<td>accommodation requires</td>
<td>7th</td>
<td>Section 1: MC (30)</td>
<td>Section 1: MC (28) TEI (2)</td>
<td></td>
</tr>
<tr>
<td>paper-based)</td>
<td></td>
<td>Section 2: MC (30)</td>
<td>Section 2: MC (28) TEI (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8th</td>
<td>Section 1: Writing Prompt</td>
<td>Section 1: MC (28) TEI (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Section 2: MC (30)</td>
<td>Section 2: MC (28) TEI (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Section 3: MC (30)</td>
<td>Section 1: MC (26) TEI (1)</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 2: MC (25) TEI (2)</td>
<td></td>
</tr>
</tbody>
</table>

MC – Multiple-Choice, TEI – Technology Enhanced Item

OSTP Portal

The OSTP Portal is the primary point of access used for managing the OSTP online assessments for grades 6–8. Information on all students is managed through the OSTP Portal. The portal provides building, district, and state administrators access to multiple components, or websites, using a single URL and Username/Password. The portal is used to manage student information for testing, organize classes, schedule test sessions, print student test login tickets, monitor student testing progress, and view reports. It is also the source for materials management including shipment tracking, ordering additional materials, and scheduling a UPS pickup after testing is complete.

DTCs should meet with district and building personnel prior to test preparation to determine the tasks each user will be assigned. Portal access limitations are different for each user role. Detailed instructions for portal tasks can be found in the Oklahoma School Testing Program (OSTP) Portal User Guide. The DTC and BTC should review the guide and become familiar with the different components of the portal they will use before, during, and after testing.

Click here to open the OSTP Portal User Guide
https://oklahoma.onlinehelp.measuredprogress.org/guides/

WAVE Precode Data Certification

Precode is an enrollment process that either places a student into the OSTP Portal for a specified online test, or produces precode labels and testing materials for paper/pencil testers. The DTC is responsible for ensuring that all students are submitted via precode. Precode occurs when student data is certified in the WAVE by the designated deadline.

Student labels will be based on the student information provided to Measured Progress via the WAVE for all OSTP assessments. All districts are required to verify this information, which will determine the initial amount of test materials to be provided to each location. Testing materials for paper/pencil tests are packaged by school and shipped to the district.

Reviewing and certifying student demographic data via the WAVE by the established deadline will allow for the transfer of student records to Measured Progress for fulfillment and shipment activities. If you have questions...
regarding the WAVE, please contact the Oklahoma State Department of Education for additional information and guidance.

Manual registration is available for those students entering a school district after the precode window has closed. Individual students may be entered into the OSTP Portal and assigned to a class. Student demographics for online testers can be viewed any time through the last day of the test administration in the OSTP Portal, but must be corrected in your district Student Information System. Approximately one week after the test window closes, a Demographic Overlay File will be pulled through the WAVE and sent to Measured Progress. Any additional corrections that need to be made after this pull will need to be made in the post code window.

Testing all Eligible Students

Oklahoma law states that tests shall be administered to every student enrolled in a tested grade or content in the public schools of Oklahoma. All students, including special education students and English Language Learners, will be administered all the state-designated tests, with or without accommodations. Every special education student shall have on file an appropriate statement in his/her Individualized Education Program (IEP) or Section 504 Plan requiring administration of the OSTP or an alternate assessment accepted by the State Special Education Office. For accountability purposes, Federal and State laws require that no less than 95% of students enrolled must be tested.

Absent Students (see Make-up Test and Special Handling of Materials Section)

Students who are absent during the district-wide test administration should be administered the tests upon their return to school within the state’s testing window. Please give every absent student an opportunity to take the assessment(s) missed.

If a student is not tested due to absence, alternate testing, or any other reason, the student demographic information must still be provided to Measured Progress. This will allow every student who is enrolled in an assessed content and grade level to be accounted for during testing.

Emergency Medical Exemptions

In the case of a significant medical emergency that would prevent a student from participating in the OSTP, an exemption request may be electronically submitted through the SDE Single Sign-on Testing Status Application. This request must be approved by the Office of Assessments.

IEP and Section 504 Students

The right of a student with a disability to receive allowable accommodations on OSTP assessments is protected by both Federal and State laws. Accommodations should include only those normally employed in the classroom and those which do not result in an invalidation of the assessment. The OSTP makes an important distinction between standard and nonstandard accommodations.

A standard accommodation is defined as a change in the routine conditions under which students take OSTP assessments that does not alter what the test is intended to measure. Standard accommodations are grouped into the following four categories: setting, timing or scheduling, presentation, and response.

A nonstandard accommodation is defined as an accommodation that is needed for the student to access the assessment but not included on the allowable list of accommodations and requires OSDE approval for use on OSTP assessments. Nonstandard accommodations include the ELA Test Read Aloud and Unique accommodations.

The accommodation must be:

1. specified in the IEP or Section 504 Plan and
2. selected from the allowable accommodations specified in Appendix B or approved by the SDE.
Alternate Formats – Large-Print and Braille Available

For each alternate test format ordered, you must have a copy of the section of the Student’s IEP or 504 Plan that indicates the need for the visual accommodation (Large-Print or Braille) and the doctor’s letter stating that the student is visually impaired. This applies to both Paper-Based Tests and Computer-Based Tests.

Large-Print and Braille Kits Include:

<table>
<thead>
<tr>
<th>Large-Print/Braille Test Booklet*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Test Booklet*</td>
</tr>
<tr>
<td>Standard Answer Document</td>
</tr>
<tr>
<td>Administrator Notes</td>
</tr>
<tr>
<td>Large-Print/Braille Instructions</td>
</tr>
</tbody>
</table>

*Note: For Grades 5 and 8 English Language Arts assessments there are two test booklets. Book 1 contains the Writing Section and Book 2 contains the Multiple-Choice Sections.

⚠️ IMPORTANT TRANSCRIBING NOTE: In order for a student to receive a score, the student's response must be transcribed into a standard scorable answer document by administrative personnel before returning them to Measured Progress.

For further guidance and requirements, please see the OSTP IEP/504 Accommodations Manual.


English Language Learners (ELL)

This term applies to any student who has not passed the English Language Proficiency Assessment.

ELL Exemption

Since the New Accountability system is a growth measure, there will no longer be 1st year ELL exemptions for ELA.

- **First year**, ELLs will test to establish a baseline; scores will not be reported in accountability.
- **Second year**, ELPA scores will be reported, as will Academic growth for ELA and math – but not Academic Achievement Status.
- **Third year**, ELPA scores, Academic growth (ELA and math), and Academic Achievement Status (ELA, math and science – if applicable) will be reported.

ELL Accommodations

ELL students may be provided allowable accommodations selected from those specified in Appendix C.

ELL 1st or 2nd Year Proficient

This term applies to a former ELL student who has attained proficiency and has exited the program within the last one to two years.

For further guidance and requirements, please see the OSTP IEP/504 Accommodations Manual and the OSTP ELL Accommodations Manual.

Preparations for Test Administration

The administration of tests is an important professional responsibility. It requires the same seriousness of purpose and quality of preparation as any other important instructional activity.

Prepare Students

Beginning early in the school year, teachers should begin to prepare students emotionally to take the state summative assessments. Educators should discuss with students the purpose of testing (i.e., to assess skill levels and to provide information for the design of instructional programs to meet students’ skill needs) and the importance of exerting their best efforts. Teachers should put their students’ minds at ease to lessen test anxiety.

Students should be prepared to maximize their performance during the entire testing situation. The following are steps to help students prepare for testing:

- Teach test-taking skills. (Do not wait until a week or two before testing to teach these skills.)
- Establish an appropriate testing environment.
- Work with parents to encourage their children to adopt positive attitudes toward testing.
- Encourage students to relax and do their best.
- Ensure an atmosphere that is conducive to test taking.

Provide each student with a copy of the Parent, Student, and Teacher Guide. Students should be encouraged to discuss the contents of the guide and to ask questions about the nature and purposes of the assessments. At the end of the discussion period, instruct students to take the guide home to their parents.

Ensure that online testers have the opportunity to complete the online practice questions, which will simulate the testing environment and allow students to familiarize themselves with the tools and navigation of the testing platform. These questions should not be used as predictors of performance levels on the operational assessment.

Allow students access to the online practice questions either in the classroom through the OSTP Kiosk client using the desktop icon, or through the browser version that can be accessed at home by students and parents. Students can also use the mobile apps for Chromebooks and iPads for practice testing. Please note the supported web browsers below:

- Chrome® 61 or newer
- Firefox® 56 or newer
- Internet Explorer® 11
- Safari® 9 or newer
- Microsoft Edge 40.15 or newer

Access the practice questions by using either of the following options:

**Website:** Go to [https://oklahoma.measuredprogress.org/student/login](https://oklahoma.measuredprogress.org/student/login)

- Student Login: practice
  - Grades 6–8 Password: testing

**Kiosk:** Double-click the desktop icon of the OSTP Kiosk Client on the student workstation

- Student Login: practice
  - Grades 6–8 Password: testing
Prepare the Testing Schedule

UNDER NO CIRCUMSTANCES SHOULD YOU BEGIN A TEST UNLESS THERE IS ENOUGH TIME TO COMPLETE IT. The tables in this section list approximate total times required to complete each section of the assessments. These approximations are to be used solely for scheduling purposes.

Ideally, each content test should be administered on a separate day. If more than one content test is administered on the same day, students should be given a rest break between test sessions.

All test sections MUST be administered in sequential order with the exception of English Language Arts for grade 5 and 8, for which Section 1 writing prompt can be administered either before Section 2 or after Section 3. Students who are absent during testing must still test in sequential order during a make-up session upon their return.

The tests are not timed; students should be given additional time if needed. It is highly recommended to only extend the testing session by double the maximum times recommended in the tables. The additional time is available as an immediate extension of the current testing session; it is not available as a separate session at another time.

Paper/Pencil Versions, Large-Print, and Braille alternate forms of the test are available for those students with accommodations and will follow the same times estimates.

Grades 3–5 Paper/Pencil Administrations

<table>
<thead>
<tr>
<th>OSTP GRADE 3 PAPER/PENCIL</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>Section 1</td>
<td>Approximately 75 minutes</td>
</tr>
<tr>
<td></td>
<td>Section 2</td>
<td>Approximately 55 minutes</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Section 1</td>
<td>Approximately 55 minutes</td>
</tr>
<tr>
<td></td>
<td>Section 2</td>
<td>Approximately 55 minutes</td>
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<td>English Language Arts</td>
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<td>Approximately 75 minutes</td>
</tr>
<tr>
<td></td>
<td>Section 2</td>
<td>Approximately 55 minutes</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Section 1</td>
<td>Approximately 60 minutes</td>
</tr>
<tr>
<td></td>
<td>Section 2</td>
<td>Approximately 50 minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OSTP GRADE 5 PAPER/PENCIL</th>
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</thead>
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<td>English Language Arts</td>
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<td>Approximately 75 minutes</td>
</tr>
<tr>
<td></td>
<td>Section 2</td>
<td>Approximately 60 minutes</td>
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<tr>
<td></td>
<td>Section 3</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td></td>
<td>Section 2</td>
<td>Approximately 50 minutes</td>
</tr>
<tr>
<td>Science</td>
<td>Section 1</td>
<td>Approximately 60 minutes</td>
</tr>
<tr>
<td></td>
<td>Section 2</td>
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## Grades 6–8 Online Administrations

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<th>Grade</th>
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<td>Section 1</td>
<td>Approximately 75 minutes</td>
</tr>
<tr>
<td></td>
<td>Section 2</td>
<td>Approximately 75 minutes</td>
</tr>
<tr>
<td></td>
<td><strong>OSTP GRADE 7 ONLINE</strong></td>
<td>Section 1</td>
</tr>
<tr>
<td></td>
<td>Section 2</td>
<td>Approximately 75 minutes</td>
</tr>
<tr>
<td></td>
<td><strong>OSTP GRADE 8 ONLINE</strong></td>
<td>Section 1</td>
</tr>
<tr>
<td></td>
<td>Section 2</td>
<td>Approximately 60 minutes</td>
</tr>
<tr>
<td></td>
<td>Section 3</td>
<td>Approximately 40 minutes</td>
</tr>
<tr>
<td></td>
<td><strong>OSTP GRADE 9 ONLINE</strong></td>
<td>Section 1</td>
</tr>
<tr>
<td></td>
<td>Section 2</td>
<td>Approximately 40 minutes</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>Section 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Section 2</td>
</tr>
</tbody>
</table>

## Prepare Classrooms/Testing Sites

- Arrangements for rooms and testing session seating should be announced in advance in order to eliminate confusion when testing begins.
- The room where students take the test should be as free from outside disturbance as possible.
- Visual aids and clues should be removed or covered and remain hidden throughout the administration.
- Testing in a familiar setting is recommended.
- Students testing online should be seated so they have enough room and will not be tempted to look at another student's screen. **The use of dividers or testing carrels between computers is encouraged.**
- Students testing on paper should have writing surfaces large enough to accommodate an open test booklet. Students should be seated so they have enough room and will not be tempted to copy other students’ answers.
Prepare Testing Staff

Test Security

All personnel involved in testing share the responsibility for ensuring that all materials and student responses are handled in a secure and confidential manner and in accordance with security mandates and other general procedures. **Test materials should never be left out in unattended areas, reproduced in any manner, or removed from the school building without written consent from the SDE.** Violation of regulations may result in revocation of a person’s teaching, counseling, administrative, and/or other certificates. For a listing of the Testing and Security rules, see Appendix A.

- The tests, and all of the materials associated with these tests, are secure materials. It is important not to provide an opportunity for any student to have access to the tests and thus have an advantage over other students before the administration of the tests. Prior exposure to the tests would invalidate scores.

- The materials associated with these tests may not be photocopied or reproduced in any other fashion, including paraphrasing. To do so is in violation of copyright law.

- The materials may not be provided to any person except those conducting the testing process and those being tested.

- Test questions may not be taught in part or in whole before, during, or after testing. The answers to questions may not be provided to students verbally, in writing, or in any other fashion. Answers may not be erased or altered by anyone except the student during the course of taking the test.

- Test documents are not to be opened before the test session by anyone. Only students being tested are allowed to break the seal and open the documents at the time of testing. Once a test document is opened during test administration, no one other than the student taking the test is allowed to look inside the document. The only exception to this rule is in the case of a Test Administrator who is directed by the student’s IEP to read or sign the test to the student.

- Test Administrators must ensure that testing materials are not left open or in unattended areas. No other materials are to be removed from the school building except under special conditions described in this manual.

- All personnel involved in testing will be required to sign and date an appropriate security form, as described below.

**District Level Test Security Form (Appendix E)**

All security forms will be completed and signed electronically using DocuSign. Please see the instructions posted on the Help and Support site [oklahoma.onlinehelp.measuredprogress.org](http://oklahoma.onlinehelp.measuredprogress.org) to complete the tasks listed below.

- This form must be signed and dated by the DTC and the district superintendent.
- If you have not met the criteria on this form, attach an explanation on official letterhead.
- The letter must describe the problem(s), the attempt(s) undertaken to eliminate the problem(s) and be uploaded to DocuSign.
- Only one District Level Test Security Form is required for all testing periods within an administration window.

**Building Level Test Security Form (Appendix F)**

All security forms will be completed and signed electronically using DocuSign. Please see the instructions posted on the Help and Support site to complete the tasks listed below.

- This form must be signed and dated by the BTC and building principal.
- If you have not met the criteria on this form, attach an explanation on official letterhead.
- The letter must describe the problem(s), the attempt(s) undertaken to eliminate the problem(s), and be uploaded to DocuSign.
- Only one Building Level Test Security Form is required for all testing periods within an administration window.
Test Administrator/Proctor Test Security Form (Appendix G)

All security forms will be completed and signed electronically using DocuSign. Please see the instructions posted on the Help and Support site to complete the tasks listed below.

- This form must be signed and dated by the TA and each TP.
- In addition to signing the form, TP must indicate the day(s) on which they were proctors.

Nondisclosure Agreement Form for Test Administrators and Test Proctors (Appendix H)

TAs who provide reading aloud, sign language interpretation, and/or scribing tests to students as an accommodation according to an IEP, Section 504 Plan, or ELL testing accommodation are required to sign a Nondisclosure Agreement. This form will be completed and signed electronically using DocuSign. Please see the instructions posted on the Help and Support site to complete the tasks listed below.

- TAs should fill out and sign this form and have the TP sign and date it after testing is completed.

IMPORTANT NOTE: Districts are required to retain local (electronic) copies of all applicable Test Security Forms in order to comply with audits or other test security inquiries. Please see the instructions posted on the Help and Support site.

Prepare Paper/Pencil Testing Booklets

Using Student Labels

Every school will receive student labels for its paper/pencil testers. These labels will contain data from the WAVE. For online testers, student information will be loaded into the OSTP Portal. The student labels should be placed in the area provided for the student label on the scorable answer documents/test booklets.

Not all student information will be present on the student labels. The data, however, have been captured in the database and will be applied to the student’s record as the data go through processing at Measured Progress. Your district also will receive a student roster including paper/pencil testers according to WAVE data. Student demographics for online testers can be reviewed and modified through the OSTP Portal.

IMPORTANT NOTE: If the complete Student Name, State Student ID (SSID), and Date of Birth (DOB) on the label are correct, then USE THE LABEL, even if other demographic information is incorrect.

DO NOT BUBBLE in corrections or missing information. Corrections to student data must be made through your district’s Student Information System.

The demographic details listed on the student label are

- Student Name,
- State Student ID (SSID),
- Date of Birth (DOB),
- District and School Code, and
- School Name.
- Grade

Do not bubble any additional information.
If you have a student label for a student who will not be tested due to absence, alternate testing, or any other reason, adhere the label on a blank answer document and mark the reason the student will not be tested in Box Q on the answer document.

**No Student Label**

For students who do not have a student label, grid the student demographic page completely using a No. 2 pencil.

### Completing the Student Demographic Pages

The Student Demographic Page is located on the front cover of the scorable answer document/test booklet. Use the explanations on the following pages to check all data. Use the descriptions in the following table to ensure you grid the Student Demographic Page accurately.

<table>
<thead>
<tr>
<th>When you check this . . .</th>
<th>look for this:</th>
<th>and fill or bubble in this box</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teacher’s Name</strong>&lt;br&gt;School Name&lt;br&gt;District Name&lt;br&gt;County Name (Required)</td>
<td>Names must be printed in the appropriate spaces. All students must use the name of their official home school.</td>
<td>A–D</td>
</tr>
<tr>
<td><strong>IEP Braille</strong></td>
<td>Fill in the bubble for IEP Braille if student is taking Braille. Braille is an accommodation afforded to some students. The Test Administrator must transcribe Braille responses to the standard scorable answer document/test book that was provided in the Braille kit and be sure to complete the student demographic information on the standard scorable answer document/test book.</td>
<td>E</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td><em>If the student does not have a label:</em> Fill in the correct bubble to identify the gender of the student testing.</td>
<td>F</td>
</tr>
<tr>
<td><strong>Student’s Last Name</strong>&lt;br&gt;First Name, Middle Initial (Required)</td>
<td><em>If the student does not have a label:</em> Letters must be printed, one per box. Under each box, the bubble with the same letter must be filled in.</td>
<td>G</td>
</tr>
<tr>
<td><strong>State Student I.D. Number (Required)</strong></td>
<td><em>If the student does not have a label:</em> Numbers must be printed, one per box, above the numbered bubbles. Under each box, the bubble with the same number must be filled in.</td>
<td>H</td>
</tr>
<tr>
<td><strong>Date of Birth (Required)</strong></td>
<td><em>If the student does not have a label:</em> Numbers must be printed, one per box, above the numbered bubbles. Under the box, bubbles corresponding to the date of birth must be filled in. (If the “day” is not a two-digit number, the number should be preceded by a zero.)</td>
<td>I</td>
</tr>
<tr>
<td><strong>Spanish Assessment Taken</strong></td>
<td>Fill in this bubble next to the math and science content if the assessment was taken in Spanish.</td>
<td>J</td>
</tr>
<tr>
<td><strong>Date Test Taken (Required)</strong></td>
<td>Fill in the correct bubbles to indicate the date of the day the test is taken. If the test is given over two consecutive days, record the first day of test taking.</td>
<td>K</td>
</tr>
<tr>
<td>When you check this . . .</td>
<td>look for this:</td>
<td>and fill or bubble in this box</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>IEP</td>
<td>This applies to any student for whom there is verification on file of an Individual Education Program prior to testing.</td>
<td>M</td>
</tr>
<tr>
<td>504</td>
<td>This applies to any student for whom there is verification on file of a Section 504 Plan prior to testing.</td>
<td></td>
</tr>
<tr>
<td>IEP or 504 Accommodation</td>
<td>If a student used an accommodation, bubble “with accommodation” for each applicable subject. The accommodation(s) must be specified in the student plan on file.</td>
<td>N</td>
</tr>
<tr>
<td>ELL</td>
<td>An English Language Learner (ELL) is a student who has a primary language other than English and is not proficient in listening, speaking, reading, writing, or comprehension in the English speaking classroom as determined by a language assessment instrument. A student is required to pass an assessment as “proficient” to exit ELL status.</td>
<td>O</td>
</tr>
<tr>
<td>ELL Accommodation</td>
<td>If student used an accommodation, bubble “with accommodation” for each applicable subject. The accommodation(s) must be specified in the student plan on file.</td>
<td>P</td>
</tr>
<tr>
<td>Absent (ABS)</td>
<td>This applies to students who are absent on the day of testing and are not able to take the test prior to the end of the testing window. The school should make every effort to provide make-up days for these students within the state testing window.</td>
<td></td>
</tr>
<tr>
<td>No Longer Enrolled (NLE)</td>
<td>This applies to students who are no longer enrolled on the day of testing. Please note: If a student exits during the testing window, record can only be marked NLE if: Student was enrolled for less than 50% of testing window OR Student exited prior to the scheduled testing date. If student was enrolled when majority of grade-level tests were administered, record should be DNA not NLE.</td>
<td>Q</td>
</tr>
<tr>
<td>State Alternate Testing (OAAP)</td>
<td>This applies to students who are participating in State Alternate Testing (OAAP). The OAAP Portfolio is an assessment developed for a small population of students with significant cognitive disabilities for whom the Individualized Education Program (IEP) team has determined to be unable to participate in the general assessment, even with accommodations.</td>
<td></td>
</tr>
<tr>
<td>Local Student I.D. Number (Optional)</td>
<td>Enter the student’s local Student I.D. Number in the field provided. This field is optional.</td>
<td>R</td>
</tr>
</tbody>
</table>
### SDE Approval Required

<table>
<thead>
<tr>
<th>Designation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Exempt</td>
<td>This designation covers situations where a medical emergency absolutely prevents the student from being available for participating in testing during the state's testing window. (Go to the Testing Status Application on the Single Sign-On to request one of these designations.)</td>
</tr>
<tr>
<td>Other Placement</td>
<td>This applies if a student has been placed by state or court order in a facility within your district. These students will receive an Individual Parent/Student Report of their scores and will appear on class/school lists. However, their scores will not be summarized and reported with the class, school, or district. Instead they will be placed within a “virtual district” at the state level and the state will be accountable.</td>
</tr>
<tr>
<td>Breach</td>
<td>Student’s test will not be scored. Students may be eligible for a Breach Test form, if available.</td>
</tr>
<tr>
<td>Additional Demographic Information</td>
<td>Please note: Demographic Information will be pulled from the WAVE.</td>
</tr>
</tbody>
</table>

### Responsibility Check Lists

#### District Test Coordinator (DTC)

The DTC is the Oklahoma State Department of Education’s contact for all testing activities. In general, the DTC is responsible for making all arrangements for testing, handling and maintaining the secure distribution and collection of test materials, and training Building Test Coordinators (BTCs), Test Administrators (TAs), Test Proctors (TPs), and other key staff.

#### Before Testing:

- Attend the SDE Test Preparation In-Service and the OSTP Training.
- Determine the testing dates within the testing window for all building sites within the district.
- Administer Test Preparation In-Service training for BTCs.
- Ensure that all personnel assigned to testing are adequately trained in proper test administration and test security throughout district.
- Maintain sign-in sheets in a district file with a printed name and signature of all testing personnel.
- Serve as the contact and liaison for all BTCs, Measured Progress, and the SDE.
- Distribute all manuals (i.e., *Test Administration Manuals* and *Parent, Student, and Teacher Guides*) that need to be distributed to the BTCs at the testing sites.
- Check District and Building Test Material Shipments against the packing lists upon receipt from vendor; distribute Building Test Material Shipments to BTCs at testing sites.

#### Online:

- Review the [OSTP Portal User Guide](#).
- Ensure that Assessment Technology Coordinators have performed **Site Readiness** tests and certified the sites for online testing.
- Create portal user accounts for designated district and site users.
- Work with the BTCs to ensure proper computer space is available.
☐ Work with the BTCs to ensure all students are in the portal and have been assigned to classes, and that all classes have been scheduled for a test session. Instructional information can be accessed in the **OSTP Portal User Guide**.

**Paper/Pencil:**
- Check the test booklet ID numbers printed on the booklets against the Security Checklist **upon receipt**. If there are discrepancies, contact the Measured Progress Oklahoma Service Desk.
- Order additional materials if needed, through the OSTP Portal.
- Distribute testing materials to each building site that is testing.

**During Testing:**
- Ensure that all test security is maintained throughout the test administration (paper/pencil tests and online tests).
- Report emergencies and unexpected circumstances to the SDE.
- Use the SDE’s Testing Status Application to request Exemptions, Invalidations (Breach Forms), and Other Placement status that require SDE approval. The SDE will order Breach Forms, if appropriate.
- Ensure Test Irregularity Forms are completed for each incident in the district and sent to the Office of Assessments.
- Be available to answer any questions the BTCs may have during testing.

**Online:**
- Notify the Measured Progress Oklahoma Service Desk of any technical issues as soon as they occur at 866-629-0220.

**After Testing:**
- Complete the electronic Building Level and Test Administrator/Proctor Test Security Forms (Appendices F and G). Download or print copies for district documentation. Please see the instructions posted on the **Help and Support site**.
- Complete the electronic District Level Test Security Form (Appendix E). The DTC and superintendent must sign this form. Download or print a copy for district documentation. Please see the instructions posted on the **Help and Support site**.
- Collect all secure test materials from schools immediately after testing; verify that all materials have been accounted for and assembled correctly according to Measured Progress requirements.
- Verify that all Test Irregularity Forms have been sent to the SDE Office of Assessment.
- Prepare shipment for return to Measured Progress according to the instructions in the **Collecting and Returning Materials** and schedule a UPS pickup in the OSTP Portal.
- Notify Measured Progress immediately if UPS fails to pick up the return shipment on the date scheduled.
Building Test Coordinator (BTC)

The BTC is the liaison between the DTC and all TAs and TPs. The BTC is responsible for making all arrangements for testing, including handling and maintaining the secure distribution and collection of test materials at the specific building site. BTCs also schedule make-up tests and ensure that all tests are administered only by qualified TAs and TPs, who have been approved by the building principal.

Before Testing:

- Attend the SDE (highly encouraged) or DTC Test Preparation In-service training.
- Conduct trainings for Test Administrators and Test Proctors.
  - Training session sign-in sheets should be kept on file by the District or Building Test Coordinator. The sign-in sheet must include the Test Administrator/Proctor name (printed) along with a signature and the date of training.
  - Note: Training Modules are also available on the Oklahoma Help and Support page: http://oklahoma.onlinehelp.measuredprogress.org/
- Create a site testing schedule for all participating students. Within the schedule allow for specific accommodation requirements to meet the needs of all testers.
- Provide each participating student with a copy of the Parent, Student, and Teacher Guide.
- Serve as the contact for the District Test Coordinator and for all Test Administrators and Test Proctors.
- Implement testing procedures at the building site to address:
  - A communication plan and procedures in case of emergencies; e.g., student illness, power failure, fire/tornado alarm, and evacuation of building.
  - A school plan and procedure for providing testing accommodations, including students who need additional time.
  - A plan describing the procedure to maintain the security of test booklets, test tickets, answer documents, and access codes when not in use.
- Post a sign over each copy machine that reads: The Federal Copyright Law prohibits the photocopying of any part of the student test booklet. This includes the lined Writing pages, the Writing prompt, and the student's written response. This portion of the set of test documents is considered protected under the copyright guidelines (as is the Writing prompt).

Online:

- Review the OSTP Portal User Guide for directions on student data management, creating classes, scheduling test sessions, and printing student test login tickets.
- Review Test Administrators Technology Guide for directions on launching the student testing application and responding to error messages.
- Verify that all students are in the portal. Enroll, edit, or unenroll students in the portal as needed.
- Verify that the appropriate accommodations are selected in the portal for those students with documented IEPs, 504 plans, or LIEPs.
- Create classes in the portal and assign all students to a class.
- Schedule test sessions for classes.
- Provide Test Administrators with student test login tickets and summary page for their testing group. Include approved accommodations that students will be receiving in the test group.
- Ensure that Assessment Technology Coordinators have performed site readiness tests and certified the sites and devices for online testing.
Check test materials received against the packing lists.

Check and document the test booklet ID numbers against the Security Checklist upon receipt.

If additional materials are needed, or there are any discrepancies, contact the DTC.

Apply student labels to answer documents or complete student demographic pages if no label is received.

Identify students needing special accommodations or alternate paper/pencil tests and make sure there are enough of the same test forms for students with P4 Text-to-Speech, Human Reader, or Sign Language Interpretation.

Store all materials in a secure, locked location before and after testing each day.

On the day of testing: Distribute test booklets (using the Security Checklist) to the TA. Instruct the Test Administrator to use the electronic Classroom Security Form to track the secure test booklets for their students.

The BTC must track the ID number range assigned to each school, for each subject area by using the electronic Security Checklists, which are broken down by school (building site).

The BTC should initial the “OUT” column on the Security Checklist to indicate a booklet was assigned to a Test Administrator, and initial the “IN” column when the Test Administrator returns the secure materials.

BTCs will need to distribute the Security Checklist to aid the Test Administrators with tracking the standard test booklets, integrated test booklets Test Administrators should mark the “OUT” and “IN” columns to indicated a booklet was assigned to and collected from a student.

Ensure that all test security is maintained throughout the test administration.

Contact the DTC

– with any test-related issues or questions.
– to report any unforeseen emergencies and unexpected circumstances.
– to report any test irregularities and complete documentation.

Arrange for students who were absent on the day of testing to take the make-up test before the close of the state testing window.

Collect all secure materials from the TAs immediately following each test session.

Destroy all scratch and unmarked grid paper used for testing.

– Confirm the electronic Test Administrator/Proctor Test Security Forms have been signed and dated. Be sure to download or print a copy for your building documentation. Please see the instructions posted on the Help and Support site. [http://oklahoma.onlinehelp.measuredprogress.org/](http://oklahoma.onlinehelp.measuredprogress.org/)

– Confirm that the electronic Building Level Test Security Form (Appendix E) has been signed and dated by the BTC and building principal. Be sure to download or print a copy for your building documentation. Please see the instructions posted on the Help and Support site. [http://oklahoma.onlinehelp.measuredprogress.org/](http://oklahoma.onlinehelp.measuredprogress.org/)

Assemble and pack all test materials according to Measured Progress’s requirements and return them to the DTC immediately after testing is complete.

Ensure all student test login tickets for online tests have been received from Test Administrators and securely destroyed.
Test Administrator (TA)
The Test Administrator (TA) must be a certified employee of the school district and cannot be related to the Test Proctor (TP) or any student in the test session. The TA must be trained by either the BTC or the DTC in all testing and security procedures prior to testing to ensure standardization across administrations.

Before Day of Testing:
- Attend training provided by the BTC or DTC for proper testing procedures and test security (be sure to fill out a sign-in sheet when attending training). Contact the BTC or DTC with any test-related issues or questions.
  - Note: Training Modules are also available on the Oklahoma Help and Support page: http://oklahoma.onlinehelp.measuredprogress.org/
- Review Appendix A, Test Security and Validity Rules.
- Remove or cover bulletin boards or posters in the testing site that contain visual aids.
- Preview the Test Administration Manual several days prior to testing.
- Review both the OSTP IEP/504 Accommodations Manual and the OSTP ELL Accommodations Manual for guidance and procedural requirements.

Before Start of Testing:
- Inventory test materials received from the BTC using the electronic Classroom Security Form.
- Secure additional materials needed for testing (e.g., No. 2 pencils, scratch paper, or unmarked grid paper for math tests).
- Ensure all proper policies are followed for students who require special accommodations. These policies are outlined in the Test Administration Manual.
- Ensure electronic communication devices are not present while in the test administration site (e.g., cell phones, cameras, Google Glass, etc.)
- Ensure all desks are cleared and that each student has two sharpened No. 2 pencils with erasers.
- Approved calculators may be used by Grade 6–8 Mathematics and Science students. Ensure that the memory has been cleared and/or programs have been disabled. (See Appendix D: Calculator Policy.)
- Confirm a Test Proctor (one needed for every 25–35 students) is present for the test administration site.
- Place a “TESTING: DO NOT DISTURB” sign on the door to the classroom to minimize interruptions.

Paper/Pencil:
- Complete the electronic Classroom Security Form with Student Name, Unique Test Book ID Number, and Form Number.
- Student labels should be applied to the appropriate answer documents. If you did not receive a student label, the student’s Name, Date of Birth (DOB), and State Student ID number (SSID) and demographic information must be bubbled on the answer document.

During Testing:
- TAs and TPs must remain in the testing session at all times to maintain and oversee security of tests.
- Notify the BTC of any possible test invalidations, violations, or irregularities.
- Actively monitor students to ensure that students are working productively and maintaining test security.
- Record any observations in a log.
Online:
- Ensure that students are able to log in to their scheduled test and that they understand how to navigate through the test.
- Notify the BTC of any technical issues as soon as they occur.

After Testing:
- Collect all test materials (booklets, answer documents or student login test tickets and scratch paper) from students after each testing session.
- Ensure that the calculator memory has been cleared. (See Appendix D: Calculator Policy.)
- Move students who need additional time to the predetermined location.
- Sign the electronic Test Administrator/Proctor Test Security Form. Please see the instructions posted on the Help and Support site. [http://oklahoma.onlinehelp.measuredprogress.org/](http://oklahoma.onlinehelp.measuredprogress.org/)
- Return all test materials to your BTC.

Paper/Pencil:
- Verify test book ID numbers against the electronic Classroom Security Form.
- Separate scorable and nonscorable test materials.
  - **Scorable test materials:**
    - OSTP integrated test booklets (Grade 3 ELA, Grade 3 Math, Grade 5 ELA Book 1, and Grade 8 ELA Book 1)
    - OSTP used answer documents
    - Any booklets/documents transcribed from Braille, Large-Print, R1 Accommodation (mark answers in test booklet), or R3 Accommodation (typed responses).
  - **Nonscorable test materials:**
    - OSTP unused integrated test booklets
    - OSTP unused answer documents
    - OSTP used and unused test booklets
    - OSTP used and unused Braille and Large-Print test booklets
    - Student Login Test Tickets
    - Scratch and/or unmarked grid paper

In the presence of a Test Proctor:
- Inspect each scorable answer document/test booklet to confirm:
  - it has a student label or the demographic information is bubbled properly,
  - it has no stray marks that would hinder the machine scoring,
  - and it is in good condition, free of eraser bits, rough drafts, scratch paper or additional writing pages.
- Transcribe student responses from accommodated tests to standard scorable answer documents/test booklets, place the original student response in the inside front cover of the scorable answer document/test booklet or,
- For Large-Print and Braille, the student responses must be transcribed into the standard scorable answer documents/test booklet provided in the kits. Return the original Large-Print and Braille test documents with the nonscorable materials.
- Verify test booklet ID number to Student Name on the Classroom Security Form.
- Count the number of used standard answer documents you are returning separately for each grade. As you count arrange the answer documents so that the student name grids on the front covers are facing up (the booklets do not need to be alphabetized).
Do not use paperclips, rubber bands, or any other fasteners that might damage the edges of the scorable integrated test booklets or answer documents.

Ensure that sticky notes were not placed on any scorable materials. If sticky notes were placed on an integrated test booklet or answer document please remove them.

*This is extremely important since any damage will interfere with proper machine scanning.*

**Test Invalidations/Irregularities**

Reasons for possible test invalidations/irregularities include, but are not limited to:

- Cheating;
- Security violation;
- Presence of a cell phone in the testing environment;
- Improper test administration;
- Technical problems; or
- Testing outside the test window.

Invalidations/irregularities must be immediately reported to the BTC, who must report the incident to the DTC, who will in turn contact the State Department of Education (SDE). The SDE will determine if the student can complete their assessment or if an alternate form will be administered.

**Test Proctor (TP)**

The Test Proctor (TP) is an adult (18 +) other than the Test Administrator (TA) who monitors the test administration. This adult must be approved by the building principal and can be a member of the faculty or community, but does not have to possess an Oklahoma Teaching Certificate. The TP cannot be related to the TA or any student in the test session he or she is monitoring. In addition, a different TP may be used in the same test situation (or classroom setting) during the various days of testing, however, a TP is required for every testing session. For large groups, one is needed for every 25–35 students. It is the responsibility of DTCs, BTCs, and TAs to inform TPs of their duties during the test administration. **There must be a Test Proctor in a testing session at all times.** The main job of the Test Proctor is to observe to assure testing procedures are followed and report any irregularities in the testing procedure.

**Before Day of Testing:**

- Attend training provided by the BTC or DTC for proper testing procedures and test security (be sure to fill out a sign-in sheet when attending training). Contact the BTC or DTC with any test-related issues or questions.
  - Note: Training Modules are also available on the Oklahoma Help and Support page: [http://oklahoma.onlinhelp.measuredprogress.org/](http://oklahoma.onlinhelp.measuredprogress.org/)
- Review Appendix A, Test Security and Validity Rules and Instructions for TPs found in the *Test Administration Manual*.

**Before Start of Testing:**

- Arrive at least fifteen minutes before the first test is administered.
- Observe that all posters and visual aids have been covered or removed within the testing site.
- Ensure electronic communication devices are not present while in the test administration site (e.g., cell phones, cameras, Google Glass, etc.)
- Ensure all desks are cleared and that each student has two sharpened No. 2 pencils with erasers.
- Assist in maintaining the security of all test materials.
During Testing:

- TPs may help with distributing test materials to students under the guidance of the TA.
- Observe that the directions have been read from a script provided in the Test Administration Manual.
  - **NOTE:** All directions are to be given at the beginning of the session for each test. Students are allowed to ask questions after directions are given and before the signal is given for students to begin. Such questions are allowed to ensure that clarification of test directions is accomplished.
- Closely monitor the test administration and record observations in a log.
- If test “irregularities” occur, the TP should inform the TA as silently and unobtrusively as possible. In addition, the TP may assist the TA with finding solutions as needed. Such “irregularities” may include, but are not limited to, the following examples of student behaviors:
  - Marking answers without reading test questions.
  - Talking to another student (or other similarly disturbing behaviors).
  - Becoming ill and having to leave the room.
  - Looking at another student’s test booklet/answer document or computer screen.
- TAs and TPs must remain in the testing session at all times to maintain and oversee security of tests by:
  - Ensuring that no person reads or views the contents of a test at any time except the student taking the test at the time of testing.
  - Verifying that test materials are locked in a storage area at all times when not in use for official test administration purposes.
  - Reporting breaches of test security regulations to the TA and the BTC.
- The TP is to refrain from talking to the TA and/or students while students are reading and responding to test items. During this time, it is preferable that the TP sit quietly and observe as unobtrusively as possible.

After Testing:

- Help collect and organize test materials for return to the BTC.
- Report any unusual circumstances or breaches of test security regulations to the TA, BTC, and/or the building principal.
- Observe and assist TA checking test booklets for random marks.
- Observe TA transcribe responses from accommodated tests to standard scorable documents/test booklets.
- Help organize test materials for return to the BTC.
  - Sign the electronic Test Administrator/Proctor Test Security Form. Signing this form verifies that all OSTP regulations were followed during the test sessions monitored. Please see the instructions posted on the Help and Support site: [http://oklahoma.onlinehelp.measuredprogress.org/](http://oklahoma.onlinehelp.measuredprogress.org/)
Administering the Assessments

Important Procedures for Paper/Pencil Test Administration

1. TPs are required for each test session, including any individualized test administrations offered as an approved accommodation. Never administer a test without a TP. If the TP fails to appear, do not test until your BTC provides a replacement. Make sure that there is no talking between the TP and the TA or the students during the test session. Be sure these instructions are clear before testing begins. TP must be provided in-service training on testing procedures prior to testing and must follow the TP Responsibilities Checklist section provided in this manual.

2. TAs are responsible for ensuring each test booklet ID number on the electronic Classroom Security Checklist has the student's name assigned to that booklet. It is critical that each booklet ID number be matched to a student's name. If the booklet is unassigned, an explanation should be written where the student's name would appear on the Classroom Security Checklist. Make sure you have a complete list of students' names matched to their test booklet IDs to return to the BTC. Have students print their names on the front cover of the test booklet. Please retain a copy of the checklist for your records.

3. A standardized test must be administered according to the detailed directions. Please follow the instructions in the Test Administration Manual EXACTLY.

4. Every reasonable precaution should be taken at all times to protect the security of the tests. Under no circumstances should anyone have prior access to the tests, advance information about specific test items, or access to test content after testing. Test materials should be stored in a locked, secure place at all times when not being used. The student is the only person allowed to open and/or view the contents of his/her test booklet. (This is both a security and test validity issue that must be strictly observed.)

5. Test directions should be given in person—not over the intercommunication system. Giving directions to the students other than in person invalidates the test results.

6. TAs should ensure each student has two sharpened No. 2 pencils, an eraser, and a library book, but no other materials for the testing session. Students are allowed scratch paper and/or unmarked grid paper which should be collected after testing and turned in to the BTC to be destroyed. The TA should have a supply of sharpened No. 2 pencils on hand. All pencil sharpening should be done prior to beginning each test. Each student's desk should be clear of materials other than those mentioned above or any allowed due to an accommodation.

7. After directions are completed, TAs should make sure that students:
   - fully understand all directions and if applicable understand the online tools available;
   - are knowledgeable of the suggested time period and the fact that they may have additional time if needed;
   - are clear on expected behavior (i.e., to refrain from talking, moving about the room, and other distracting behavior); and
   - know what to do if they complete the test before other students.

8. During administration of the test, students should never be allowed to receive assistance from any person. Be alert to the student who marks answers without reading the items, and log this.

9. Students leaving the room during a test session can disturb other students. Tell students that if they must leave the room (e.g., a physical emergency), to raise their hands, be acknowledged by the teacher, and leave as quietly and unobtrusively as possible. The students should return in the same manner. If at all possible, no student should leave the room during a test. Log any instances of a student leaving during a test. For online testing, if a student does not return within 15 minutes, he or she will be automatically logged out of their online test. If the student becomes logged out, contact your BTC. The BTC will call the DTC for a proctor password.

10. Students who finish tests early can become a distraction to those who are still working, TAs should follow the site plan set by the BTC for students who finish early (read library book, dismissal, etc.). Once students close their test booklets, they may not reopen them. TAs should collect test booklets as students finish.

11. If a student becomes ill during test administration and cannot finish a test, notify your BTC, who will make arrangements to have the students complete his/her test administered during a closely monitored make-up session upon the student's return to school within the testing window. See Section “Unique Testing Situations” for instruction on make-up testing. Let BTC know of this test irregularity.

12. If a student is suspected of cheating, talk privately with the student about his or her behavior and note the behavior. Report the behavior to the BTC.
Unique Testing Situations

Students Who Receive Instruction Away from Sites of Official Enrollment

Students who are officially enrolled in a district that attend alternate sites for instruction within or outside of the resident district may be tested at their alternate sites with prior approval from the Office of Assessment. Alternate sites of instruction include special education consortiums, alternative education cooperatives, inter-locals, hospital placement, and homebound placement. Testing a student at an alternate site does not relinquish district and site of enrollment accountability for the test scores. Districts of Enrollment must adhere to the following guidelines to ensure test security in the transport of testing materials from the site of enrollment to the site of instruction:

### DTC – RESPONSIBILITIES (SITE OF ENROLLMENT)

1. No fewer than thirty days prior to testing, request permission in writing from the Office of Assessment at assessments@sde.ok.gov to assess certain students at their site of instruction, rather than at their site of enrollment.
2. Order all necessary test materials for students who receive instruction away from sites of official enrollment.
3. Deliver all testing materials to the BTC of the site of official enrollment.
4. Collect all testing materials from the BTC of the site of official enrollment.
5. Upon receipt of scores, send the reports to the BTC of the site of official enrollment.

### BTC – RESPONSIBILITIES (SITE OF ENROLLMENT)

1. Receive and record all testing materials for offsite administration from DTC.
2. For grades 6–8 online testing, the BTC may manually register a student through the OSTP Portal if the student demographic information is not uploaded through the WAVE. Once the student is in the system, place the student in a testing session; print a student test login ticket and deliver the student test login ticket to the site of instruction.
3. Arrange secure transportation of testing materials by a certified professional employee, to the BTC at the site of instruction, before and after testing.
4. Ensure that the BTC at the site of instruction is trained in the procedures for administering the tests and trained in all tests security rules and regulations.
5. Ensure that the TA is a certified employee of the district of enrollment or instruction.
6. Ensure that the TA is trained in the procedures for administering the tests and trained in all test security rules and regulations.
7. Include these test booklets and answer documents with the onsite materials that are returned to the DTC.
8. Upon receipt of score reports from the DTC, make arrangements for a secure transportation of the Student Score Reports to the sites of instruction for distribution to the students, teachers, and parents.

### BTC – RESPONSIBILITIES (SITE OF INSTRUCTION)

1. Receive all testing materials for administration from BTC (site of enrollment).
2. Ensure that the TA is a certified employee of the district of enrollment or instruction.
3. Ensure that the TA is trained in the procedures for administering the tests and trained in all test security rules and regulations.
4. Ensure tests are kept in a secure and locked location before and after testing.
5. Collect testing materials after administration and return materials to the BTC at the site of enrollment through scheduled secure transportation.
6. Verify that the TP, TA, BTC, and the building principal at the site of instruction have signed the electronic Test Security Forms. Please see the instructions posted on the Help and Support site: [http://oklahoma.onlinehelp.measuredprogress.org/](http://oklahoma.onlinehelp.measuredprogress.org/).

### TA & TP – RESPONSIBILITIES (SITE OF INSTRUCTION)

Follow the responsibilities listed on page 17.
Make-Up Test and Special Handling of Materials

Online and Paper/Pencil Make-up Testing

Students who are absent during a scheduled operational test MUST be scheduled for a closely monitored make-up session upon their return. Under no circumstances should you begin a test unless there is enough time for the student(s) to complete it. Make-up tests may be administered any time after the scheduled testing date and before the end of the test administration window. Make-up tests MUST be administered in sequential order with the exception of English Language Arts for grades 5 and 8 for which the Section 1 Writing prompt can be administered either before Section 2 or after Section 3.

Note: Make-up test sessions for Paper/Pencil and Online are not timed; students should be given additional time if needed. The additional time is available as an immediate extension of the current testing session; it is not available as a separate testing session at another time.

Student Becomes Sick During Testing

Paper/Pencil testing:

• If a student becomes ill during a test and is unable to complete the session, the TA should note what question the student last answered and document this on the Classroom Security Form. The BTC will then need to schedule the student for a closely monitored make-up session to complete only the questions or writing prompt he or she has not yet answered. During the make-up session, students may not change answers or review responses to any questions that they completed before leaving the testing space.

Online testing:

• If a student testing online becomes ill during a test and is unable to complete the session, he or she can use the same log-in and password generated for their originally scheduled test to complete the test in a make-up session.

• The BTC will need to contact their DTC and request a proctor password and complete a Test Irregularity Form. After the student logs into the test, the TA will be required to enter this proctor password to allow the student access to the test. The student will not be able to view or change answers to any previously answered questions.

Contaminated or Damaged Test Booklet (Paper/Pencil)

• If a test booklet needs to be replaced due to damage (ripped, torn, or biohazard) contact the DTC for a replacement booklet and provide the following information:
  – Reason for the replacement of contaminated or damaged material.
  – Content area and form number of the test booklet.
  – Student’s full name, Student State Identification Number (SSID), Grade, and Date of Birth (DOB).
  – Test booklet identification number located in the lower left hand corner of the test booklet.

• Contaminated test materials need to be destroyed by the BTC or DTC and should NOT be sent back to the testing vendor.

• If the DTC does not have the proper grade, content area, and test form number available in their overage to replace the damaged booklet, then the DTC must contact Measured Progress Service Desk with the information provided by the BTC or TA. Measured Progress will process an order for the replacement test booklet(s) that will be shipped to the district.

Contaminated or Damaged Materials

Contaminated Materials are materials that have been damaged by vomit, blood, or other biological components, and must be destroyed by the district. DO NOT RETURN contaminated materials to the testing vendor.

Damaged Materials are materials that have been ripped, torn, etc. and are rendered unusable. These materials must be returned to the testing vendor.
If test materials become contaminated or damaged, the following procedures must be followed by the BTC and DTC:

- **Test Booklets and Answer Documents**
  
  **BTC must provide the following information to the DTC:**
  
  1. Test Booklet or answer document number and content area (i.e. Mathematics, English Language Arts, Science, etc.), reason for the contamination or damage, and student information (Full Name, State Identification Number, Grade, and Date of Birth).
  
  2. Indicate the Test Booklet Number on the electronic security checklist as contaminated.
  
  3. Request a replacement Test Booklet or answer document if applicable from the DTC.
  
  4. **Contaminated:** Destroy the Test Booklet or answer document following the protocol set by your State Department for the disposal of hazardous materials. Do Not Return Hazardous Materials to Measured Progress. Send the DTC a note on school letterhead containing the reason for the contamination, the test booklet or answer document number and student information (Name, SSID, Grade, and Date of Birth).
  
  5. **Damaged:** Make sure the damaged booklet is returned to the DTC accompanied by a note on school letterhead containing the reason for the damaged booklet, the test booklet or answer document number, and student information (Full Name, State Identification Number, Grade, and Date of Birth).

### Accommodated Assessments

#### Transcribe Answer Documents for Students Taking Large-Print and Braille Versions of the Test

After testing, the TA should prepare the standard answer document that was provided in the Large-Print or Braille kit for each student taking the Large-Print or Braille version of the test.

- Apply the student’s label to the standard answer document. If the student does not have a student label, bubble in the demographic information page on the answer document.
- For students taking the contracted Braille version, fill in the IEP Braille bubble in Box E.
- Then transfer the student's test answers from the Large-Print or Braille test book to the standard answer document.
- The standard answer documents for the Large-Print and Braille tests should then be included with the other student answer documents.
- The original Large-Print and Braille test books and answer documents that were used to transcribe from should be returned with the nonscorable test materials.

### Typed Responses Accommodation

Test administrators are responsible for:

- maintaining the security of all computers used by students who receive an accommodation;
- ensuring that students do not have access to the Internet or any files on the computer hard drive or network during testing as results may be invalidated for students who access the Internet or files during testing;
- ensuring that no response is edited by anyone other than the student and is done only during the test-taking period; and
- deleting all student responses that were temporarily saved on any local computer or computer disk after all student responses have been printed for submission with an answer booklet.

Student responses are secure and confidential and must not be accessible to unauthorized individuals.
Information Required for Each Page of Student’s Response

- Student name
- Student State Identification number
- Answer booklet serial number (the 10-digit number located on the lower right corner)
- Subject
- Question number
- For the ELA Writing prompt only, page x of y, where x = the current page number and y = the last page number

Formatting Requirements

**Formatting:**

- Use plain white paper (8 ½” x 11”).
- Use a font size between 8-point (minimum) and 12-point (maximum).
- Set margins to be one inch.
- Set line-spacing to be single-spaced.

**Page limits:**

**For the ELA Writing Prompt:**

- A maximum of four pages may be submitted.

The typed response pages must be placed inside the front cover of the student’s standard answer booklet without clips, tape, or staples. All information requested on the front cover and back cover of the student’s answer booklet must be properly completed by the TA and TP. Immediately after testing, return all test materials to your BTC.

A student’s response to each test question must be submitted entirely using one of the following methods:

- typed on paper and inserted inside the student’s answer booklet;
- written by the student; or
- transcribed into the student’s answer booklet.

Below is an example of a typed response form.

| **Student Name:** Jonathan Ward |
| **Student ID (state):** 1012345678 |
| **Answer Booklet Serial Number*:** 1234567890 (located on the lower right-hand corner of the answer booklet front cover) |

**Subject:** English Language Arts

**Question Number:** 35

In this area, the student will type the response to the test question.
Receiving, Inventorying, and Distributing Materials

School test materials are packed by school and grade and shipped to the DTC at the shipping addresses provided to the SDE. Test materials should be distributed to all BTCs within a reasonable time frame so that they may inventory materials in a timely manner. Test booklets should be available in advance to staff as needed per specific accommodations, and the security of the test booklets must be properly maintained at all times.

Test Preparation Manuals (TPMs), Test Administration Manuals (TAMs), and Parent Student Teacher Guides (PSTGs) are shipped separately to districts. The quantity of these materials received by each district is predetermined. Additional copies of these materials can be downloaded from the Oklahoma Help and Support Website [http://oklahoma.onlinehelp.measuredprogress.org/](http://oklahoma.onlinehelp.measuredprogress.org/). SDE approval is required for additional printed orders of the TPMs, TAMs and/or PSTGs to be shipped to districts/schools from Measured Progress.

District Overage Test Materials

Each district will receive a predetermined quantity of additional test materials. These additional test materials may be distributed **only** to schools within your district. In case of a shortage, DTCs may request additional test materials using the OSTP Portal. This shipment will arrive in box(es) labeled for the DTC during the testing administration window.

District Test Administration Materials Shipment

Upon receipt, check the boxes for the following items:

<table>
<thead>
<tr>
<th>District Manual Shipment Box(es)</th>
<th></th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Coordinator Memo</td>
<td></td>
<td>This memo contains general information for Test Coordinators</td>
</tr>
<tr>
<td>Packing Slip</td>
<td></td>
<td>Use the Packing Slip to inventory materials received. If materials are allocated to school(s) within your district, use this form to document the information.</td>
</tr>
<tr>
<td>Test Preparation Manual</td>
<td></td>
<td>Additional copies must be made at the school/district or downloaded from the Oklahoma Help &amp; Support website: <a href="https://oklahoma.onlinehelp.measuredprogress.org/">https://oklahoma.onlinehelp.measuredprogress.org/</a></td>
</tr>
<tr>
<td>Test Administration Manual</td>
<td></td>
<td>Additional copies must be made at the school/district or downloaded from the Oklahoma Help &amp; Support website: <a href="https://oklahoma.onlinehelp.measuredprogress.org/">https://oklahoma.onlinehelp.measuredprogress.org/</a></td>
</tr>
<tr>
<td>Parent Student Teacher Guides</td>
<td></td>
<td>Additional Copies must be downloaded from the Oklahoma Help &amp; Support website: <a href="http://Oklahoma.onlinehelp.measuredprogress.org">Oklahoma.onlinehelp.measuredprogress.org</a>. These guides are to be sent home with students.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District Test Materials Shipment Box(es)</th>
<th></th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Test Coordinator Memo</td>
<td></td>
<td>This memo contains general information for DTC.</td>
</tr>
<tr>
<td>Packing Slip (District)</td>
<td></td>
<td>Use the Packing Slip to inventory materials received. If materials are allocated to school(s) within your district, use this form to document the information.</td>
</tr>
<tr>
<td>Building Test Coordinator Memo</td>
<td></td>
<td>This memo contains general information for BTC.</td>
</tr>
<tr>
<td><strong>UPS Return Service Labels</strong></td>
<td>UPS return shipping labels are provided for each school in your district that received paper/pencil test materials. Affix these labels to the top of each box over the original label for returning test materials. Note: the labels are school specific.</td>
<td></td>
</tr>
<tr>
<td><strong>Return Packing/Shipping Instructions (Included for paper/pencil tests)</strong></td>
<td>This outlines all steps for preparing materials for UPS pickup.</td>
<td></td>
</tr>
<tr>
<td><strong>Packing Slips (School)</strong></td>
<td>These documents will provide the quantity of test materials shipped per box. There are separate secure and non-secure packing slips. The packing slips should not be returned to Measured Progress.</td>
<td></td>
</tr>
<tr>
<td><strong>Shrink-Wrapped Packs of Test Booklets and Answer Documents</strong></td>
<td>See below for a list of shrink-wrapped test booklets and answer documents for each administration.</td>
<td></td>
</tr>
</tbody>
</table>

### Electronic Forms

| District Level Test Security Form (Electronic) | The DTC and the District Superintendent must sign the electronic form through DocuSign. Please see the instructions posted on the Help and Support site to complete this task. [http://oklahoma.onlinehelp.measuredprogress.org/](http://oklahoma.onlinehelp.measuredprogress.org/) (Download a copy for your records) |
| Security Checklist (School) | Digital copies of the schools Security Checklist will be emailed to the DTC. Please provide electronic copies to the schools to inventory materials and allocate materials to the Test Administrator. |
| Security Checklist (District) | Use the electronic version of the Security Checklist to inventory the district overage test materials. If materials are allocated to a school, use this form to document the information. |
## School Test Administration Materials Shipment

Upon receipt, check the boxes for the following items:

<table>
<thead>
<tr>
<th>School Test Materials Shipment Box(es)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item</strong></td>
</tr>
<tr>
<td>Building Test Coordinator Memo</td>
</tr>
<tr>
<td>Packing Slips</td>
</tr>
</tbody>
</table>
| White Plastic Envelopes (Only included if paper/pencil tests are shipped.) | White plastic envelopes labeled as follows:  
  - **For Return of Used Answer Documents Only**: Use by subject area for the return of used scorable materials.  
  - **Special Handling**: Use for any paper/pencil test materials needing special attention. Include an explanatory note on school letterhead with any test materials returned in this envelope.  
    - Do not write directly on, apply sticky notes, staple/tape paper notes directly to answer documents. Doing so prohibits the ability to scan the documents.  
| Student Labels (Only included if paper/pencil tests are shipped.) | For districts that prepared WAVE data for export, student labels are provided for students taking the pencil/paper tests. The labels must be placed on the front cover the answer document or integrated test booklet prior to test materials being distributed to Test Administrators. |
| Shrink-Wrapped Packs of Test Booklets and Answer Documents | See below for a list of shrink-wrapped test booklets and answer documents for each administration. |
| Security Checklist | Use the Security Checklist to inventory paper/pencil test materials when they arrive, and to assign them to Test Administrators. This form is returned to your District Test Coordinator with test materials after testing. |

## Electronic Forms

<table>
<thead>
<tr>
<th>Electronic Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item</strong></td>
</tr>
</tbody>
</table>
| Building Level Test Security Form | The BTC and the School Principal must sign the electronic form through DocuSign. Please see the instructions posted on the Help and Support site to complete this task.  
| Test Administrator/Proctor Test Security Form | TAs and TPs must sign the electronic form through DocuSign. Please see the instructions on the Help and Support site to complete this task.  
  (Download a copy for your records) |
| Nondisclosure Agreement for Test Administrators and Test Proctors | TAs reading test items to students as an allowable accommodation, including IEP, Section 504 Plan, or ELL, must sign the electronic form through DocuSign. Please see the instructions on the Help and Support site to complete this task.  
  (Download a copy for your records) |
<table>
<thead>
<tr>
<th>Classroom Security Forms (Applies only if paper/pencil tests are shipped.)</th>
<th>Use this form for tracking paper/pencil test materials in the classroom. This completed form should be kept for school records. Additional copies may be made at the school/district. The Classroom Security Forms do not need to be returned to Measured Progress. Download from the Measured Progress Help &amp; Support Site: <a href="http://oklahoma.onlinehelp.measuredprogress.org/">http://oklahoma.onlinehelp.measuredprogress.org/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Record of Tests Missed and Made-Up</td>
<td>Use the Record of Tests Missed and Made-Up to track student make-up tests. This form does not need to be returned to Measured Progress. Keep this form for your records. Download from the Measured Progress Help &amp; Support Site: <a href="http://oklahoma.onlinehelp.measuredprogress.org/">http://oklahoma.onlinehelp.measuredprogress.org/</a></td>
</tr>
</tbody>
</table>

The shrink-wrapped packs of five or ten test booklets and answer documents include the following OSTP materials. (Do Not rearrange the order of the test booklets within the packs):

**Grade 3**
- English Language Arts Integrated Test Booklet
- Mathematics Integrated Test Booklet

**Grade 4**
- English Language Arts Test Booklet
- Mathematics Test Booklet
- English Language Arts/Mathematics combined answer document

**Grade 5**
- English Language Arts Integrated Test Booklet – Book 1 Writing Prompt
- English Language Arts Test Booklet – Book 2 Multiple Choice
- Mathematics Test Booklet
- Science Test Booklet
- English Language Arts/Mathematics/Science combined answer document

A Paper/Pencil test booklet will be sent based on the Precode data received for those students indicated as needing a Paper/Pencil format for online assessments due to a documented IEP, 504 Plan, or ELL accommodation.

**Grade 6**
- English Language Arts Test Booklet
- Mathematics Test Booklet
- Mathematics Formula Sheet
- English Language Arts/Mathematics combined answer document

**Grade 7**
- English Language Arts Test Booklet
- Mathematics Test Booklet
- Mathematics Formula Sheet
- English Language Arts/Mathematics combined answer document
Grade 8
• English Language Arts Integrated Test Booklet – Book 1 Writing Prompt
• English Language Arts Test Booklet – Book 2 Multiple Choice
• Science Test Booklet
• Mathematics Test Booklet
• Mathematics Formula Sheet
• English Language Arts/Mathematics/Science combined answer document

A Braille and/or Large-Print test booklet will be sent based on the precode data received, for those students indicated as having an IEP or 504 Plan with a Braille or Large-Print accommodation.

<table>
<thead>
<tr>
<th>Large-Print/Braille Test Booklet*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Test Booklet*</td>
</tr>
<tr>
<td>Standard Answer Document</td>
</tr>
<tr>
<td>Administrator Notes</td>
</tr>
<tr>
<td>Large-Print/Braille Instructions</td>
</tr>
</tbody>
</table>

DTC Inventory of Test Materials
1. **Immediately** open Box 1 to obtain the Packing List.
2. **Immediately** check the total shipment received against the items shown on the Packing List. Check the test booklet ID numbers printed on the test booklets against the electronic Security Checklist. If you notice any missing materials or discrepancies, please contact the Measured Progress Oklahoma Service Desk.
3. **Immediately** compare the quantity of each item received with the quantity required to complete testing in your district.
4. If additional materials are needed, determine the quantity of each item you need. Additional orders may be placed by the DTC through the OSTP Portal.
5. **Keep all shipping boxes in which testing materials were received.** These boxes will be used for returning all documents after testing to Measured Progress. Each box from Measured Progress carries a pre-printed barcode label identifying the school. The information on these labels will expedite the tracking of returned materials, so please do not remove, destroy, or deface them.
6. The DTC will provide BTCs with the appropriate quantities of the PSTGs and TAMs. If needed, download additional copies of the PSTGs and TAMs from the Oklahoma Help & Support Page.
7. As soon as possible before testing, distribute the PSTGs to your teachers to use with their students and to send home to parents.
8. Distribute the TAMs to your TAs.

BTC Electronic Security Checklist/Inventory of Test Materials
The Electronic Security Checklist (Appendix K) provides a list of secure materials shipped to your school.
• The packing slip documents provide a list of the contents of each box. Secure test materials are listed on the Packing Slip Detail “Secure Materials.”
• Unique ID numbers have been printed on the secure materials that include: student standard test booklets and integrated test booklets. These unique ID numbers are printed on the electronic Security Checklist.
• The remaining materials are considered non-secure and are listed on separate packing slips.
• Any discrepancy between what is listed on your electronic Security Checklist and the actual count, or between the packing slip documents and materials received, must be reported immediately to your DTC.

*Note: For Grades 5 and 8 English Language Arts assessments there are two test booklets. Book 1 contains the Writing Section and Book 2 contains the Multiple-Choice Sections.
• All standard test booklets and integrated test booklets must be returned to the District Test Coordinator for inventory purposes and must be accounted for with 100% accuracy.

• There will be one copy of the Security Checklist for the school. You are allowed to make copies of the checklist. After testing, retain one copy at the school, and return all other copies to the District Test Coordinator.

1. **Immediately** check the total building shipment received against the items shown on the Packing List. Check the test booklet ID numbers printed on the test booklets against the electronic Security Checklist. If you notice any missing materials or discrepancies, please contact the DTC.

2. **Immediately** compare the quantity of each item received with the quantity required to complete testing in your building.

3. If additional materials are needed, determine the quantity of each item you need. Additional orders may be placed by the DTC through the OSTP Portal.

4. **Keep all shipping boxes in which testing materials were received.** These boxes will be used for returning all documents after testing to your DTC. Each box from Measured Progress carries a pre-printed barcode label identifying the school. The information on these labels will expedite the tracking of returned materials, so please do not remove, destroy, or deface them.

5. Verify the appropriate quantities of the PSTGs and TAMs received. If additional materials are needed contact the DTC or download additional copies from the [Oklahoma Help & Support Page](#).

6. As soon as possible before testing, distribute the PSTGs to your teachers to use with their students and to send home to parents.

7. At the same time, distribute the TAMs to your TAs.

**The distribution of test booklets to Test Administrators is prohibited prior to the first day of testing.**

### Ordering Additional Materials

#### Before Testing Window Opens

All test materials are intended for use during the testing window as needed to ensure that all students are tested at the scheduled times. If a shortage is identified prior to the first day of testing, you should order additional materials by school through the OSTP Portal. Refer to “Materials Management” in the [OSTP Portal User Guide](#).

#### During Testing Window

When placing an order for additional materials, the DTC must include information about the school for which the order is intended, as all test materials will be tracked by individual schools. Orders must be placed online by 1:00 p.m. Central Time to be included in that day’s shipment. After you place an order, an order confirmation number will appear. Please keep a record of this number until your order is received.

#### Last Week of Testing Window

If there is not sufficient time to order additional materials for a school, materials from the district overage shipment may be allocated to a school. These overage materials must be returned with that school’s return shipment and the DTC must note the allocation on the district level electronic Security Checklist. The District Test Coordinator should replace “Test Administrator” with “School” on the electronic Security Checklist, fill in the school name, make a copy of the Security Checklist and include the copy in the envelope containing the District Level Test Security Form.

**Do not share test materials from one school to another (even if the schools are within the same district), as all test materials are assigned to individual schools. Such an exchange may result in a discrepancy when materials are returned.**
Collecting and Returning Materials

- It is essential that the BTCs return all of their materials to the DTCs immediately after paper/pencil testing is completed.

- All materials should be returned to a central location, following procedures established by the district. DTCs must return individual school materials to Measured Progress as soon as possible to help facilitate Measured Progress’s posting of preliminary reports.

- All paper/pencil test materials must be packaged, sealed, and promptly scheduled for pickup following the last day of paper/pencil testing in the district.

- Failure to return tests according to the designated schedule may result in extra costs to the district, invalidation of the test scores, and/or not receiving reports.

- The District Test Coordinator Test Security Forms, Building Test Coordinator Security Form, Test Administrator/Proctor Test Security Forms, and Nondisclosure Agreements Forms must be completed electronically using DocuSign. Please see the instructions posted on the Help and Support site http://oklahoma.onlinehelp.measuredprogress.org/ to complete this task. (Download copies for your records.)

Preparing for Return of Materials

Returning Paper/Pencil Materials

Materials will be collected in three phases in order to facilitate timely reporting. Measured Progress has established automatic one day UPS pick-ups on the dates outlined below. DTCs are also encouraged to send materials back earlier than those dates by utilizing the self-schedule feature on the portal. It is the responsibility of the DTC to ensure the materials have been received correctly from each school within their district.

**Phase 1: Grade 3 ELA, Grade 5 and Grade 8 (paper testers) Scorable material only**

UPS automatic pickup date: 4/17/18

- **Scorable test materials:**
  - OSTP integrated test booklets (Grade 3 ELA, Grade 5 ELA Book 1, and Grade 8 ELA Book 1)
  - OSTP used answer documents (Grade 5 combined answer document, Grade 8 combined answer document)
  - Include all booklets/documents transcribed from Braille, Large-Print, R1 Accommodation (mark answers in test booklet), or R3 Accommodation (typed responses).

☐ Verify that the scorable test materials from each building are separated by grade level.

☐ Verify that the Test Booklet ID numbers on Security Checklist match the numbers on the integrated and standard test booklets and that all are accounted for.

☐ Verify that you have a scorable integrated test booklet or answer document for each student.

☐ Verify that the same grade level is returned in the appropriate return used answer document envelope. **Do not mix grade levels within a single envelope.**

☐ Do not use paperclips, rubber bands, or any other fasteners that might damage the edges of the scorable answer documents/integrated test booklets. **This is extremely important since any damage will interfere with proper machine scanning.**

☐ Ensure that sticky notes were **not** placed on any scorable answer document/integrated test booklet. If sticky notes were used please remove them.

These materials are to be returned in a box with the overnight shipping label in the marked envelope for the 4/17/18 UPS pick-up.
Phase 2: Grade 3 Math, Grade 4, Grade 6, Grade 7 Scorable material only
UPS automatic pickup date: 4/24/18

- Scorable test materials:
  - OSTP integrated test booklets (Grade 3 Math)
  - OSTP used answer documents (Grade 4, 6 and 7 combine answer documents)
  - Include all booklets/documents transcribed from Braille, Large-Print, R1 Accommodation (mark answers in test booklet), or R3 Accommodation (typed responses).

- Verify that the scorable test materials from each building are separated by grade level.
- Verify that the Test Booklet ID numbers on Security Checklist match the numbers on the integrated and standard test booklets and that all are accounted for.
- Verify that you have a scorable integrated test booklet or answer document for each student.
- Verify that the same grade level is returned in the appropriate return used answer document envelope. Do not mix grade levels within a single envelope.
- Do not use paperclips, rubber bands, or any other fasteners that might damage the edges of the scorable answer documents/integrated test booklets. This is extremely important since any damage will interfere with proper machine scanning.
- Ensure that sticky notes were not placed on any scorable answer document/integrated test booklet. If sticky notes were used please remove them.

These materials are to be returned in a box with the overnight shipping label in the marked envelope for the 4/24/18 UPS pick-up.

Phase 3: All nonscorable and unused material
UPS automatic pickup date: 4/27/18

- Nonscorable test materials:
  - OSTP unused integrated test booklets
  - OSTP unused answer documents
  - OSTP used and unused test booklets
  - OSTP used and unused Braille and Large-Print test booklets

- Ensure that there are no scorable materials in this box as they will delay score reporting. If you find scorable materials at this time please call the Measured Progress Oklahoma Service Desk.

These materials are to be returned in the original shipment box with the ground shipping label in the marked envelope for the 4/27/18 UPS pick-up.

Contaminated or Damaged Materials

Contaminated Materials are materials that have been damaged by vomit, blood, or other biological components, and must be destroyed by the district. DO NOT RETURN contaminated materials to the testing vendor.

Damaged Materials are materials that have been ripped, torn, etc. and are rendered unusable. These materials must be returned to the testing vendor.

If test materials become contaminated or damaged, the following procedures must be followed by the BTC and DTC:

- Test Booklets and Answer Documents

BTC must provide the following information to the DTC:

1. Test Booklet or answer document number and content area (i.e. Mathematics, English Language Arts, Science, etc.), reason for the contamination or damage, and student information (Full Name, State Identification Number, Grade, and Date of Birth).
2. Indicate the Test Booklet Number on the security checklist as contaminated.
3. Request a replacement Test Booklet or answer document if applicable from the DTC.

4. **Contaminated:** Destroy the Test Booklet or answer document following the protocol set by your State Department for the disposal of hazardous materials. *Do Not Return Hazardous Materials to Measured Progress.* Send the DTC a note on school letterhead containing the reason for the contamination, the test booklet or answer document number, and student information (Name, SSID, Grade, and Date of Birth).

5. **Damaged:** Make sure the damaged booklet is returned to the DTC accompanied by a note on school letterhead containing the reason for the damaged booklet, the test booklet or answer document number, and student information (Full Name, State Identification Number, Grade, and Date of Birth).

DTC must provide the following information to Measured Progress:

1. Test Booklet or answer document number and content area (i.e. Mathematics, English Language Arts, Science, etc.), reason for the contamination or damage, and student information (Name (first and last), State Identification Number, Grade, and Date of Birth).

2. Indicate the Test Booklet Number on the security checklist as contaminated.

3. Request a replacement Test Booklet or answer document if applicable from Measured Progress at (866) 629-0220.

4. **Contaminated:** Destroy the Test Booklet or answer document following the protocol set by your State Department for the disposal of hazardous materials. *Do Not Return Hazardous Materials to Measured Progress.* Send Measured Progress a note on school letterhead containing the reason for the contamination, the test booklet and/or answer document number, and student information (Full Name, SSID, Grade, and Date of Birth).

5. **Damaged:** Make sure the damaged booklet is returned to Measured Progress accompanied by a note on school letterhead containing the reason for the damaged booklet, the test booklet or answer document number, and student information (Full Name, State Identification Number, Grade, and Date of Birth).

The following materials do not need to be returned to Measured Progress: Materials to Be Discarded

- District Test Coordinator or Building Test Coordinator memos
- *Test Administration Manuals*
- *Test Preparation Manuals*
- *Parent, Student, and Teacher Guides*
- Return Packing/Shipping Instructions

Materials to be Shredded or Destroyed

- students’ rough drafts, scratch paper, and unmarked grid paper
- unused UPS return shipping labels
- unused envelopes
- student test login tickets
- contaminated materials

Scheduling Return of Materials

Districts are encouraged to return testing materials as soon as testing is completed for each grade and/or content area. To help facilitate the return of your testing materials automatic UPS pickups have been prescheduled for your District.

If your District does not choose to return materials on this date, please contact the Oklahoma Service Center by 12:00 p.m. two days prior to the automatic pickup date indicated in the Key Dates document located on the Oklahoma Help and Support Page: [http://oklahoma.onlinehelp.measuredprogress.org/](http://oklahoma.onlinehelp.measuredprogress.org/)

A UPS pickup may also be scheduled anytime during the test administration by going to the materials management section of the eMetric Portal. See the *OSTP Portal User Guide* for directions.
Prescheduled Pick-up Dates

- Three automatic pick-ups have been scheduled for your District as indicated in the Key Dates document located on the Oklahoma Help and Support Page: [http://oklahoma.onlinehelp.measuredprogress.org/](http://oklahoma.onlinehelp.measuredprogress.org/)

1. For the return of your grades 3, 5, and 8 scorable materials (integrated test booklets and answer documents only). This pick-up is scheduled for Tuesday, April 17, 2018.

2. For your grade 4, 6 and 7 scorable materials (answer documents only). This pick-up is scheduled for Tuesday, April 24, 2018.

3. For all your nonscorable materials (test booklets) for grade 4, 5, 6, 7 and 8. This pick-up is scheduled for Friday, April 27, 2018.

- **Note:** Materials not returned on the recommended date as indicated in the Key Dates document may result in student scores being unavailable in the eMetric portal during the preliminary reporting window.

Packing Diagrams for the Return of Testing Materials

The school test materials should be packed by the BTC and returned to the DTC as soon as testing is complete in accordance to the diagrams on the following pages.

It is the DTCs responsibility to ensure the test materials have been received and packaged correctly from each school within their district.

- Verify that the same grade and content area are returned in the appropriate return used answer document envelopes and seal the envelope. **Do not mix grade levels and/or subject/content area within a single envelope.**

- Verify that paperclips, rubber bands, or any other fasteners that might damage the edge of the scorable answer documents/integrated test booklets were not used. Ensure that sticky notes were not placed on any scorable answer document. If sticky notes were used please remove them. **This is extremely important since any damage will interfere with the proper machine scanning.**

The DTC is also responsible for the return of test materials shipped to the districts as overage. These materials should be packed in accordance to the diagrams on the following pages.
### How to Pack Your School Box(es) – Paper and Pencil Material Return

#### Scorable Material

<table>
<thead>
<tr>
<th>Top of Box</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Handling Envelope:</strong> Typed Responses with Students Answer Documents Ripped or Torn Answer Documents or Test Booklets (Notes on school letterhead with explanation must also be included for contaminated and damaged booklets)</td>
</tr>
<tr>
<td><strong>Return of Used Answer Documents Envelope(s)/scorable materials:</strong> Envelopes are grade and content specific; do not mix grades and/or contents in a single envelope</td>
</tr>
</tbody>
</table>

#### Nonscorable Material

<table>
<thead>
<tr>
<th>Top of Box</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Used Nonscorable Materials:</strong> Test Booklets, Large-Print Test Booklets, Braille Test Booklets</td>
</tr>
<tr>
<td><strong>Unused Materials:</strong> Test Booklets, Answer Documents, Integrated Test Booklets</td>
</tr>
</tbody>
</table>

#### How to Pack Your District Box(es) – Paper/Pencil Material Return

*Note: Your district box(es) should only contain unused materials sent to your district as overage*

<table>
<thead>
<tr>
<th>Top of Box</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unused Materials:</strong> Test Booklets, Answer Documents, Integrated Test Booklets</td>
</tr>
<tr>
<td><strong>(Singles and/or Shrink-Wrapped Packs)</strong></td>
</tr>
</tbody>
</table>

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Affixing UPS Return Shipping Labels

Once the DTC has confirmed all materials have been packaged correctly for the return to Measured Progress, UPS return shipping labels may be affixed to the box(es). In order to assist Measured Progress in the processing of scorables and non-scorables, please take extra care to assure the correct label(s) are affixed to the box(es). Note: Return shipping labels are school and district specific.

Return Shipping Label for Schools

Return Shipping labels are school specific and testing administration specific. It is very important that you take care making sure the correct labels are applied to your boxes for the return of all testing materials to Measured Progress. Return Shipping labels are packed inside school specific envelopes. Please be sure to keep the labels in the envelopes in order to ensure that the correct labels are used for the correct school.
Return Shipping Label for Districts

Return Shipping labels are District specific and testing administration specific. It is very important that you take care making sure the correct labels are applied to your boxes for the return of all testing materials to Measured Progress.
Appendix A

TEST SECURITY AND VALIDITY

210:10-13-4. Test security and validity

(a) **Test security.** School administrators and their designees shall maintain security on tests administered under the auspices of the Oklahoma School Testing Program through following the procedures listed below:

1. **Test coordinators.** School superintendents shall designate both district and building test coordinators before October 1 of each school year. Names and telephone numbers of district test coordinators shall be recorded on the OSTP Questionnaire conducted in the fall semester of each school year. This questionnaire is the order form provided by the testing vendors for all tests in the OSTP including large-print and Braille test forms.

2. **Pretest information.** The State Department of Education shall provide student/parent pretest information materials to schools for designated grade levels before testing.

3. **Embargo of test materials.** The State Department of Education shall require the contracting test publisher to place an embargo on the sale, sampling, and/or distribution of test materials utilized in the OSTP to any person or organization in Oklahoma (other than the official distribution of such materials purchased for the OSTP by the State Department of Education). This embargo is to be enforced from the first day of contract with the State Department of Education throughout use of this test for the OSTP and until the Department has given notice that the test series is no longer going to be used in the OSTP.

   (A) Violation of this agreement by a contracting test publisher can result in automatic and immediate forfeiture of the contract and reimbursement to the State Department of Education (by the contracting company) of any funds expended in the conduct of the OSTP.

   (B) No individual person or public or private entity shall obtain copies of any test materials utilized in the OSTP other than through the official distribution of test materials to public schools immediately prior to administration of the annual OSTP. Any person or organization attempting to order such materials from the contracting test publisher (or from other scoring companies handling OSTP or “off-grade” scoring and reporting) shall be reported by the contractor to the State Superintendent of Public Instruction.

4. **Maintenance of the security of test materials prior to exam administration.** All student test materials (i.e., test booklets, prompts for writing assessment, and answer documents) shall be bound by the test publisher in packages of designated lot sizes. No test booklets shall be viewed by any person other than the student taking the test at the time of testing, except in the case of special education, Section 504, or ELL accommodations which allow a test administrator to assist a student being tested. Test booklets shall be individually sealed, as practicable, to prohibit them from being opened.

   (A) When seals are used on test booklets, the following procedures shall be followed:

   (i) Test booklets shall remain intact until tests are distributed to students at the beginning of the test administration session;

   (ii) Each test booklet seal shall be broken only by the student who is administered the test, except where special education or Section 504 accommodations allow the opening of the test; and

   (ii) Unused test booklets shall remain sealed.
(B) When seals are not used on test booklets, the following procedures shall be followed:
   (i) Test booklets shall remain closed until distributed to students at the beginning of the test administration session;
   (ii) Each test booklet shall be opened only by the student who is administered the test, except where special education or Section 504 accommodations allow the opening of the book and turning of pages by someone other than the students.

(5) **Inventory and accounting of test materials.** All test materials shall be inventoried by the school district upon receipt from the test publisher/contractor. Any discrepancies representing shortages in the quantity of materials supplied and the quantity needed for tests administered shall be reported immediately to the contracting company by the district test coordinator. Immediately upon receipt and inventory of materials, all tests, and other materials shall be locked in a secure place by the district test coordinator or school administrator.

   (A) The site level distribution of test documents and materials may occur beginning one week prior to testing. Exceptions to the test materials distribution time limit needed by the largest districts in the state shall be registered with and approved by the State Department of Education Office of Accountability and Assessment at least four weeks prior to the first designated testing window of each year.

   (B) During the days in which tests are being administered in each school district, all test administrators are responsible for locking all test materials in a secure place when the tests are not being utilized in the official test administration with students. This includes the time period between completion of the test administration and delivery of the answer documents and other test materials to the district test coordinator. Further, the building test coordinator is responsible for ensuring that materials are properly locked in a secure place at the times specified above.

   (C) Test booklets are not to leave school buildings at any time (i.e., students’ test booklets are not to be taken home by an employee or the community member/test monitor before, during, or after test administration has been completed). Exceptions to test booklets leaving a school site shall be made at the discretion of the State Department of Education Student Assessment Section for the purpose of secure transport to a site of instruction for the purpose of test administration, upon a written request from a District Test Coordinator. These requests must be registered with and approved by the Student Assessment Section at least four weeks prior to the first designated testing window of each year.

   (D) An accounting is to be conducted on all test booklets. Unused test booklets are to remain in “shrink-wrap” (or otherwise packaged) when possible. All unused tests are to be returned to the test publisher. Failure to return test booklets to the appropriate companies will result in:
   (i) A school or district being reported to the State Superintendent; and
   (ii) Possible invalidation of the school’s and/or district’s scores by the State Department of Education Office of Accountability and Assessment.

   (E) The contracting test publisher shall print electronically read identification codes on all documents containing secured test items prior to distribution of these materials to the public schools. Within all test program components of the OSTP, the contracting test publisher shall record the specific series of numbers (represented by the “bar codes”) assigned to each school district and building site within a district. Inventory lists of test document bar codes by school site shall be provided for each district test coordinator.

   (F) The district test coordinator shall ship all answer documents and specified identification forms to the designated scoring/reporting company and all other test materials to the
contracting test publisher in accordance with the schedule for return of materials provided in the Test Preparation Manual. If a district fails to return materials and answer documents in a timely fashion, the district may be penalized with additional costs and the test scores for the individual school(s) and/or district in question may be declared invalid. If a district fails to complete or incorrectly completes answer documents and/or demographic pages or other required testing-related materials, the district may be penalized with additional costs and may also receive a deficiency on the district accreditation report.

(G) The contracting test publisher shall submit an inventory of test materials to the State Department of Education each year. This inventory shall document the quantity of materials distributed to each school district and received from each school district—recorded by school site as indicated by the numbers represented by the “bar codes” printed on test materials. Quantities of writing assessment materials distributed to and retrieved from schools will be reported to the State Department of Education by the contracting test publisher.

(H) School superintendents from whom incomplete quantities of materials have been received shall be notified of this discrepancy and shall be provided a date by which the remaining materials must be returned to the test publisher. The test publisher shall notify the Department of Education of all school districts from which test materials have not been received after this date. Names of these school districts shall be reported to the State Superintendent and may also receive a deficiency on the district accreditation report.

(6) Prohibition against reproduction of test materials. Reproduction of any copyrighted test materials—including test documents, teachers’ test administration manuals, and student pretest materials—is strictly prohibited. Photocopying of these materials constitutes a violation of federal copyright laws. To ensure that all school employees and community members are aware of this regulation and the laws in support of same, the district or building test coordinator shall post a sign to this effect over each copy machine: The Federal Copyright Law—as it applies to the multiple-choice and/or Writing Assessment Component of the OSTP—prohibits the photocopying of any part of the student Test Booklet. This includes the lined writing pages, the writing prompt, and the student’s written response. This portion of the set of test documents, as well as the writing prompt, is considered protected under the copyright guidelines. These items shall remain protected, and thus may not be copied, printed, or disseminated in any manner, until they are officially released by the OSDE.

(7) Other test security violations. All of the following actions are prohibited as violations of test security:

(A) Teaching test items to students (except in the case of an alternate special education assessment in which authentic performance tasks may be utilized), changing students’ answers, or in any manner providing answers to test questions for students before, during, or after test administration has been completed.

(B) Using secured test items as instructional tools or for student “practice”—either verbatim as written or in reworded form. Note: Secured test items are those provided to measure student knowledge and/or skills on OSTP tests. Said items are to be differentiated from sample test items that are provided at the beginning of each subtest and used, according to official test administration procedures, solely for the purpose of understanding directions and marking answers.

(C) Reading secured test items orally to students at any time before, after, or during test administration unless it is an IEP, Section 504, or ELL accommodation, in which case an
affidavit shall be signed, prior to reading items, by the test administrator/reader stating they shall not reveal any test items, writing prompts, or other secured information to any person.

(D) Allowing students to view and/or read the writing assessment prompts before test administration or discussing or exposing the theme or topic of the prompt.

(E) Providing answers to secured test items. This includes provision of cues, clues, hints, and/or actual answers in any form—written, printed, verbal (oral), or nonverbal. In regard to the writing assessment component of the OSTP, prohibited actions include the provision of “hints” or any form of clues in regard to the manner in which students respond to the prompt (e.g., “brainstorming” about the topic of the prompt; offering suggestions regarding how to respond; assisting the student or class in organizing the response; and all other such deviations from the printed instructions for administering the test).

(F) Changing students’ responses to secured test items and/or influencing or encouraging students to change their answers to test items at any time.

(G) Deviating from any instruction provided in the official test administration manual or disclosure of any test information that materially inhibits the State Board of Education from exercising its duties set forth in 70 O.S. §1210.508 to develop, field-test, administer, and validate criterion-referenced tests and end-of-instruction assessments.

(8) **Test security forms.** Test Security Forms provided by the State Department of Education’s test contractor(s) shall be distributed by the district test coordinator with test materials to the persons designated on each form.

(A) OSTP Test Security Forms shall be provided for the following:
   (i) Form 1: Superintendent and District Test Coordinator
   (ii) Form 2: Building Principal and Building Test Coordinator
   (iii) Form 3: Test Administrators and Test Monitors.

(B) After completing the test administration, these forms shall be signed by the designated persons and returned to the district test coordinator. The district test coordinator shall return all signed forms to the respective scoring company. Failure to sign and return the appropriate forms may result in:
   (i) A school or district being reported to the State Superintendent; and
   (ii) Invalidation of a school’s and/or district’s test scores.

(C) The contracting test companies shall provide the State Department of Education the signed OSTP Test Security Forms or a report of names of educators who signed SDE/OSTP Test Security Forms and an accounting of the number of tests and manuals:
   (i) Distributed to, and
   (ii) Returned from each school district.

(b) **Test administration.** All test administration sessions shall be conducted according to the standardized procedures described in the test administrators’ manuals

(1) The standardized procedures include, but are not limited to:
   (A) Reading the directions to students verbatim;
   (B) Refraining from allowing students to read test items before test timing begins and/or beyond the completion specified for each section of each test; and
(C) Ensuring that only the materials designated for student test use are on the student's desk during test sessions.

(2) Every test administered within the OSTP shall be administered by an education-certified professional person employed by the school district.

(3) All test administration sessions shall be monitored by an adult other than the test administrator. All test monitors shall be approved by the superintendent or school principal. Superintendents and principals may designate school employees or noncertified members of the community to serve as test monitors.

(4) All test administration procedures including time specifications, State Board of Education Rules 210:10-13, and the Instructions for Test Monitors shall be distributed to test monitor(s) before test administration.

(5) School administrators or their designee(s) shall assure that all test administration procedures replicate standardized testing conditions to preserve test validity. Such procedures are stated in the manuals for administering the test.

(c) Test security violations. Any violation of security provisions in this Section may constitute a basis for invalidation of the test and test results. Such violations shall be reported to the State Superintendent and may result in a school's and/or school district's test scores being declared as invalid.

(d) Penalties for test security violations. In addition to any other penalties set forth in this Section, the State Board of Education may revoke the teaching, counseling, administrative, and/or other certificate(s) issued by the State Board of Education to one or more individuals upon a finding of willful violation of any of the provisions set forth in (a)(8)(A) through (a)(8)(G) of this Section.

[Source: Added at 10 Ok Reg 2143, eff 5-4-93 (emergency); Added at 11 Ok Reg 1977, eff 5-26-94; Amended at 13 Ok Reg 265, eff 9-8-95 (emergency); Amended at 13 Ok Reg 1321, eff 5-13-96; Amended at 14 Ok Reg 3312, eff 5-5-97 (emergency); Amended at 15 Ok Reg 2227, eff 6-11-98; Amended at 17 Ok Reg 2886, eff 7-13-00; Amended at 18 Ok Reg 753, eff 1-24-01 (emergency); Amended at 18 Ok Reg 3001, eff 7-12-01; Amended at 20 Ok Reg 155, eff 10-10-02 (emergency); Amended at 20 Ok Reg 816, eff 5-15-03; Amended at 21 Ok Reg 184, eff 11-6-03 (emergency); Amended at 21 Ok Reg 1192, eff 5-27-04; Amended at 26 Ok Reg 91, eff 10-7-08 (emergency); Amended at 26 Ok Reg 1433, eff 6-11-09; Amended at 31 Ok Reg 1147, eff 9-12-14]
IEP/504 Accommodations

According to the Oklahoma Administrative Code, OAC 210:10-13-2, testing accommodations for IEP and Section 504 students must be those normally employed as part of classroom instruction on a regular basis, and must be specified in either an IEP or a Section 504 plan. Given that stipulation, the following are the only accommodations approved by the Oklahoma State Department of Education for use by IEP and Section 504 students in the Oklahoma School Testing Program.

The OSTP IEP/504 Accommodations Manual makes an important distinction between standard and nonstandard accommodations. A standard accommodation is defined as a change in the routine conditions under which students take OSTP tests that does not alter what the test is intended to measure. Standard accommodations are grouped into the following four categories: setting, timing or scheduling, presentation, and response.

A nonstandard accommodation is defined as an accommodation that is needed for the student to access the assessment but not included on the allowable list of accommodations and requires OSDE consideration for use on OSTP tests.

Nonstandard accommodations include the ELA/Reading Test Read-Aloud and Unique accommodations. For further guidance & requirements, please see OSTP IEP/504 Accommodations Manual.

<table>
<thead>
<tr>
<th>Test Formatting Options</th>
<th>Paper</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>3–5 ELA/Math/Grade 5 Science</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>6–8 ELA/Math/Grade 8 Science</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Braille Tests</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Large-Print tests may be provided in paper format for online tests.</td>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>

Alternate Formats (See Presentation Accommodation P1)

Alternate formats, Large-Print or Braille, are available for students on an IEP or 504 Plan. This applies to both Paper-Based Tests and Computer-Based Tests. The district must have on file a copy of the student’s IEP that indicates an alternate format is required for accessing the test. A student on an IEP/504 Plan does not automatically receive paper & pencil test formats. Blanket policies predetermining specific accommodations for students with disabilities are not in accordance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.
<table>
<thead>
<tr>
<th>I. Setting/Timing/Schedule</th>
<th>Procedures &amp; Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1. Individual testing</td>
<td>This accommodation is required for many presentation or response accommodations. This accommodation is intended to reduce student distractions. Students must be actively monitored and may use a testing carrel or test in a special education resource room or other location that maintains test security.</td>
</tr>
<tr>
<td>S2. Small group testing <em>(8–10 maximum)</em></td>
<td>This accommodation is intended to reduce student distractions and may be required for certain accommodations. Students must be actively monitored and may use a testing carrel or test in a special education resource room or other location that maintains test security. Students should be tested with their non-disabled peers to the greatest extent possible.</td>
</tr>
<tr>
<td>S3. Preferential seating</td>
<td>Students may need to sit close to the front of the room so they can see or hear more easily, increase physical access, or have access to special equipment.</td>
</tr>
<tr>
<td>S4. Separate location <em>(No limit on number of students)</em></td>
<td>This accommodation is intended to reduce student distractions. Students may use a testing carrel, or test in a special education resource room or other location that maintains test security.</td>
</tr>
<tr>
<td>S5. Provide special lighting</td>
<td>Specify type (e.g., 75 Watt incandescent, light box, etc.)</td>
</tr>
<tr>
<td>S6. Provide adaptive or special furniture</td>
<td>Students may need accommodations to provide better access (e.g., slant board, stander, etc.)</td>
</tr>
<tr>
<td>T1. Flexible schedule same day</td>
<td>Students are scheduled to allow for the best conditions/timing for their performance, and/or may be allowed to take the test during more than one sitting during a single day. Students are not allowed to study for or discuss tests between sessions. This is not intended for lunch or recess breaks. <em>(S4)</em> must be selected for this accommodation.</td>
</tr>
<tr>
<td><strong>Student test book(s) must be secured between sessions.</strong></td>
<td></td>
</tr>
<tr>
<td>T2. Administer test over several sessions or “chunking” (except writing tasks/sections).</td>
<td>The test may be separated into smaller sections and administered over several days within the state testing window. Student may only work in one separated section at a time and may not go to previous sections or work ahead. <em>(S4)</em> must be selected for this accommodation.</td>
</tr>
<tr>
<td><strong>Student test books must be secured between sessions.</strong></td>
<td></td>
</tr>
<tr>
<td>T3. Allow frequent breaks during one test session <em>(maximum 10–15 minute duration)</em></td>
<td>Students must be monitored during breaks and may not study for or discuss the test during these breaks or view/change previously answered questions after a break. This accommodation is not intended for lunch or recess breaks—students must complete a Section before being dismissed.</td>
</tr>
<tr>
<td><strong>Student test book(s) must be secured during the break(s).</strong></td>
<td></td>
</tr>
</tbody>
</table>
## II. Presentation

### Procedures & Guidance

<table>
<thead>
<tr>
<th>P1. Alternate Formats</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Large-Print Version (Instructions provided within kits.)</td>
<td>The Test Administrator must transcribe student answers verbatim into the standard answer document/test book that was provided in the large-print (paper/pencil) or Braille kit.</td>
</tr>
<tr>
<td>b. Contracted Braille Version (Instructions provided within kits.)</td>
<td>Braille test formats will be provided on paper using contracted Braille and Nemeth code for numbers and formulas.</td>
</tr>
<tr>
<td>c. Large-print through Online Testing Client (Vector-based Magnification)</td>
<td>Large print formats may be configured in the online testing client for certain assessments.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P2. Reverse Color Contrast</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who have a visual impairment may require this to access the computer screen. This accommodation option must be selected in the online testing client student profile.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P3. Use of assistive technology (AT) devices or supports: e.g., color overlays, magnifier, pencil grips, auditory amplification devices, noise buffers, wedge for positioning, and multiplication table/chart.</th>
<th>The specific device or support should be specified in the IEP/504 Plan, be routinely used by the student, and not alter the construct being measured.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(S1, S2, or S4) may be appropriate for this accommodation as some AT devices may be distracting to other students.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Text-to-Speech is built into the online testing client, requires the use of ear phones, and may be administered in individual, small group, or regular setting.</td>
<td>Online tests have built in Text-to-Speech functionality (must be selected in online testing client before student starts the test). Ear phones are required. Students may test with nondisabled peers. However, if a Human Reader is required for the student, then the test must be read from the computer screen verbatim. (S1 or S2) is required when utilizing a Human Reader for Online Only tests.</td>
</tr>
<tr>
<td>b. Human Reader reads test directions, test items, and answer choices and must log the test booklet serial number on the Nondisclosure Agreement (NDA). This is limited to small group or individualized testing.</td>
<td>Paper tests (test forms must be the same) are read by a Human Reader. Test Administrator uses separate test booklet or reads over a student’s shoulder and must log the test booklet serial number on the Nondisclosure Agreement (NDA). Small group testing (S1 or S2: 8-10 maximum) is required and test forms must be the same.</td>
</tr>
<tr>
<td>c. Sign Language Interpretation may be accomplished by using a separate test booklet in a separate location.</td>
<td>Students may request items be read more than once.</td>
</tr>
</tbody>
</table>

Please refer to the Human Reader directions on pages 12–14 in IEP/504 Accommodations Manual.

| P5. Use of Secure Braille Note-taker (students with a visual impairment) | An electronic note-taker, which may have a Braille or QWERTY-type keyboard, is an adaptive device similar to a PDA. This device may have built-in speech output and/or a refreshable Braille display. (S1 or S2) must be selected for this accommodation. |

---

**APPENDIX C**

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<table>
<thead>
<tr>
<th>II. Presentation</th>
<th>Procedures &amp; Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P6. Simplification/repetition/signage of directions</strong></td>
<td>Student may ask for clarification, simplification, signage of directions. This does not include test questions or answer choices. Students may have directions reread for each page of questions.</td>
</tr>
<tr>
<td><strong>P7. Turn off Universal Tools/Accessibility Features</strong></td>
<td>Disable any tools that may be distracting to a student, tools a student does not need to use, or tools a student may be unable to use.</td>
</tr>
<tr>
<td><strong>P8. Use of an abacus.</strong></td>
<td>Students who have a visual impairment/blindness or access mathematical calculations tactically may use an abacus.</td>
</tr>
<tr>
<td><strong>P9. Use of a calculator on Grades 3–5 Mathematics.</strong></td>
<td>A basic calculator may be used. Calculators with Computer Algebra Systems are prohibited.</td>
</tr>
<tr>
<td>See Calculator Requirements on page 12 in <em>IEP/504 Accommodations Manual.</em></td>
<td></td>
</tr>
<tr>
<td><strong>P10. Provide cues (arrows, stop signs) on answer form</strong></td>
<td>This applies to Paper Only tests. Cues may not clue a student to a correct or incorrect answer.</td>
</tr>
<tr>
<td><strong>P11. Use masking or templates to reduce the amount of visible print.</strong></td>
<td>Masking involves blocking off content that is distracting to the student. Students are able to focus their attention on a specific part of a test item by masking. This feature is built into the online testing client.</td>
</tr>
<tr>
<td><strong>P12. Secure paper to work area with tape or magnets.</strong></td>
<td>This applies to Paper Only tests. Please be cautious when adhering tape to the test booklet or answer document by avoiding the tracking marks (black bars) for the scoring process.</td>
</tr>
<tr>
<td><strong>P13. Student may read the test aloud or sign the test to himself or herself.</strong></td>
<td>This requires individual testing (even if student is reading aloud quietly) and non-disclosure forms signed by Test Administrator/Test Proctor.</td>
</tr>
<tr>
<td><em>(S1)</em> must be selected for this accommodation.</td>
<td></td>
</tr>
<tr>
<td><strong>P14. Placeholders, templates, or markers to maintain place</strong></td>
<td>This applies to Paper Only tests.</td>
</tr>
<tr>
<td><strong>P15. Audio Calculator</strong></td>
<td>This requires ear phones for group testing. A non-embedded calculator for students needing a special calculator, such as a Braille calculator or a talking calculator, is currently unavailable within the online assessment platform.</td>
</tr>
<tr>
<td><em>(S1, S2, or S4)</em> may be appropriate for this accommodation.</td>
<td></td>
</tr>
<tr>
<td><strong>P16. Paper &amp; Pencil Test</strong></td>
<td>Students unable to access an OSTP computer-based test must also receive classroom assessments, benchmark assessments, and districtwide assessments in this manner. Consequently, a student on an IEP/504 Plan does not automatically receive a paper &amp; pencil test format.</td>
</tr>
</tbody>
</table>

*Please see Paper & Pencil Test Format guidelines on page 4 in *IEP/504 Accommodations Manual.*
### III. Response

<table>
<thead>
<tr>
<th>R1. Student marks answers in test book and not on an answer document, for later transfer by a Test Administrator to an answer document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Test Administrator with the Test Proctor present must transcribe answers verbatim into the standard answer document. <strong>Does not apply to Grade 3 tests.</strong> This accommodation applies to Paper Only tests.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>R2. Human Scribe ELA, Mathematics, Science, Social Studies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Student dictates response to a scribe who records responses on an answer document or through the Online Testing Client by Test Administrator or Proctor.</td>
</tr>
<tr>
<td>b. Student signs response to a scribe who records responses on an answer document or through the Online Testing Client by Test Administrator or Proctor.</td>
</tr>
<tr>
<td>c. Student tapes or records response for a writing portion of the test for verbatim transcription by Test Administrator or Proctor.</td>
</tr>
<tr>
<td>A scribe is a Test Administrator or Proctor who writes down what a student dictates by speech, or through an assistive technology communication device. Signed Nondisclosure Agreements (NDAs) are required for both Test Administrator and Proctor. Students who have documented significant motor or processing difficulties that make it difficult to produce responses may need to dictate their responses to a human, who then records the students’ responses verbatim. The use of this support may result in the student needing additional overall time to complete the assessment.</td>
</tr>
<tr>
<td><strong>The guiding principle in scribing is to assist the student in accessing the test and responding to it.</strong> (S1) must be selected for this accommodation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>R3. Use computer or other assistive technology device to respond.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Student utilizes an electronic input device without the “help” features, such as spell check, an electronic dictionary, a thesaurus, or access to the Internet.</td>
</tr>
<tr>
<td>Students may use a computer, typewriter, or other assistive technology device to respond. This may include software dictation or dictation devices the student uses during routine instruction.</td>
</tr>
<tr>
<td>Extended written responses must be printed off for transcription. Return the original typed student response for secure materials submission. The Test Administrator must transcribe words verbatim into an answer document/test book or Online Testing Client.</td>
</tr>
<tr>
<td>The electronic responses or recordings must be destroyed or erased by District Test Coordinator. (S1 or S2) must be selected for this accommodation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>R4. Test Administrator monitors placement of student responses on the answer document or the online testing client.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Administrator may redirect students. Students may not be directed to correct or incorrect answers in any way.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>R5. Brailler/Secure, Braille Note-taker/Abacus (students with a visual impairment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Test Administrator must transcribe answers verbatim into the standard answer document/test book that was provided in the large-print (paper/pencil) or Braille kit. (S1, S2, or S4) must be selected for this accommodation.</td>
</tr>
</tbody>
</table>
## I. ELA Read-Aloud (Grades 3-8)

### NS1. Human Reader or Sign Language Interpretation

Accommodations for the English Language Arts Assessments.

- Human Reader reads test directions, test items, and answer choices from separate test booklet and must log the test booklet serial number on the Nondisclosure Agreement (NDA). This is limited to small group or individualized testing.
- Sign Language Interpretation may be accomplished by using a separate test booklet.

Test directions, test items, and answer choices may be read verbatim. Refer to test formatting options. Students may request items be read more than once.

### Due Date for Requests:

Requests must be submitted to the OSDE through the Nonstandard Accommodations on the SDE Single Sign-on by February 1st for the Spring testing window and responses will be provided on a case-by-case basis no later than March 15th.

### Eligibility Requirements

This accommodation must be determined by the following 3-pronged approach:

1. The student has a specific disability that severely limits or prevents him/her from decoding printed text at any level of difficulty, even after varied and repeated attempts to teach the student to do so (i.e., the student is a non-reader, not simply reading below grade level); **and**
2. The student can only access printed materials through a screen reader (assistive technology) or human reader, and/or is provided with spoken text on audiotape, CD, video, or other electronic format during routine instruction (includes Sign Language Interpretation), except while the student is actually being taught to decode; **and**
3. The IEP/504 team will utilize and provide the required documentation from the [OSTP ELA Test Read-Aloud Protocol](https://example.com) or the [AEM Navigator](https://example.com) for deaf or blind students. This documentation must be uploaded into the Nonstandard Accommodation Tool in the Single Sign-on application for consideration by the OSDE.

Paper tests are read by a Human Reader. *(S1 or S2)* is required and test forms must be the same.

Online tests A human reader reads verbatim from the computer screen. *(S1, S2, or S4)* is required.

The request will be submitted annually through the Nonstandard Accommodation Tool in the Single Sign-on application.
NS2. Unique Accommodations

Students with disabilities who have IEPs/504 plans are eligible for consideration for unique accommodations on state assessments (e.g., allow projection of test for students receiving the Sign Language Interpretation accommodation in small groups, manipulatives, etc.).

A unique accommodation is an accommodation that requires changes or alterations to the test materials/booklet or media presentation.

The unique accommodation must be one that is regularly used by the student for classroom instruction, must be on the student’s IEP, and must not alter the underlying content of the assessment.

A request may be made (pursuant to the IEP/504 team’s determination) for a unique accommodation utilizing Form U for a student with a disability on any specified subject area(s) of the OSTP.

The Form U must be submitted:

- Due to the student’s need for an accommodation that would enable the student to access the state assessment.
- Through the Nonstandard Accommodation Tool in the Single Sign-on application.
- With completed student information and any other requested information.

The requested accommodation must not impact the reliability or validity of the test, and the request may not exempt a student from taking any portion of the OSTP test(s).

Protocol for Emergency Accommodation on State Assessments

If prior to or during testing, the school principal (or designee) determines that a student requires an emergency accommodation (e.g., broken hand, separate location), Form EA must be completed and submitted to the District Test Coordinator (DTC) for approval. A copy of this form must be filed in the testing archives and a copy must be retained by the DTC at the central office.

Supporting Documents

OSTP IEP/504 Accommodations Manual

2017–2018 OSTP Accommodations Manual Change Log

OSTP ELA/Reading Test Read-Aloud Protocol

Form EA (Emergency Accommodation)

Form U (Unique Accommodation)
TESTING ACCOMMODATIONS FOR STUDENTS WHO ARE ENGLISH LANGUAGE LEARNERS (ELL)

Definition and Purpose of Oklahoma State Testing Program (OSTP) Accommodations

A test accommodation is a change in the way a test is administered or in the way a student responds to test questions. Similar to instructional accommodations, test accommodations are intended to promote equity among test takers and increase the likelihood that English Language Learners (ELLs) are tested on their knowledge of the content rather than their proficiency in English. For the purposes of the OSTP, ELL accommodations are categorized into linguistic (direct) and nonlinguistic (indirect) supports. For further guidance and requirements, please see the OSTP ELL Accommodations Manual.

Eligibility for OSTP ELL Accommodations

Under Title I of the Elementary and Secondary Education Act (ESEA), states must include students with limited English proficiency (ELLs) in their assessments of academic achievement. Both Titles I and III of the ESEA require local education agencies to annually assess the English proficiency of all ELLs, including those with disabilities, who are enrolled in public schools (K–12) in the domains of speaking, listening, reading, and writing.

Effective accommodations for students with limited English proficiency address the unique linguistic and sociocultural needs of the student by reducing construct-irrelevant variance due to language, without altering the test construct. Decisions concerning OSTP Accommodations should be made by the Language Instruction Educational Plan (LIEP) or locally designed equivalent committee responsible for planning the student’s academic program. The role of the LIEP committee is to discuss and decide which state-approved accommodations that a student may need for state testing (if any) and then document them in the student’s LIEP or equivalent plan. The committee must coordinate with all teachers of English language learners to ensure that these students use the accommodations as part of classroom instruction on a regular basis. The day of the assessment should not be the first time a student with limited English proficiency uses the accommodation(s) called for in his or her LIEP.

Members of the LIEP Committee should include:

- Student’s English as a Second Language teacher or other English Language Development staff member (bilingual paraprofessional), if in place;
- Student’s course content teacher(s);
- Student’s Special Education teacher if the student is on an IEP or 504;
- an administrator or designee (e.g., guidance counselor or reading specialist);
- Student’s parent or guardian, as needed.

All decisions made by the LIEP committee must be documented in the ELL student’s LIEP or equivalent. Accommodations not detailed in the plan may result in a test invalidation if used during testing.

Overview of Exemptions from OSTP Assessments Available to ELL Students

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Available Exemptions on OSTP Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELA, Mathematics, Science, and US History</td>
<td>ELL students may NOT be exempted from any of these OSTP subject area tests. ELLs must take all appropriate grade level tests.*</td>
</tr>
</tbody>
</table>

*In an ELL’s first year in U.S. schools, their scores will not count toward district accountability measures. In their second year of testing in U.S. schools, their scores will only count toward district accountability measures using a progress measurement, with their first year’s scores establishing their baseline. In their third year of testing in U.S. schools, their scores will fully count toward district accountability measures.
## Test Formatting and Spanish Translation Options

<table>
<thead>
<tr>
<th></th>
<th>Paper (English)</th>
<th>Online (English)</th>
<th>Paper (Spanish)– ELLs Only</th>
<th>Online (Spanish)– ELLs Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>3–5 ELA</td>
<td>✓</td>
<td></td>
<td>Spanish Instructions Only</td>
<td>Spanish Instructions Only</td>
</tr>
<tr>
<td>3–5 Math/Grade 5 Science</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>6–8 ELA</td>
<td></td>
<td>✓</td>
<td>Spanish Instructions Only</td>
<td>Spanish Instructions Only</td>
</tr>
<tr>
<td>6–8 Math/Grade 8 Science</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
# ELL OSTP Accommodations (3–8, HS Science)

## Table Key
- **•** Highly recommended for use by students at this English language proficiency level.
- **°** Recommended for use by students at this English language proficiency level and certain levels of English or native language literacy development.
- **X** May not be appropriate for students at these English language proficiency levels; however, the accommodation is available to students at all levels as determined by the ELAP team.

## I. Nonlinguistic Accommodations

<table>
<thead>
<tr>
<th>Content Area</th>
<th>ACCESS Levels</th>
<th>Procedures &amp; Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S1. Individual testing</strong></td>
<td>ELP 1 &amp; 2</td>
<td>This accommodation is required for many presentation or response accommodations. This accommodation is intended to reduce student distractions. Students must be actively monitored and may use a testing carrel or test in a resource room or other location that maintains test security.</td>
</tr>
<tr>
<td></td>
<td>ELP 3 &amp; 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ELP 5</td>
<td></td>
</tr>
<tr>
<td>All</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td></td>
<td>•</td>
<td></td>
</tr>
<tr>
<td></td>
<td>•</td>
<td></td>
</tr>
</tbody>
</table>

| **S2. Small group testing**  | ELP 1 & 2     | This accommodation is required for many presentation or response accommodations. This accommodation is intended to reduce student distractions. Students must be actively monitored and may use a testing carrel or test in a resource room or other location that maintains test security. |
| (8–10 maximum)               | ELP 3 & 4     |                                                                                                                                                    |
|                               | ELP 5         |                                                                                                                                                    |
| All                           | •            |                                                                                                                                                     |
|                               | •            |                                                                                                                                                     |
|                               | •            |                                                                                                                                                     |

| **S3. Preferential seating** | ELP 1 & 2     | Students may need to sit close to the front of the room so they can see or hear more easily.                                                            |
|                             | ELP 3 & 4     |                                                                                                                                                    |
|                             | ELP 5         |                                                                                                                                                    |
| All                         | °            |                                                                                                                                                     |
|                             | °            |                                                                                                                                                     |
|                             | °            |                                                                                                                                                     |

| **S4. Separate location**   | ELP 1 & 2     | This accommodation is intended to reduce student distractions. Students may use a testing carrel, test in a resource room, or other location that maintains test security. (S1 & S2) student limits do not apply for this accommodation. |
| (No limit on the number of students) | ELP 3 & 4 |                                                                                                                                                    |
|                               | ELP 5         |                                                                                                                                                    |
| All                           | °            |                                                                                                                                                     |
|                               | °            |                                                                                                                                                     |
|                               | °            |                                                                                                                                                     |

| **T1. Flexible schedule**   | ELP 1 & 2     | Students are scheduled to allow for the best conditions/timing for their performance, and/or may be allowed to take the test during more than one sitting during a single day. Students are not allowed to study for or discuss tests between sessions. This is not intended for lunch or recess breaks. (S4) must be selected for this accommodation. |
| same day                     | ELP 3 & 4     |                                                                                                                                                    |
| Student test book(s) must be secured between sessions. | ELP 5 |                                                                                                                                                    |
| All                           | °            |                                                                                                                                                     |
|                               | °            |                                                                                                                                                     |
|                               | °            |                                                                                                                                                     |

| **T2. Administer subject area test over several sessions or “chunking”** | ELP 1 & 2     | The test may be separated into smaller sections and administered over several days within the state testing window. Student may only work in one separated section at a time and may not go to previous sections or work ahead. (S4) must be selected for this accommodation. |
| Student test books must be secured between sessions. | ELP 3 & 4 |                                                                                                                                                    |
| All EXCEPT Writing Tests or extended response sections. | ELP 5 |                                                                                                                                                    |
| o                             | o            |                                                                                                                                                     |
|                               | o            |                                                                                                                                                     |
|                               | o            |                                                                                                                                                     |

<p>| <strong>T3. Allow frequent breaks during testing (maximum 10–15 minute duration)</strong> | ELP 1 &amp; 2     | Students are allowed to take short breaks as requested or at predetermined intervals. Students must be monitored during breaks and may not study for or discuss the test during these breaks or view/change previously answered questions after a break. This accommodation is not intended for lunch or recess breaks. Students must complete a section before being dismissed. |
| Student test book(s) must be secured during the break(s). | ELP 3 &amp; 4 |                                                                                                                                                    |
| All                           | o            |                                                                                                                                                     |
|                               | o            |                                                                                                                                                     |
|                               | o            |                                                                                                                                                     |</p>
<table>
<thead>
<tr>
<th>II. Linguistic Accommodations</th>
<th>Content Area</th>
<th>ACCESS Levels</th>
<th>Procedures &amp; Guidance</th>
</tr>
</thead>
</table>
| **ELL1.** Provide the assistance of a qualified language translator* to translate or clarify test instructions.  
*See Qualified Language Translator Requirements on pages 10–12 in *ELL Accommodations Manual.*  
This does not include test items or answer choices. | All | ELP 1 & 2 | ELP 3 & 4 | ELP 5 | The qualified language translator uses a separate test booklet and must log the test booklet serial number on the Nondisclosure Agreement (NDA). This accommodation may be provided through electronic recordings. The DTC must destroy or delete these recordings.  
If a qualified language translator is required for any online tests, then the test must be read from the computer screen verbatim.  
(S1, S2, or S4) must be selected for this accommodation. |
| **ELL2.** Provide the assistance of a qualified language translator* to translate test items and answer choices that do not assess reading competency.  
DTCs should order Paper & Pencil formatted test for students receiving this accommodation  
*See Qualified Language Translator Requirements on pages 10–12 in *ELL Accommodations Manual.* | All 3–8 Math and Science Tests AND Grade 11 Science Test | ELP 1 & 2 | ELP 3 & 4 | ELP 5 | The qualified language translator uses a separate test booklet and must log the test booklet serial number on the Nondisclosure Agreement (NDA). This accommodation may be provided through electronic recordings. The DTC must destroy or delete these recordings.  
Test booklets may be provided to a Qualified Language Translator in advance to produce recordings. All test security procedures must be followed, including logging and signing of an NDA.  
(S1 or S2) must be selected for this accommodation. |
| **ELL3.** Simplify, repeat, and clarify test instructions.  
This does not include test items or answer choices. | All | ELP 1 & 2 | ELP 3 & 4 | ELP 5 | Student may ask for clarification, simplification, signage of directions. This does not include test questions or answer choices.  
Students may have directions reread for each page of questions.  
(S1 or S2) must be selected for this accommodation. |
| **ELL4.** Text-to-Speech or Human Reader in English (excludes ELA tests)  
a. Text-to-Speech is built into the online testing client, requires the use of ear phones, and may be administered individually, in small groups, or in a regular setting.  
b. Human Reader reads test directions, test items, and answer choices from separate test booklet and must log the test booklet serial number on the Nondisclosure Agreement (NDA). This is limited to small group or individualized testing. Test directions, test items, and answer choices must be read verbatim in English. | All 3–8 Math and Science Tests | ELP 1 & 2 | ELP 3 & 4 | ELP 5 | Paper tests are read by a Human Reader. Test Administrator uses separate test booklet and must log the test booklet serial number on the Nondisclosure Agreement (NDA). Online tests have built in Text-to-Speech functionality. This is the preferred method for providing read aloud to students (S2 is not required and S4 may be utilized; however, ear phones are required). However, if a human reader is required for the student, then the test must be read from the computer screen verbatim.  
(S1 or S2) must be selected when utilizing a Human Reader. Please refer to the Human Reader directions on pages 10–12 in *ELL Accommodations Manual.*  
Students may request items be read more than once. |
| **ELL5.** Student may read the test aloud to himself/herself. | All | ELP 1 & 2 | ELP 3 & 4 | ELP 5 | This requires individual testing and Nondisclosure Agreement (NDA) signed by Test Administrator and Test Proctor.  
(S1) must be selected for this accommodation. |
<table>
<thead>
<tr>
<th>II. Linguistic Accommodations</th>
<th>Content Area</th>
<th>ACCESS Levels</th>
<th>Procedures &amp; Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ELP 1 &amp; 2</td>
<td>ELP 3 &amp; 4</td>
</tr>
<tr>
<td>ELL6. Scribe for student’s response</td>
<td>Writing sections of Grade 5 and 8 ELA Tests</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELL7. Word-to-Word Dictionaries</td>
<td>All</td>
<td>○</td>
<td>●</td>
</tr>
<tr>
<td>Intent: The intent of this accommodation is to provide linguistic support by allowing students to access precise translation of unknown words in a standardized manner. Students who benefit most from this accommodation are students who are able to use a translation dictionary with ease.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELL8. Translated Test Forms in (Neutral Latin American) Spanish for test instructions, items and answer choices. Paper-based Spanish language test form will have accompanying Spanish language audio files for download via a secure portal. Computer-based Spanish language test form will have accompanying Spanish text-to-speech files for download via a secure portal.</td>
<td>All 3–8 Math and Science Tests</td>
<td>○</td>
<td>●</td>
</tr>
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<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

A scribe is a Test Administrator or Test Proctor employed by the school district who writes down what a student dictates in English.

The guiding principle in scribing is to assist the student in accessing the test and responding to it. (S1) must be selected for this accommodation. Please see Scribe Instructions and Guidelines on pages 13–15 in ELL Accommodations Manual.

Dictionaries that do not provide pictures or word definitions. These may be paperback or electronic dictionaries.

No Electronic Translators (S2 or S4) is suggested for this accommodation so that other students not needing this accommodation are not distracted.

(T1) Allow extended time to allow proper use of the accommodation.

The testing vendor will provide translated paper test forms for grades 3–8 math and grades 5 & 8 science. Translated paper test forms will have accompanying (Neutral Latin American) Spanish audio files.

The testing vendor will provide computer-based (Neutral Latin American) Spanish forms for grades 6–8 math, and grade 8 science. Translated computer-based forms will have accompanying Spanish text-to-speech files.

The testing vendor will provide (Neutral Latin American) Spanish instructions for grades 3–8 ELA. These instructions will be available for download and/or printing from the Measured Progress Help and Support site.

Districts may request to use the Spanish audio files with English paper test forms for students who are not literate in Spanish, but would benefit from listening to the Spanish audio files.
Supporting Documents

OSTP ELL Accommodations Manual

Form EA (Emergency Accommodation)

Word-to-Word Dictionaries for ELL/LEP Students

Sample Language Instruction Education Plan (LIEP) for English Language Learners (ELLs)

Remember, there is no one-size-fits-all set of accommodations for ELL students because they are not a homogenous group. Testing accommodations and test administration practices need to be customized to the different strengths and needs these students have as they develop English language proficiency. Please note that a student should not be provided with an accommodation unless the student uses the accommodation routinely (with rare exceptions) during classroom instruction and assessment in the subject, both before and after the OSTP test is administered.
Appendix D

Oklahoma School Testing Program

Calculator Policy

Effective beginning 2017–18 School Year

Purpose

- The items on the Grade 6–8 Math, Grade 8 Science, and CCRA Science Content assessments are designed so that all tasks can be solved without the use of a calculator. However, certain tasks are more difficult if a calculator is not available.

- Before the first day of the test, students using a calculator for any Mathematics and Science assessment should be familiar with the use of the specific calculator that can be utilized. Students should be consistently instructed throughout the school year in the use of calculators; otherwise it may hinder students’ performance on the assessment.

Grade-Specific Requirements

Grades 3–5 Mathematics:
Calculators are only allowed as an approved accommodation for students on an IEP or 504 Plan, and only basic four-function calculators with square root and percent keys are allowed.

Grades 6–7 Mathematics:
Basic four-function calculators that include square root and percent keys but do not include +/- keys are allowed, (Calculators with memory keys, including M+ and M-, are acceptable).

Grade 8 Mathematics and Science:
Scientific calculators meeting general requirements are allowed.

Grade 11 CCRA Mathematics and Science:
For part 1, please see the policy of the assessment your district has chosen.

- SAT: https://collegereadiness.collegeboard.org/sat/taking-the-test/calculator-policy

For part 2 Science Content
Graphing calculators and/or scientific calculators meeting general requirements are allowed.

General Requirements

- Calculators are permitted but are not required.
- Calculator capabilities described for a specific subject give the maximum capabilities allowed; calculators with less capability are acceptable.
- Students may not share calculators.
- Students may use their own calculators or those provided by the school.
- Calculators that make noise must have the sound feature turned off.
- Calculators that have paper tape must have the tape removed.
- Programs, applications, or documents must be removed or disabled prior to the test session.
- **All calculators must have the memory cleared or reset before and after the test session.**
  - See the manufacturer’s website or user guide for clearing procedures.
ExamCalc Online Testing Calculator

For grades 6–8 Math and Science and CCRA Part 2 Science content, each test administered online will be equipped with an ExamCalc within the testing interface. Students may use a handheld calculator meeting their grade-specific requirements, the ExamCalc or both. The calculators provided in ExamCalc are:

- Grades 6–7: TI-108 with the +/- key disabled
- Grade 8: TI-30XS Multiview
- CCRA Science Content: TI-84 Plus

Prohibited Calculators

- Pocket organizers
- Handheld or laptop computers
- Electronic writing pads or pen-input devices
- Calculators built into cellular phones, smart watches, tablets, or other electronic communication devices
- Calculators with a typewriter keypad (QWERTY format)
- Calculators with programs or applications that cannot be removed or disabled (e.g., Polynomial Root-Finders and Simultaneous Equation Solvers)
- Calculators that provide Internet access or Bluetooth

Deleting or Disabling Programs, Applications, and Documents on Graphing Calculators

Texas Instruments

See the instructions for your calculator model at:  www.education.ti.com/us/testprep

Casio

To reset the memory on any Casio graphing calculator, use the following steps: [menu], go to system, [exe], [F5] to reset, [F2] for main memory, [F1] for yes, [exit]

For all other calculators, please refer to the manufacturer’s website or user guide.

Test Security and Validity

Using a calculator that does not meet the above requirements invalidates the test results and is a violation of test security and test validity. Any violation will be reported to the State Superintendent and may result in revocation of teaching and/or administrative certificates.
DISTRICT LEVEL TEST SECURITY FORM

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

This form must be electronically 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. Instructions for electronically signing and distributing this form can be found on the Help and Support Page.

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. I have maintained written records.
- 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. I understand, but not limited to the Testing Rules of the State Board of Education, the reason for maintaining test security, and the penalties for violations of proper test administration, and the potential consequences of noncompliance.
- 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 reproducibles have been packed in accordance with directions in the District Test Coordinator’s section of the Test Preparation Manual and returned to Measured Progress.
- I have read and understood the preceding statements. I understand that violation of the OSTP rules can result in the revocation of my teaching and/or administrative certificates.

<table>
<thead>
<tr>
<th>District Test Coordinator’s Name (printed)</th>
<th>District Test Coordinator’s Signature</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>District Superintendent Name (printed)</th>
<th>District Superintendent Signature</th>
<th>Date Signed</th>
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</table>

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.

Please save an electronic copy or print a copy for your records.
**Appendix F**

**BUILDING LEVEL TEST SECURITY FORM**

**Oklahoma School Testing Program (OSTP)**

**BUILDING LEVEL TEST SECURITY FORM**

This form is to be distributed electronically to the appropriate school building in which the OSTP tests are to be administered. Instructions for electronically signing and distributing this form can be found on the Help and Support Page.

This form must be electronically signed by the Building Test Coordinator and the building principal to certify that the security measures identified on this document have been maintained at the building level. Failure to electronically sign this form can result in invalidation of OSTP scores for this building site.

I hereby certify that:

- I have trained all Test Administrators and Test Proctors in the test administration processes 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 penalties for violation of testing procedures.
- To the best of my knowledge, no reproduction of the test booklet, online test, or any secure materials related to the testing program have been made in the school. All original test booklets, separate answer documents, and related test materials have been returned in sealed packages as per the directions in the Building Test Coordinator’s section of the Test Preparation Manual and returned to the District Test Coordinator.
- I have observed that teachers have covered or removed all posters and visual aids and nothing is taped or placed on students’ desks unless it is an allowable testing accommodation for English Language Learners (ELL) or students on an individualized Educational Program (IEP) or 504 Plan.
- I certify that the administrations of the OSTP tests in my school building were administered by certified Test Administrators and monitored by trained persons other than the Test Administrator throughout the duration of the testing sessions.
- I have read and understand the preceding statements. Further, I understand that violations of the OSTP rules can result in revocation of my teaching and/or administrative certificates.

<table>
<thead>
<tr>
<th>Building Test Coordinator’s Name (printed)</th>
<th>Building Test Coordinator’s Signature</th>
<th>Date Signed</th>
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</table>

<table>
<thead>
<tr>
<th>Building Principal Name (printed)</th>
<th>Building Principal Signature</th>
<th>Date Signed</th>
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</thead>
</table>

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.

**Please save an electronic copy or print a copy for your records.**
Appendix G

TEST ADMINISTRATOR/PROCTOR TEST SECURITY FORM

Oklahoma School Testing Program (OSTP)

TEST ADMINISTRATOR/PROCTOR TEST SECURITY FORM

PLEASE PRINT

________________________
District Name

________________________
School Name

Instructions for electronically signing and distributing this form can be found on the Help and Support Page. This form must be signed electronically by the Test Administrator (page 1) and by the Test Proctor(s) (page 2) to certify measures identified on this document have been maintained at the administration level. Failure to electronically sign this form may result in invalidation of OSTP scores.

I hereby certify that:

- I have been trained and am fully aware of the test administration procedures for the OSTP, including but not limited to, the Testing Rules of the State Board of Education; the procedures for maintaining test security, adhering to proper test administration, and the penalties for violation of test administration procedures.
- I have covered or removed all testing aids/posters in the classroom and on students' desks. I have not taught students test items, or given information to students regarding answers to test items.
- I have not changed any students' answers to test questions on the scorable documents. I have administered the tests according to the directions in the Test Administration Manual.
- All paper and online tests have been administered with proper testing procedures and security maintained.
- I have not reproduced or kept copies of the tests or any secure materials related to the OSTP (i.e., test books, questions, answer documents, score reports, etc.).
- A Test Administrator has remained in the testing session at all times.
- The administration of the entire test was monitored by an adult other than myself (teacher, counselor, parent, or community member).
- I have read and understand the above-mentioned statements. Further, I understand that violation of the OSTP rules can result in revocation of my teaching and/or administrative certificates.

TEST ADMINISTRATOR’S NAME

In the spaces below, type your name, the dates (beginning and ending dates) on which you administered the test, and sign this form.

________________________
First Name

________________________
MI

________________________
Last Name

________________________
Signature

________________________
Date

________________________
Through

________________________
Date

SAMPLE ONLY

SIGNED ELECTRONICALLY THROUGH DOCSIGN
TEST ADMINISTRATOR/PROCTOR TEST SECURITY FORM

Test Proctor Security Form
(Sign this form after testing.)

I certify that:

- I have been trained and am fully aware of the general test administration procedures.
- I have reviewed the Test Security and Validity Rules.
- I have observed that the directions have been read from a script provided in the Test Administration Manual.
- I have observed that students have worked independently and without any unauthorized assistance from the Test Administrator.
- I have observed that all posters and visual aids have been covered or removed and nothing is taped or placed on the students’ desks unless it is allowed as a testing accommodation.
- I understand that all test questions are secure and should not be viewed, copied, or discussed with others.
- A Test Administrator has remained in the classroom for the entire testing session.
- I have been present in the classroom for the entire testing session.

As a Test Proctor, if you observe any improper testing procedures or violations do not sign this form and report any irregularities to the Building Test Coordinator, District Coordinator, or the Office of Assessment at the Oklahoma State Department of Education (Phone: 405-521-3341 or Email: Assessments@sde.ok.gov).

Test Proctors’ Names

First Name          MI     Last Name

Signature           Through                   Date

First Name          MI     Last Name

Signature           Through                   Date

First Name          MI     Last Name

Signature           Through                   Date

First Name          MI     Last Name

Signature           Through                   Date

First Name          MI     Last Name

Signature           Through                   Date

First Name          MI     Last Name

Signature           Through                   Date

Please save an electronic copy or print a copy for your records.

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Appendix H

NONDISCLOSURE FORM FOR TEST ADMINISTRATORS AND TEST PROCTORS

Oklahoma School Testing Program (OSTP)

Nondisclosure Agreement

For Test Administrators and Test Proctors (employed by the district)

Instructions for electronically signing and distributing this form can be found on the Help and Support Page.

(Only for Test Administrators reading, signing, or scribing as an accommodation in an IEP, Section 504, or ELL Plan)

I acknowledge that I will be reading or signing a student’s test/test booklet for the purpose of administering the test to student(s) who require test items read to them as part of an allowable accommodation in an IEP, Section 504, or ELL Plan. I understand that these materials are highly secure, and it is my responsibility to protect their security as follows:

1. I will not divulge the contents of the test, generally or specifically.
2. I will not copy any part of the test or directions.
3. For Paper/Pencil testing, I will read/sign from a separate test booklet and log the test number on the following page. For online testing, I will read/verify from the student’s computer screen.
4. If reading an ELA/Reading test, documentation for this accommodation has been submitted and approved by the Oklahoma State Department of Education.

Test Administrator
Test Proctor (employed by the district)

Signature

Print Name
Position
Date
District/Agency

Test Method
Paper Unique Test Book ID #
Online Paper

Course Name

* A non-disclosure agreement must be completed for each test being administered.

Please save an electronic copy or print a copy for your records.
# Appendix I

## RECORD OF TESTS MISSED AND MADE-UP

Oklahoma School Testing Program  
(OSTP)  
Record of Tests Missed and Made-Up

<table>
<thead>
<tr>
<th>District: _______________________</th>
<th>School: _______________________</th>
<th>Teacher: _______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Student</strong></td>
<td><strong>Grade and Name of Test Missed</strong></td>
<td><strong>Completed Date of Each Test</strong></td>
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<tr>
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Appendix J

CLASSROOM SECURITY FORM

Oklahoma School Testing Program (OSTP)

Classroom Security Form

Grade:    Subject:     Date:     Test Administrator:  
District Name:      School Name:  

Use this form to assign secure test materials to students. All secure test materials distributed must be collected before students leave the testing room. Return ALL used and unused secure test materials along with this form to your Building Test Coordinator as soon as possible after the completion of testing.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Unique Test Book ID Number</th>
<th>Form Number</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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Report any missing secure testing materials and the circumstances surrounding missing items to the Building Test Coordinator immediately.

I certify that I have accounted for all secure materials and have thoroughly documented any missing materials. I understand that if there is any discrepancy, this form may be used as a reference for investigation.

Test Administrator (Signature)    Date    Building Test Coordinator (Signature)    Date

BTC: DO NOT RETURN TO MEASURED PROGRESS. KEEP FOR YOUR RECORDS.
Use the information in the table below to track the secure test materials. Retain this document for your records after testing has been completed.

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty Shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OCCT Biology Test Book</strong></td>
<td>2</td>
</tr>
<tr>
<td>CPI</td>
<td>Booklet Numbers</td>
</tr>
<tr>
<td>30040000095</td>
<td>30040000095</td>
</tr>
<tr>
<td>3004000102</td>
<td>3004000102</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty Shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OCCT US History Test Book</strong></td>
<td>2</td>
</tr>
<tr>
<td>CPI</td>
<td>Booklet Numbers</td>
</tr>
<tr>
<td>3006000133</td>
<td>3006000133</td>
</tr>
<tr>
<td>3006000134</td>
<td>3006000134</td>
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</tbody>
</table>