

Building Level Test Security Form Directions 2019

FORM CREATION DIRECTIONS

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

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

Step 2: Enter the name and email of all the recipients. For this form there should be a **Building Test Coordinator**, a **Building Principal**, and a **District Test Coordinator**. Then click on the Begin Signing button. An email will go out to all parties whose information you entered to sign the form.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:
Building Test Coordinator *

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:
Building Principal *

Name:

Email:


Role:
District Test Coordinator *

Name:

Email:

Step 3: You will see a screen pop up that says “Please enter the access code to view the document.” Ignore this pop up and close your browser tab to end.

Please enter the access code to view the document

 OSTP Program Management Team
Measured Progress, Inc.

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

[Show Text](#)

FORM RECIPIENT DIRECTIONS

BUIDLING TEST COORDINATOR DIRECTIONS

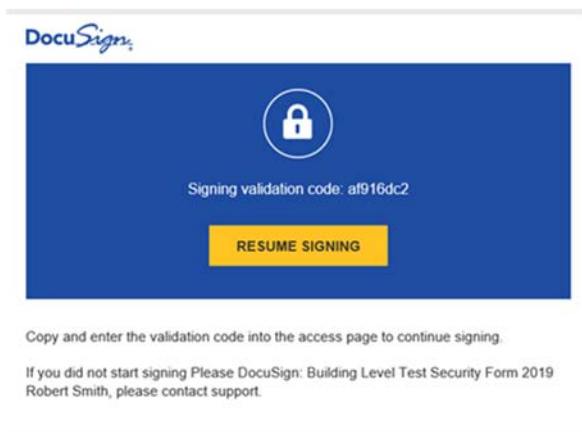
Step 1: The recipients will receive an email with the subject "Email Validation: Please DocuSign: Building Level Test Security Form 2019 [Insert your name here]."

OSTP Program Management Team via DocuSign
This Message originated outside your organization.

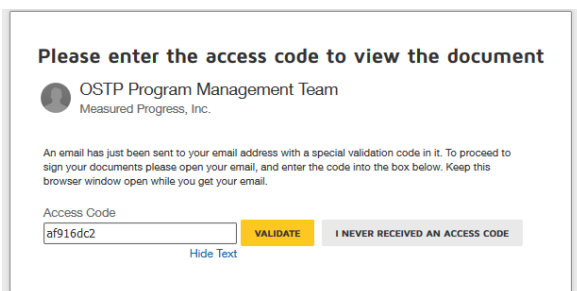
Email Validation: Please DocuSign: Building Level Test Security Form 2019 Robert Smith

This email will have a "Signing validation code" and a button that says RESUME SIGNING. Ignore all other text as it is not applicable.

Step 2: Copy the signing validation code. Click on the RESUME SIGNING button.



Step 3: You will have a pop up screen that says "Please enter the access code to view the document." Enter the access code from your email. See the yellow VALIDATE button darken. **If it does not darken for you, click on SHOW TEXT. Then it will appear.** Click on the yellow VALIDATE button.





Step 4: If you are a first time user for DocuSign, the program will prompt you to agree to use electronic records and signatures. Please select the box in the left-hand corner "I agree to use electronic records and signatures." and click the CONTINUE button.



Step 5: Click the START button to take you to the first required field.

DocuSign Envelope ID: B2601556-A6E5-4044-B10D-CA60A768045E

START

**Oklahoma School Testing Program (OSTP)
BUILDING LEVEL TEST SECURITY FORM**

1 Form per school

Official District Name: Official School Name:
District Code: School Code:
(Example: six characters 55I089) (Example: three characters, 105)



Fill in the required fields of Official District Name, District Code, Official School Name, and finally School Code. The district code is six characters, the school code is three characters. If you do not know your official district and official school codes, you may look them up in an Excel file posted on the OK Help & Support Site here:

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

Step 6: Click the NEXT button to continue.

DocuSign Envelope ID: B2601556-A6E5-4044-B10D-CA60A768045E

NEXT


**Oklahoma School Testing Program (OSTP)
BUILDING LEVEL TEST SECURITY FORM**

1 Form per school

Official District Name: Official School Name:
District Code: School Code:
(Example: six characters 55I089) (Example: three characters, 105)

Step 7: Your printed name will automatically populate along with the date. Click on the Sign button with the red arrow underneath it.

SIGN

Robert Smith		2/20/2019
Building Test Coordinator Name (printed)	Building Test Coordinator Signature	Date Signed
_____	_____	_____
Building Principal Name (printed)	Building Principal Signature	Date Signed
_____	_____	_____

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

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

Step 8: Adopt your signature. Your electronic signature, full name and initials, is automatically populated.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Robert Smith Initials* RS

[SELECT STYLE](#) [DRAW](#)

PREVIEW [Change Style](#)

DocuSigned by: Robert Smith RS
-94BEF91508D94EC...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Step 8a: You may change the style by selecting the blue SELECT STYLE link in the middle, right hand of the screen. When finished, click on the ADOPT AND SIGN button.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Robert Smith Initials* RS

[SELECT STYLE](#) [DRAW](#)

PREVIEW [Change Style](#)

DocuSigned by: Robert Smith RS
-94BEF91508D94EC...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Step 8b: You may choose to draw your signature with your mouse by selecting DRAW. When finished, click on the ADOPT AND SIGN button.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Robert Smith Initials* RS

[SELECT STYLE](#) [DRAW](#)

DRAW YOUR SIGNATURE [Clear](#)

DocuSigned by: Robert Smith RS
-94BEF91508D94EC...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Step 9: Your electronic signature will automatically populate along with your printed name and date. Click on the FINISH button either on the bottom of the form or in the upper right-hand corner of the screen.

The screenshot shows a document titled "Building Level Test Security Form SDE Approved.pdf" with a "FINISH" button in the top right corner. The document contains a certification statement and a signature table. The signature table has the following entries:

Robert S. Smith		2/20/2019
Building Test Coordinator Name (printed)	Building Test Coordinator Signature	Date Signed
Building Principal Name (printed)	Building Principal Signature	Date Signed

At the bottom of the form, there is a "FINISH" button.

Step 10: A popup screen will appear saying "Save a Copy of Your Document." Click on CLOSE.

The popup screen has the title "Save a Copy of Your Document" and a download icon. Below the icon, it says "Your document has been signed" and "If you would like a copy for your records, select Download or Print and save." At the bottom, there are three buttons: "DOWNLOAD", "PRINT", and "CLOSE".

The click CLOSE again. (A copy of the document will be sent to your email address when completed by all signers.)

A single yellow button with the text "CLOSE" in black.

Step 11: You will receive a final "You're Done!" screen. You may now close out your browser tab.

DocuSign



You're Done! You'll Receive an Email Copy
Once Everyone Has Signed

BUILDING PRINCIPAL DIRECTIONS

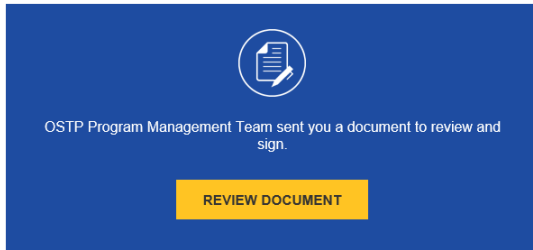
Step 1: The recipients will receive an email with the subject "Please DocuSign: Building Level Test Security Form 2019 [Insert your name here]."

OSTP Program Management Team via DocuSign
This Message originated outside your organization.

Please DocuSign: Building Level Test Security Form 2019 Samara Garcia

Step 2: The recipients should click on REVIEW DOCUMENT.

DocuSign



OSTP Program Management Team
OSTPProgramManagementTeam@measuredprogress.org

Please DocuSign the Building Test Security Form for 2019.

Thank you,
OSTP Program Management Team

Step 3: If you are a first time user for DocuSign, the program will prompt you to agree to use electronic records and signatures. Please select the box in the left-hand corner "I agree to use electronic records and signatures." and click the CONTINUE button.



Step 4: Click the START button to take you to the first Signature Field.

A screenshot of the DocuSign envelope header. It includes a "START" button, a DocuSign Envelope ID, and logos for the Oklahoma State Department of Education and Measured Progress. The title is "Oklahoma School Testing Program (OSTP) BUILDING LEVEL TEST SECURITY FORM". Below the title are fields for "Official District Name" (Smith district), "District Code" (551089), "Official School Name" (John Smith School), and "School Code" (105).

Step 5: Your printed name will automatically populate along with the date. Click on the Sign button with the red arrow underneath it.

A screenshot of the DocuSign signature fields. It shows two rows of fields. The first row is for the Building Test Coordinator, with the name "Robert Smith" and date "2/20/2019". The second row is for the Building Principal, with the name "Samara Garcia" and date "2/20/2019". A yellow "SIGN" button with a red arrow is positioned between the two rows. Below the signature fields is a disclaimer: "If you cannot certify that all the above conditions have been met, please send a letter on official letterhead to the SDE describing the situation and the measures undertaken to resolve the situation." At the bottom, there is a bold instruction: "Please save an electronic copy or print a copy for your records."

Step 6: Adopt your signature. Your electronic signature, full name and initials, is automatically populated.

The screenshot shows the 'Adopt Your Signature' form. At the top, it says 'Confirm your name, initials, and signature.' Below this, there are two input fields: 'Full Name*' with the value 'Samara Garcia' and 'Initials*' with the value 'SG'. Underneath, there are two links: 'SELECT STYLE' (highlighted in blue) and 'DRAW'. A 'PREVIEW' section shows a sample signature 'SAMARA GARCIA' and initials 'SG' with a document ID 'C2D376950CF488...'. At the bottom, there are two buttons: 'ADOPT AND SIGN' (highlighted in yellow) and 'CANCEL'.

Step 6a: You may change the style by selecting the blue SELECT STYLE link in the middle, right hand of the screen. When finished, click on the ADOPT AND SIGN button.

This screenshot shows the 'Adopt Your Signature' form with a dropdown menu open for style selection. The dropdown menu lists several signature styles, each with a preview of the signature and initials 'SG'. The top option is highlighted in blue. The form fields for 'Full Name*' and 'Initials*' are still visible, along with the 'SELECT STYLE' and 'DRAW' links. The 'ADOPT AND SIGN' button is highlighted in yellow.

Step 6b: You may choose to draw your signature with your mouse by selecting DRAW. When finished, click on the ADOPT AND SIGN button.

The screenshot shows the 'Adopt Your Signature' form with the 'DRAW' link selected. The 'DRAW YOUR SIGNATURE' section is active, showing a large text area where the signature 'Samara Garcia' has been drawn. Below this, there are two buttons: 'ADOPT AND SIGN' (highlighted in yellow) and 'CANCEL'.

Step 7: Your electronic signature will automatically populate along with your printed name and date. Click on the FINISH button either on the bottom of the form or in the upper right-hand corner of the screen.

ected document. **FINISH**

I hereby certify that:

- I have trained all Test Administrators and Test Proctors in the test administration procedures of the OSTP, including but not limited to, the Testing Rules of the State Board of Education that pertain to maintaining test security, adhering to proper test administration, and penalties for violations of testing procedures.
- To the best of my knowledge, no reproduction of the test books, online test, or any secure materials related to the testing program have been made in the school. All original test booklets, scorable documents, and related test materials (both used and unused) have been packaged as per 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 student's desks unless it is an allowable testing accommodation of English Learners (EL) or students on an individualized Educational Program (IEP) or S04 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.

Robert Smith Building Test Coordinator Name (printed)	Disciplined by: <i>Robert Smith</i> Building Test Coordinator Signature	2/20/2019 Date Signed
Samar Garcia Building Principal Name (printed)	Disciplined by: <i>SAMARA GARCIA</i> Building Principal Signature	2/20/2019 Date Signed

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


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

Building Level Test Security Form SDE Approved.pdf 1 of 1

FINISH

Step 8: A popup screen will appear saying "Save a Copy of Your Document." Click on CLOSE.

Save a Copy of Your Document



Your document has been signed

If you would like a copy for your records, select Download or Print and save.

DOWNLOAD **PRINT** **CLOSE**

The click CLOSE again. (A copy of the document will be sent to your email address when completed by all signers.)

CLOSE

Step 9: You will receive a final "You're Done!" screen. You may now close out your browser tab.



NEXT STEPS

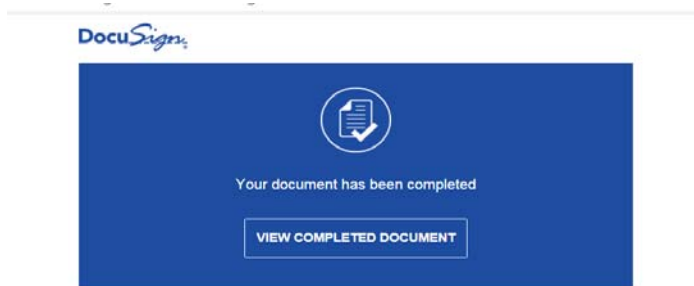
Form Printing & Saving Directions

Step 1: Once all recipients have signed the form assigned to them, all recipients will receive an automated email alerting them the form has been completed. You may now **print** or **save** the completed form as needed.

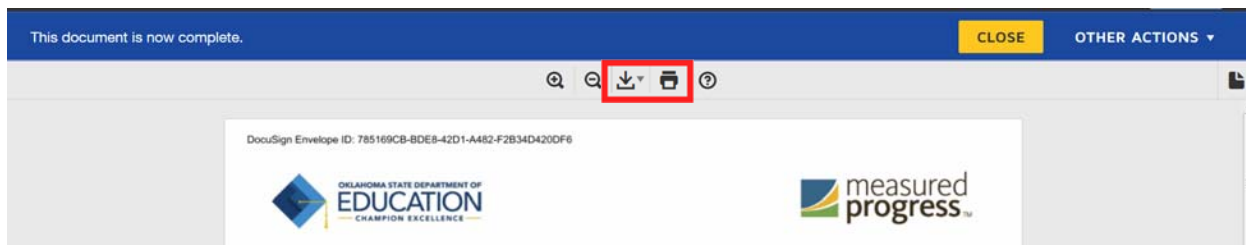
Step 2: Receipt of form completed email.

Step2a: The creator of the form will receive an email stating “Your document has been completed.” A completed form will be attached to the email in PDF format. You may print or save the form directly from your email box.

Step2b: The recipients of the form will receive an email stating “Your document has been completed.” Recipients will then click on the VIEW COMPLETED DOCUMENT to print or save the completed form.



Step 3: You may select the download to **save** the form as a PDF to your computer, or you may select print to **print** a PDF of the form for your records.



DID NOT RECEIVE COMPLETED EMAIL? NEXT STEPS

Suggestions of what you can do if you don't receive an email that your form was completed

1. Check with your technology staff as to if the completion email ended up in a spam or junk folder.
2. Send out email reminders to the form recipients that you sent the form to be signed. They should check their email and complete the form.
3. Call the recipients to remind them you sent the form to be signed. They should check their email to complete the form.
4. Last option, if all else fails, you may return to the Oklahoma Help and Support page and resend the form to the recipients.