

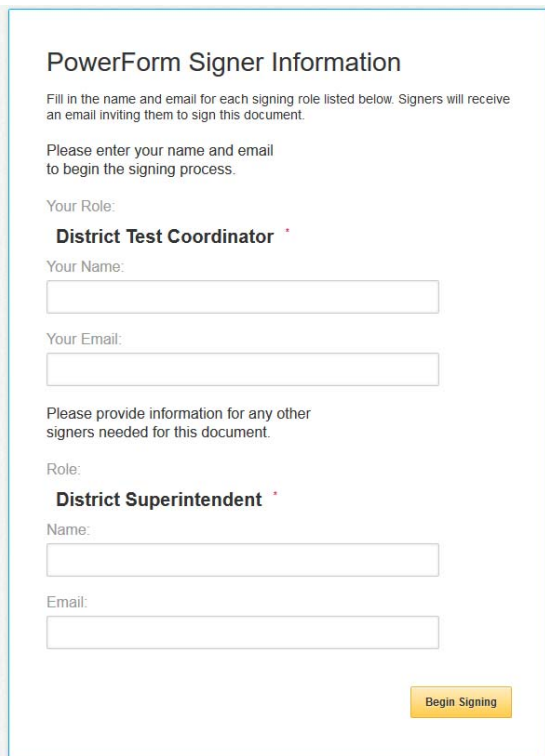
District Level Test Security Form Directions 2019

FORM CREATION DIRECTIONS

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

The District 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 **District Test Coordinator**, and a **District Superintendent**. Then click on Begin Signing. 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:
District Test Coordinator

Your Name:

Your Email:

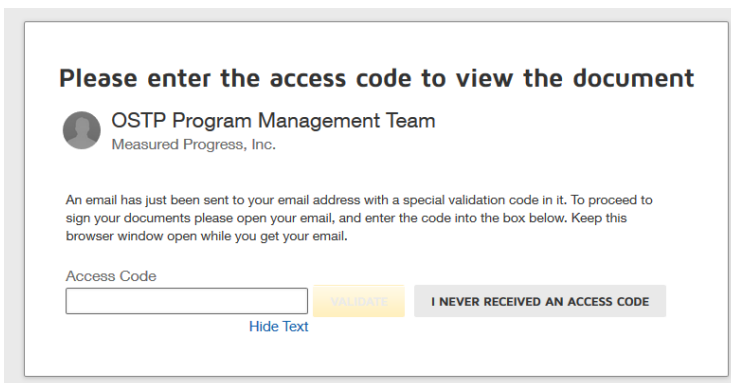
Please provide information for any other signers needed for this document.

Role:
District Superintendent


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 the 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

[Hide Text](#)

FORM RECIPIENT DIRECTIONS

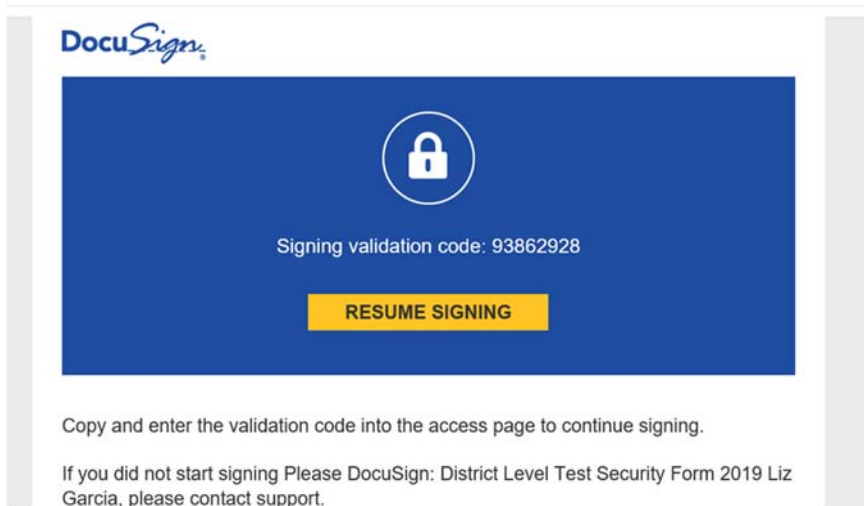
DISTRICT TEST COORDINATOR DIRECTIONS

Step 1: You will receive an email with the subject "Email Validation: Please DocuSign: District Level Test Security Form 2019 [Insert Your Name Here]."

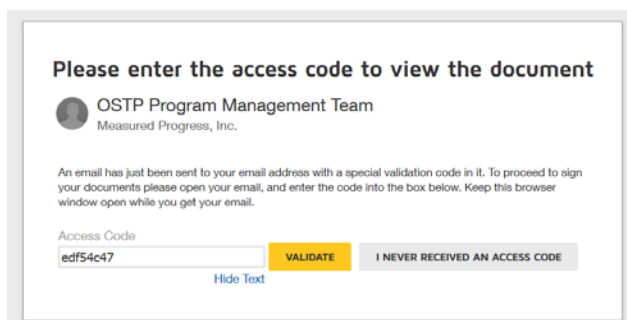
. Email Validation: Please DocuSign: District Level Test Security Form 2019 Liz Garcia

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 "VALIDATE" button darken. **If it does not darken for you, click on "SHOW TEXT." Then it will appear.** Click on the "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 of Official District Name. Fill in the Official District Name. Then fill in the Official District Code. The Office District code will be six characters long. If you do not know your official district name or code, you can look it up in an Excel file posted on the Oklahoma Help & Support site here: <https://oklahoma.onlinehelp.measuredprogress.org/forms/>.

DocuSign Envelope ID: 06AF5B1C-3607-4EB4-9854-5BAF83F8FDDA

START


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

Official District Name:

Official District Code:
(Example: six characters 551089)

Step 6: Click the NEXT button to continue.

EDUCATION
CHAMPION EXCELLENCE



NEXT

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

Official District Name:

Official District Code:
(Example: six characters 551089)

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.

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

SIGN

Liz Garcia	Sign ↓	1/31/2019
District Test Coordinator Name (printed)	District Test Coordinator Signature	Date Signed
_____	_____	_____
District Superintendent Name (printed)	District Superintendent Signature	Date Signed
_____	_____	_____

If you cannot certify that all the above conditions have been met, please 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 ×

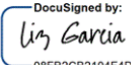

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

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

PREVIEW [Change Style](#)

DocuSigned by:  
08FB2CB2104F4DC...

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.



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* **Initials***

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

DRAW YOUR SIGNATURE [Clear](#)



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 signing interface. At the top left, the word "document." is visible. At the top right, there is a yellow button labeled "FINISH". Below this, there are three bullet points regarding test administration procedures. A signature box contains the following information:

Liz Garcia	<i>Liz Garcia</i>	1/31/2019
District Test Coordinator Name (printed)	District Test Coordinator Signature	Date Signed
District Superintendent Name (printed)	District Superintendent Signature	Date Signed

Below the signature box, there is a text box with the instruction: "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." Below this is a bolded instruction: "Please save an electronic copy or print a copy for your records." At the bottom left, the text "District Level Test Security Form SDE Approved.pdf" is visible. At the bottom right, "1 of 1" is shown. A yellow "FINISH" button is located at the bottom center.

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

The screenshot shows a popup window titled "Save a Copy of Your Document". It features a download icon and the text "Your document has been signed". Below this, it says "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".

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

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

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



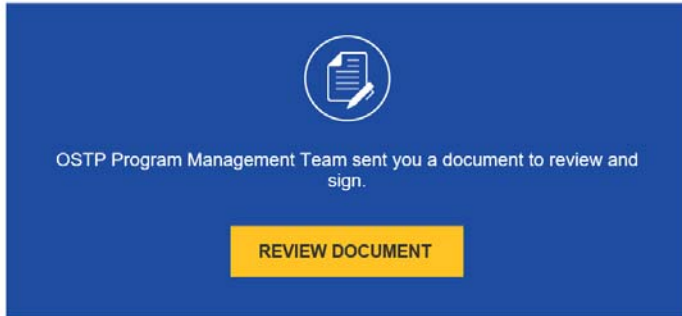
DISTRIC SUPERINTENDENT DIRECTIONS

Step 1: The recipients will receive an email with the subject "Please DocuSign: District Level Test Security Form 2019 with [Insert Your Name Here]."

Please DocuSign: District Level Test Security Form 2019 with Liz Garcia

Step 2: The recipients should click on REVIEW DOCUMENT.

DocuSign



OSTP Program Management Team

OSTPProgramManagementTeam@measuredprogress.org

Please DocuSign the District Level 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 yellow START button to take you to the signature field.

DocuSign Envelope ID: EEA94BDC-6786-4469-B4CF-A553150E3A2A

OKLAHOMA STATE DEPARTMENT OF
EDUCATION
CHAMPION EXCELLENCE

measured
progress™



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

Official District Name: Smith District

Official District Code: 055108
(Example: six characters 551089)

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

- I have read and understand the preceding states. Further, I understand that violation of the OSTP rules can result in revocation of my teaching and/or administrative certificates.

Liz Garcia District Test Coordinator Name (printed)	 District Test Coordinator Signature	2/20/2019 Date Signed
Robert Smith District Superintendent Name (printed)	 District Superintendent 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.

Step 6: 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* Initials*

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

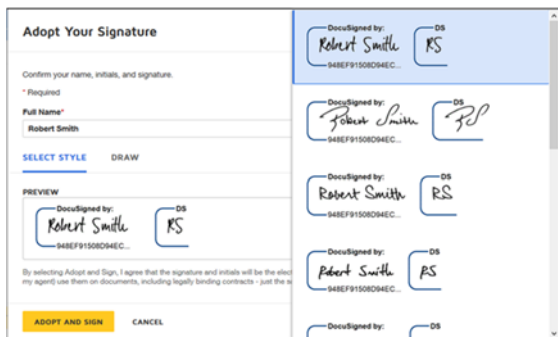
PREVIEW [Change Style](#)

DocuSigned by:  DS
948EF91508D94EC...






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 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.



The screenshot shows the 'Adopt Your Signature' interface with a scrollable list of signature styles. The first style is selected and highlighted in blue. The list includes:

- DocuSigned by:  DS
948EF91508D94EC...
- DocuSigned by:  DS
948EF91508D94EC...
- DocuSigned by:  DS
948EF91508D94EC...
- DocuSigned by:  DS
948EF91508D94EC...
- DocuSigned by:  DS
948EF91508D94EC...

At the bottom, there are buttons for [ADOPT AND SIGN](#) and [CANCEL](#).

Step 6b: 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

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 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.

completed document. FINISH

- I have informed the Building Test Coordinators of the OSTP test administration procedures. I have directed the Building Test Coordinators or the building principals to provide Test Proctors for all OSTP testing sessions. I understand that the Test Proctors can be noncertified community members.
- To the best of my knowledge, all OSTP testing sessions in my school district were monitored by persons other than the Test Administrator throughout the duration of administration of the entire test battery.
- To the best of my knowledge, all Test Administrators and Test Proctors of the OSTP have been trained and are fully aware of the test administration procedures of the OSTP, including, but not limited to the Testing Rules of the State Board of Education that pertain to maintaining test security, adhering to proper test administration, and the penalties for violations of testing procedures.
- To the best of my knowledge, no reproductions of the test books, online tests, or any secure materials related to the testing program have been made in my school district. All original test books, scorable documents, and related test materials (both used and unused) have been packaged as per directions in the District Test Coordinator's section of the Test Preparation Manual and returned to Measured Progress.
- I have read and understand the preceding states. Further, I understand that violation of the OSTP rules can result in revocation of my teaching and/or administrative certificates.

Liz Garcia	<i>Liz Garcia</i>	2/20/2019
District Test Coordinator Name (printed)	District Test Coordinator Signature	Date Signed
Robert Smith	<i>Robert Smith</i>	2/20/2019
District Superintendent Name (printed)	District Superintendent 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.

District 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

Then 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.



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

NEXT STEPS

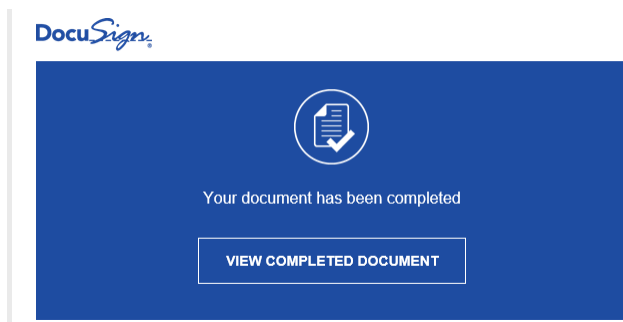
Form Printing & Saving Directions

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.

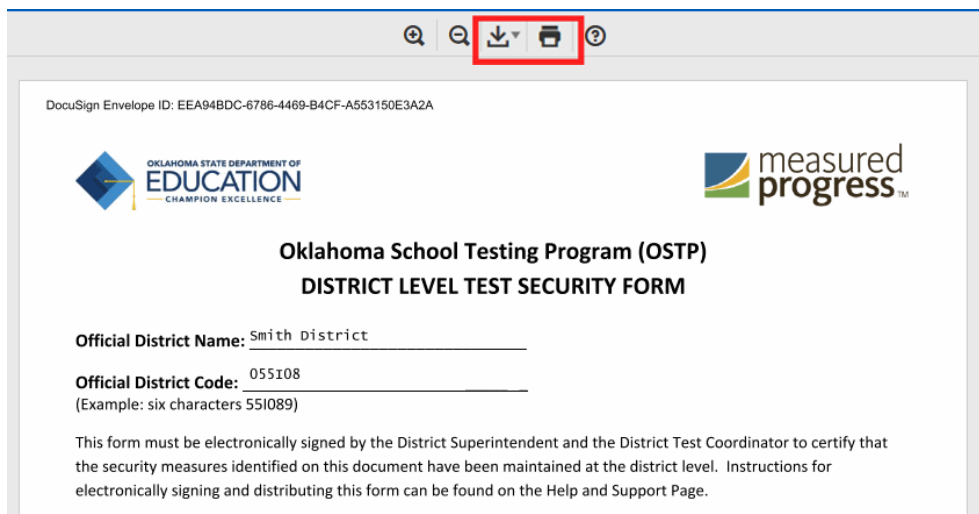
Step 2: Receipt of form completed email.

Step2a: All form signors will receive an email with “Completed” in the subject line. 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.