

Test Administrator and Proctor Test Security Form Directions 2019

FORM CREATION DIRECTIONS

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

The Test Administrator and Proctor 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 must be a **Test Administrator**, at least one **Test Proctor**, and a **Building Test Coordinator (copy only)**. Each form can capture one Test Administrator and up to seven Test Proctor signatures. 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:

Test Administrator

Your Name:

Your Email:

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

Role:

Test Proctor 1

Name:

Email:

Role:

Test Proctor 2

Name:

Email:

Role:

Test Proctor 3

Name:

Email:

Role:

Test Proctor 4

Name:

Email:

Role:

Test Proctor 5

Name:

Email:

Role:

Test Proctor 6

Name:

Email:

Role:

Test Proctor 7

Name:

Email:

Role:


Building 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

TEST ADMINISTRATOR DIRECTIONS

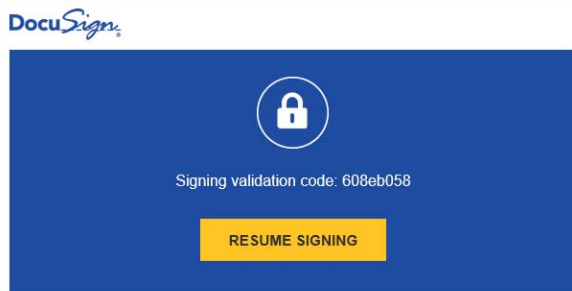
Step 1: The recipients will receive an email with the subject "Email Validation: Please DocuSign: TA/TP Test Security & NDA Form [Insert your name here]."

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

Email Validation: Please DocuSign: TA/TP Test Security & NDA Form Robert Gagnon

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

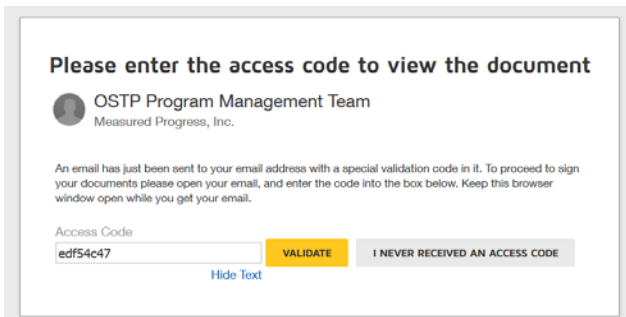
Step 2: Copy the signing validation code. Click on the RESUME SIGNING button.



Copy and enter the validation code into the access page to continue signing.

If you did not start signing Please DocuSign: TA/TP Test Security & NDA Form Robert Gagnon, please contact support.

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.

[View More](#)



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

DocuSign Envelope ID: 47241210-10FF-455F-9958-568AE40FD15D

START

OKLAHOMA STATE DEPARTMENT OF EDUCATION
CHAMPION EXCELLENCE

measured progress™

Oklahoma School Testing Program (OSTP)
TEST ADMINISTRATOR/PROCTOR TEST SECURITY FORM & NONDISCLOSURE AGREEMENT

Official District Name:

District Code:
(Example: six characters 55I089)

Official School Name:

School Code:
(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: 9F562CE7-9447-4F60-B1A1-3A633DA5DDBF

NEXT

OKLAHOMA STATE DEPARTMENT OF EDUCATION
CHAMPION EXCELLENCE

measured progress™

Oklahoma School Testing Program (OSTP)
TEST ADMINISTRATOR/PROCTOR TEST SECURITY FORM & NONDISCLOSURE AGREEMENT

Official District Name:

District Code:
(Example: six characters 55I089)

Official School Name:

School Code:
(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

TEST ADMINISTRATOR'S NAME

You will see your full name preprinted below. Please electronically sign the form, and input the dates (beginning and ending dates) on which you administered the test.

Full Name: Signature:

Beginning Test Administration Date: Ending Test Administration Date:

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

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW

PREVIEW

DocuSigned by:
Robert Gagnon
4C43EF05453342B

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.

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.

The screenshot shows the 'Adopt Your Signature' interface. On the left, there is a 'PREVIEW' section showing a signature 'Robert Gagnon' with initials 'RG' and a document ID '4C438F05453842B...'. Below the preview are two buttons: 'ADOPT AND SIGN' (highlighted in yellow) and 'CANCEL'. On the right, there is a scrollable list of signature styles, each with a 'DocuSigned by:' label, a signature, initials, and the same document ID. The styles shown include a blue box around the signature, a blue box around the initials, and a blue box around the entire signature and initials. The 'SELECT STYLE' link is highlighted in blue.

Step 8b: 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' interface with the 'DRAW' option selected. The 'Full Name' field contains 'Robert Gagnon' and the 'Initials' field contains 'RG'. Below these fields is a 'DRAW YOUR SIGNATURE' section with a 'Clear' link. The signature area shows a handwritten signature 'Robert Gagnon'. Below the signature area is a disclaimer: '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.' At the bottom are 'ADOPT AND SIGN' and 'CANCEL' buttons.

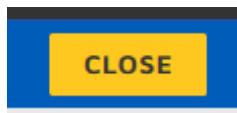
Step 9: Your electronic signature will appear. You will now fill in the dates (beginning and ending dates) on which you administered the test. This is a required field.

The screenshot shows the 'TEST ADMINISTRATOR'S NAME' section. It contains the following text: 'You will see your full name preprinted below. Please electronically sign the form, and input the dates (beginning and ending dates) on which you administered the test.' Below this text are three fields: 'Full Name: Robert Gagnon', 'Signature: Robert Gagnon' (with a DocuSigned by label and document ID), and 'Beginning Test Administration Date: 04/01/19' and 'Ending Test Administration Date: 04/15/19'. The dates are enclosed in red boxes.

Step 10: Click on the FINISH button either on the bottom of the second page of the form or in the upper right-hand corner of the screen.

Step 11: A popup screen will appear saying “Save a Copy of Your Document.” Click on CLOSE.

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



Step 12: 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

TEST PROCTOR DIRECTIONS

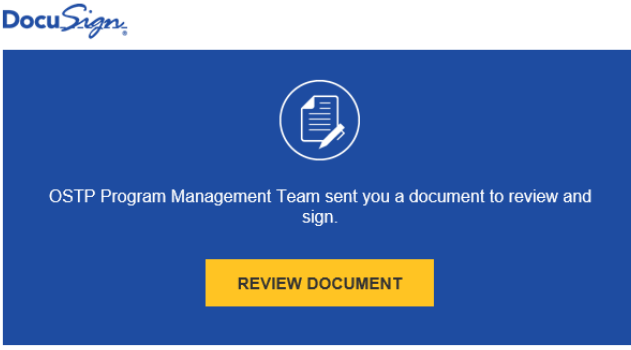
These directions are applicable to every Test Proctor that is assigned a form to sign. We have space for up to seven Test Proctors to sign with one Test Administrator.

Step 1: The recipients will receive an email with the subject "Please DocuSign: TA/TP Test Security & NDA Form [Insert your name here]."

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

Please DocuSign: TA/TP Test Security & NDA Form Samara Garcia

Step 2: The recipients should click on REVIEW DOCUMENT.



The image shows a DocuSign email interface. At the top left is the DocuSign logo. Below it is a blue rectangular area with a white circular icon containing a document and a pencil. The text inside the blue area reads: "OSTP Program Management Team sent you a document to review and sign." Below this text is a yellow button with the text "REVIEW DOCUMENT".

OSTP Program Management Team
OSTPProgramManagementTeam@measuredprogress.org

Please DocuSign the Test Administrator/Proctor Test Security Form & Nondisclosure Agreement for 2019.

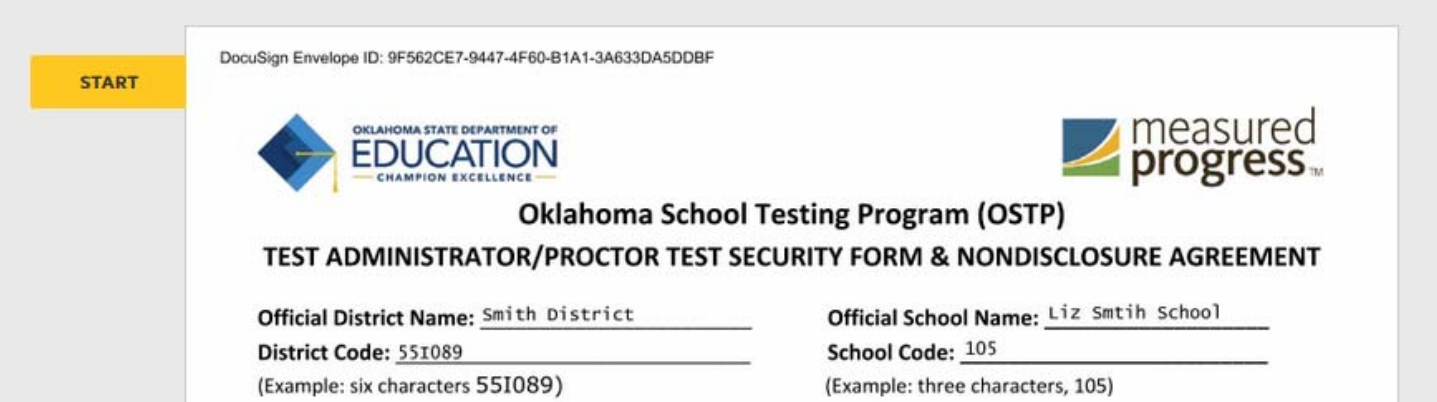
Thank you,
OSTP Program Management Team

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.



The image shows a blue banner with a yellow arrow pointing right. The text reads: "Please read the [Electronic Record and Signature Disclosure](#)." Below this is a checkbox that is checked, followed by the text "I agree to use electronic records and signatures." To the right of the banner is a yellow button with the text "CONTINUE".

Step 4: You will see your district and school name at the top of the form, if the Test Administrator signed the form before you did. If you don't see this information, this means you are signing the form first. This is acceptable. Click on the START button.




The image shows the header of a DocuSign form. On the left is a yellow button with the text "START". To the right is a white area with a grey border. At the top left of this area is the text "DocuSign Envelope ID: 9F562CE7-9447-4F60-B1A1-3A633DA5DDBF". Below this are the logos for the Oklahoma State Department of Education (OSDE) and Measured Progress. The OSDE logo includes the text "OKLAHOMA STATE DEPARTMENT OF EDUCATION" and "CHAMPION EXCELLENCE". The Measured Progress logo includes the text "measured progress". Below the logos is the text "Oklahoma School Testing Program (OSTP)" and "TEST ADMINISTRATOR/PROCTOR TEST SECURITY FORM & NONDISCLOSURE AGREEMENT". At the bottom are two sets of fields: "Official District Name: Smith District" and "District Code: 55I089" (with an example note: "(Example: six characters 55I089)"); and "Official School Name: Liz Smtih School" and "School Code: 105" (with an example note: "(Example: three characters, 105)").

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

SIGN

TEST PROCTORS' NAME(S)
You will see your full name preprinted below. Please electronically sign the form, and input the dates (beginning and ending dates) on which you proctored the test with the above Test Administrator.

Full Name: Samara Garcia Signature: 

Beginning Test Administration Date: Ending Test Administration Date:

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:
Samara Garcia
C2D37695DC9F488...

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.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

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

PREVIEW [Change Style](#)

DocuSigned by:
Samara Garcia
C2D37695DC9F488...

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

DocuSigned by: Samara Garcia SG
DocuSigned by: Samara Garcia SA
DocuSigned by: Samara Garcia SH
DocuSigned by: Samara Garcia SG
DocuSigned by: Samara Garcia SG

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* Initials*

SELECT STYLE **DRAW**

DRAW YOUR SIGNATURE Clear

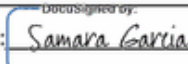
By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-ink signature or initial.

ADOPT AND SIGN CANCEL

Step 7: Your electronic signature will appear. You will now fill in the dates (beginning and ending dates) on which you proctored the test with the Test Administrator. This is a required field.

TEST PROCTORS' NAME(S)

You will see your full name preprinted below. Please electronically sign the form, and input the dates (beginning and ending dates) on which you proctored the test with the above Test Administrator.

Full Name: Samara Garcia Signature: 

Beginning Test Administration Date: 04/01/19 Ending Test Administration Date: 04/05/19

Step 8: Click on the FINISH button either on the bottom of the second page of the form or in the upper right-hand corner of the screen.

Done! Select Finish to send the completed document. **FINISH**

the student's 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.

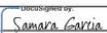
As a Test Proctor, if you observe any improper testing procedures or security violations do not sign this form and report any irregularities to the Building Test Coordinator, District Test Coordinator, or the Office of Assessment at the Oklahoma State Department of Education (Phone: 405-521-3341 or Email: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

Nondisclosure Agreement: If an allowable reading, signing or scribing accommodation in an IEP, Section 504, or EL Plan has been administered, I acknowledge and certify the following:

1. I will not divulge the contents of the test, generally or specifically to anyone, nor copy any part of the test.
2. For Paper/Pencil testing, I will read/sign from a separate test booklet. For online testing, I will read verbatim from the student's computer screen.
3. If reading an ELA/Reading test, documentation for this accommodation has been submitted and approved by the Oklahoma State Department of Education.

TEST PROCTORS' NAME(S)

You will see your full name preprinted below. Please electronically sign the form, and input the dates (beginning and ending dates) on which you proctored the test with the above Test Administrator.

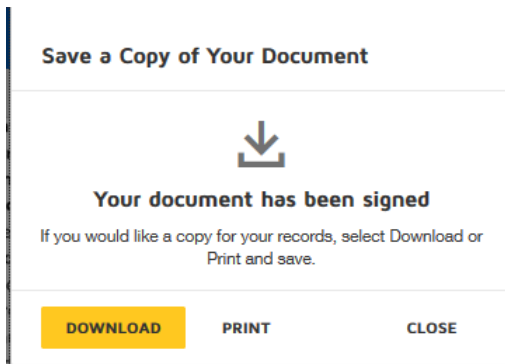
Full Name: Samara Garcia Signature: 

Beginning Test Administration Date: 04/01/19 Ending Test Administration Date: 04/05/19

Full Name: _____ Signature: _____

Beginning Test Administration Date: _____ Ending Test Administration Date: _____

Step 9: A popup screen will appear saying “Save a Copy of Your Document.” Click on CLOSE.



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



Step 10: 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

NEXT STEPS

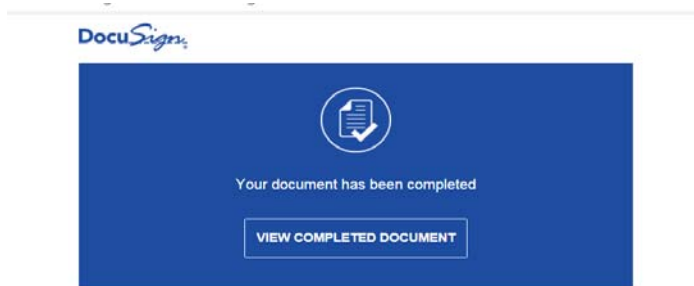
FORM PRINTING & SAVING DIRECTIONS

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.

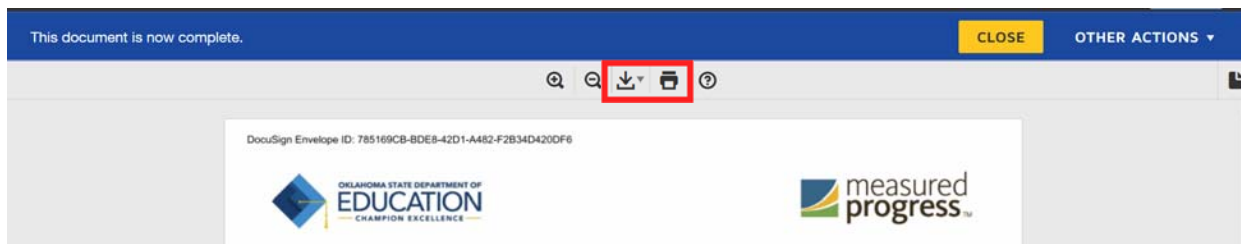
Step 2: Receipt of form completed email.

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.