

OSTP TEST ADMINISTRATOR TRAINING:
GRADES 3-8
CCRA SCIENCE & U.S. HISTORY
2018 – 2019



OKLAHOMA STATE DEPARTMENT OF
EDUCATION
— CHAMPION EXCELLENCE —

Agenda

- **SAT/ACT**
- **Test Security and Testing Violations**
- **OSTP Grades 3 – 8**
- **CCRA: Science Content and U.S. History**
- **Testing Accommodations**
- **Test Administrator Training**
 - Test Administrator Responsibilities for All Assessments
- **Department of Education Contact Information**

SAT and ACT Reminders

Staffing SAT and ACT

	SAT	ACT
Roving Proctor		X
Hall Proctors	X	
Proctor for Accommodated Rooms	X*	X*
Cannot be related to an 11 th grader taking the same assessment	X	X

***Required by OSDE**

Please note: Both the SAT and ACT are part of the Oklahoma School Testing Program. All applicable state test security rules and regulations apply to these tests in addition to the test security rules and policies SAT and ACT require for test administration.

The remainder of the slides pertain to OSTP grades 3-8 and the CCRA Science Content and U.S. History Assessments

For further information about SAT/ACT policies and procedures, please reference their individual testing manuals.

SAT

- Home Page: <https://collegereadiness.collegeboard.org/>
- Administration Manual: <https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/downloads>

ACT

- Oklahoma Landing Page: <http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/oklahoma.html>
- Administration Manual: <http://www.act.org/content/dam/act/secured/documents/pdfs/Admin-Manual-ACT-S&D-Online-Secured.pdf>

Test Security and Testing Violations

Test Security and Testing Violations

- Reproduction in any form of any copyrighted test materials is a violation of federal copyright laws.
 - The Federal Copyright Law – as it applies to the multiple-choice and/or Writing Assessment Component of the OSTP – prohibits photocopying of any part of the student Test Booklet. This includes the lined writing pages, the writing prompt, and the student’s written response.
 - Oklahoma District and School personnel only are permitted to reproduce the following non-secure, copyrighted test materials: *Parent, Student, Teacher Guides, Test Administration Manuals and Test Preparation Manuals*.

Test Security and Testing Violations

- Every assessment shall be administered by an education-certified professional employed by the school district.
- Neither the DTC nor the BTC may serve as a Testing Administrator or Test Proctor if more than one testing session is occurring at the same time.
- Every Test Administrator must be accompanied by a Test Proctor the entire duration of the test administration.

Test Security and Testing Violations

- No person shall teach test items to students, change any student's answers, or in any manner provide correct or incorrect answers to test questions for students before, during, or after test administration.
- **Violation of this regulation may result in revocation of the person's teaching, counseling, administrative, and/or other certificate(s).**

Test Security and Testing Violations

All of the following actions are prohibited and represent violations of test security:

- Using secure test items as instructional tools or for student practice either verbatim or in reworded form.
- Writing down, photocopying, or taking photos of test items.
- Discussing specific test items or test forms including on the Internet or social media.
- Deviating from any instruction provided in the *Test Administration Manual*.
- Providing answers to secure test items, which includes provision of cues, clues, hints, and/or actual answers in any form.

Test Security and Testing Violations

Violations of test security(cont.):

- Changing students' responses to secure test items and/or influencing or encouraging students to change their answers or lengthen their constructed response answers at any time.
- Viewing/reading the contents of the test or student responses, except for a legitimate reason (i.e., read-aloud, signing, or transcription).
- All test administration sessions shall be conducted according to the standardized procedures described in the *Test Administration Manual* and monitored by an adult other than the Test Administrator.
- Specific procedures for administering accommodations must be followed from the *OSTP IEP/504* or *EL Accommodation Manuals*.

Test Security and Testing Violations

- It is a violation to read secure test items orally to students at any time before, during, or after the test administration unless it is an Individual Education Program (IEP), Section 504 Plan, or English Learners (EL) accommodation.
- **The Grades 3 – 8 ELA multiple-choice sections may only be read aloud as an SDE-approved accommodation for students who qualify for the ELA read-aloud nonstandard accommodation. This includes passages and items.**

Test Security and Testing Violations

- Violations in test administration and test security may result in a breach of testing security, and therefore an invalidation of the test and/or test results.
- SDE conducts data forensics on all assessments and may conduct investigations as deemed necessary when test security and testing violations are suspected.
- Ensure that all student information is handled according to FERPA guidelines. Contact U.S Department of Education Family Policy Compliance Office at (202) 260-3887 for more information.
 - Example: A party can be given to celebrate the end of testing. A party cannot be given to reward only students who perform well on the test, because that would identify those who did not perform well on the test.

OSTP Grades 3 – 8

Time Schedule and Test Sequence

- Under no circumstances should a test be started unless there is enough time to complete it on the same day.
- **Students may only be given breaks, including lunch breaks or recess, between sections or sessions.**
- **Sections must be given in sequential order on consecutive instructional days.**
 - Ex Grade 5 ELA:

Section 1-writing	Section 2	Section 3	
April 2	April 3	April 4	YES
April 4	April 2	April 3	YES
April 10	April 2	April 3	NO

Sections

- All assessments are broken into at least two sections.
- Students can take these assessments in multiple sessions, either on the same day or on **consecutive** instructional days.
- Sections must be given in sequential order on consecutive instructional days, except for Grade 5 and 8 Section 1 which may be administered **before or after** sections 2 and 3 on consecutive instructional days.

Grades 5 & 8 ELA

- The ELA assessment is broken into three (3) sections. Sections 2 and 3, which are the multiple-choice sections, must be given in order. Section 1 is the Writing section and may be given before Section 2 or after Section 3.
- Paper/Pencil accommodated assessments (Grades 5 and 8):
 - ELA will have two test booklets:
 - ELA Book 1 will contain the writing prompt and associated materials.
 - ELA Book 2 will contain the two multiple choice sections.
- Online assessment (Grades 5 and 8):
 - The online assessment will have three sections:
 - Section 1 will be the writing prompt.
 - Sections 2 and 3 will be the multiple-choice sections.

Grades 5 & 8 ELA

- For paper/pencil testers, a writer's checklist will be provided for grades 5 and 8 ELA.
- Online testers will be provided the writer's checklist within the online testing platform.
 - Districts may elect to provide a paper copy of the writer's checklist to online testers.
 - The approved writer's checklist for use on the OSTP may be printed from the [Measured Progress Help & Support site](#).

Math and Science

- Online testers will be provided an approved calculator within the testing platform. Students may use the online version provided, a handheld calculator meeting their grade level requirements, or both.
 - 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 of the Calculator Policy are allowed.

Math and Science

- For paper/pencil testers, a reference sheet will be provided for grades 6-8 math.
- Online testers will be provided the reference sheet within the online testing platform.
 - Districts may elect to provide a paper copy of the reference sheets to online testers.
 - The approved reference sheets for use on the OSTP may be printed from [MP Help and Support](#).

Grade 11 CCRA Science Content and U.S. History

General Requirements

- Students enrolled in 11th grade will be given the Oklahoma College and Career Ready Assessment (CCRA), which consists of two parts.
 - **Part 1:** Each district will choose to administer all subtests of either the SAT or ACT, including the writing section.
 - **Part 2:** The Science Content Assessment and U.S. History, which is aligned to the Oklahoma Academic Standards, will be administered on separate days.
- Please note: Both the SAT and ACT are part of the Oklahoma School Testing Program. All applicable state test security rules and regulations apply to these tests in addition to the test security rules and policies SAT and ACT require for test administration.

Science

- Online testers will be provided an approved calculator within the testing platform. Students may use the online version provided, a handheld calculator meeting their grade level requirements, or both.
 - Graphing and/or scientific calculators meeting the general requirements of the Calculator Policy.

Science

- For paper/pencil testers, a periodic table will be provided for the CCRA Science Content Assessment.
- Online testers will be provided the periodic table within the online testing platform.
 - Districts may elect to provide a paper copy of the periodic to online testers.
 - The approved periodic table for use on the OSTP may be printed from the [Measured Progress Help & Support Site](#).

Testing Accommodations

Testing Accommodations

- Please review the IEP/504/EL OSTP accommodations manual for the most up-to-date information: [Office of Assessments webpage](#).
- Audio features are available for read-aloud accommodations on all online tests where appropriate or approved. Headphones must be used.
- The online testing client will allow testing over several sessions (except ELA Section 1: Writing) if “chunking” is required as an accommodation. Students will not be able to view/answer items from a previous test session.

Read-Aloud Accommodation

- Students that require a human read-aloud must be administered their assessments in a small group (8-10 or less).
 - A Test Proctor must be an employee of the school district for this accommodation. Due to possible privacy violations, volunteers that are not employed by the school district may not monitor this type of administration.
- The online testing client for Grades 5 and 8 ELA can provide text-to-speech functionality for the writing passages (Section 1) only.
 - Students who are approved for a Non-Standard Accommodation (NS1) **must** have a human reader for Sections 2 and 3 for Grades 5 and 8 ELA.

Spanish

- Translated Test Forms in (Neutral Latin American) Spanish for grades 3-8 math and grades 5 & 8 science, CCRA Science Content and U.S. History.
 - Paper-based Spanish translated test forms are available for Grade 3 math only.
 - Paper-based forms will have accompanying Spanish language audio files for download via a secure portal for students, if needed.
 - Computer-based Spanish translated Test Forms are available for grades 4-8 math, grades 5 & 8 science, and CCRA Science Content and U.S. History assessments.
 - Computer-based Spanish language text-to-speech for online testing requires the download of Cepstral Spanish Voice Pack onto the machine used for testing.

Spanish

- Requirements for Spanish Voice Pack and Spanish language audio files utilization:
 - Student(s) must have been using the Spanish read-aloud accommodation throughout the year.
 - Student(s) must have the read-aloud accommodation specified as required on their English Language Academic Plan (ELAP).

Test Administrator Responsibilities

Test Administrator Responsibilities

Who can fill this role?

- The Test Administrator (TA) must be an education-certified professional employed by the school district.
 - A substitute teacher with a teaching certificate may fill this role.
 - The TA cannot be related to the Test Proctor nor any student in the testing session.
 - The DTC and BTC cannot serve as the Testing Administrator or Test Proctor if more than one testing session is occurring at the same time.

Test Administrator Responsibilities

Before Testing

- The TA **must** attend an in-service training conducted by the District Test Coordinator (DTC), the Building Test Coordinator (BTC), or complete this SDE-provided training module and be thoroughly trained and familiar with:
 - Procedures provided in the *Test Administration Manual*,
 - Procedures for administering testing accommodations, as described in the *OSTP Accommodation Manuals*, and
 - Test security and validity rules before administering any test.

Test Administrator Responsibilities

Before Testing

- Confirm which students require accommodations or alternate tests.
 - Only approved accommodations may be used by a student on an IEP, 504 Plan, or EL students. These must be present in a finalized IEP on EdPlan or in a finalized ELAP.
 - Procedures for administering accommodations are provided in the *OSTP IEP/504* or *EL Accommodation Manuals*.

Test Administrator Responsibilities

Before Testing

- Review the *Test Administration Manual* and rules for test security and validity several days prior to testing.
- Be familiar with the scripted directions prior to testing.
- Know your building's plan in case of unforeseen emergencies
 - sickness
 - fire
 - tornado
 - lockdown
 - power failure
 - technological difficulties

Test Administrator Responsibilities

Before Testing

- Remove or cover all visual aids and clues throughout the test administration, regardless of the content area being tested and the length of time the visuals have been up in the classroom. (Clocks may remain uncovered.)
- Visual aids include:
 - Posters
 - Maps
 - Charts
 - Timelines
 - Alphabet
 - Number lines

Test Administrator Responsibilities

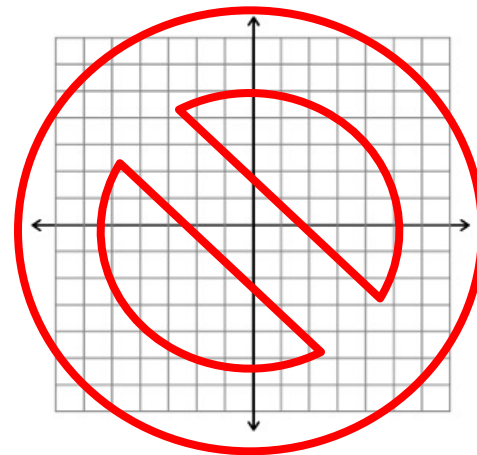
Before Testing

- Gather the appropriate approved reference material
 - Reference sheets for Grades 6-8 Math
 - Writer's checklist for Grades 5 and 8 ELA Section 1
 - Periodic Table for CCRA Science Content Assessments.
- Paper copies of the reference material must be collected after testing and destroyed by the BTC.

Test Administrator Responsibilities

Before Testing

- Plain white scratch paper and/or lined notebook paper may be used for all assessments.
- Blank, unmarked grid paper is allowed.



- Scratch paper and unmarked grid paper must be collected after testing and destroyed by the BTC.

Test Administrator Responsibilities

Before Testing: The Day of Testing

- Paper/Pencil Testing
 - Receive all secure test materials and the Classroom Security Checklist from the BTC on the day of testing. Verify book numbers with the BTC; this will help account for all booklets.
 - Document students' names next to the security barcodes on the Security Checklist for each test book.
- Online Testing
 - Receive Testing Tickets from the BTC.

Test Administrator Responsibilities

Before Testing: The Day of Testing (Paper)

- Labels with student information will be provided for the paper/pencil answer documents/scannable books.
 - One label for combined answer documents will be produced for each grade level using answer documents.
- If any student demographic detail is incorrect on the student label, continue to use the label unless there is a mistake in any of the three main identifiers [first name & last name, date of birth (DOB), or state testing number (STN)].
 - Notify the BTC of any mistakes on the student label.
 - The DTC/BTC will make the corrections in the Student Information System to be uploaded to the WAVE.

Test Administrator Responsibilities

Before Testing: The Day of Testing

- Ensure that an appropriate calculator is being used and that the memory has been cleared. Programs on graphing calculators must be deleted or disabled.

Test Administrator Responsibilities

During Testing

- Maintain test security at all times.
- Administer tests with a Test Proctor (TP) present. Both the Test Administrator and the Test Proctor must remain in the testing session at all times.
 - Scripts must be read verbatim—word-for-word. Part of what makes a test “standardized” is the standardized directions being given by all TAs across the state. Do not deviate from the script.
 - Do not add to the directions.
 - Do not skip any portion of the directions, even if the students have already taken an assessment during this testing window.
 - Scripts can be read from either a printed or electronic copy (using a computer or tablet) of the Test Administration Manual. A cell phone may not be used to read the script.

Test Administrator Responsibilities

During Testing

- Reading the script
 - Read aloud the **bold type** material that is preceded by the word “Say.”
 - Brackets [] indicate text that should be read for specific tests. Read only the text within the brackets (or insert information into the bracket) that applies to the test being administered.
 - Italicized material is information for you that should not be read aloud to the students.

Say: **Today we will begin the Oklahoma School Testing Program tests. Please look at your test book and combined answer document. Both the test book and combined answer document should say Grade [#]. Please raise your hand if both do not say Grade [#].** *(Give help as needed.)*

Test Administrator Responsibilities

During Testing

- TAs and TPs must set their mobile phones in a silent mode or off and should not make or receive calls. Text messages are only to be sent/received in the case of an emergency.
- Students' electronic communication devices may not be present while a test is being administered (e.g., cell phones, wearable smart technology, etc.), even if the students have completed the test.
- Do not allow students to use extra materials (e.g., overlay, ruler, sticky notes, colored pencils) except as specified in a student's IEP, 504 Plan, or as an EL accommodation.

Test Administrator Responsibilities

During Testing (Paper/Pencil)

- A highlighter used on an assessment needs to be the ink-based marker (non-graphite) type of highlighter. Colored pencils, clear or colored tape, or other marking methods are not allowed.
 - If a student mistakenly marks the answer choice with a colored pencil rather than the #2 pencil, the scanner will not read the response.
- Students should not highlight answer documents or around the answer bubble area in consumable books.

Test Administrator Responsibilities

During Testing (Paper/Pencil)

- Confirm students use only a No. 2 pencil—avoid mechanical pencils.
- Instruct students to put their names on the front cover of their answer documents and test books, according to the directions in the *Test Administration Manual*.
- The Grade 3 assessments are scannable books. Ensure that students do not make any marks within the item boxes. Marking in other areas (e.g., on passages, in margins) should not interfere with scoring.

Test Administrator Responsibilities

During Testing

- During testing, desks must be completely cleared of any materials other than:
 - Test book and answer document (for paper/pencil testing)
 - Testing ticket (for online testing)
 - Pencil
 - Scratch paper/unmarked grid paper
 - Approved OSTP reference sheet (for math), writer's checklist (for grades 5 and 8 ELA section 1), or periodic table (for CCRA Science)

Test Administrator Responsibilities

During Testing

- No books, water bottles, candy, cell phones, etc. should be allowed on the desk during testing.
- Students are not allowed to have snacks during testing sessions or to leave for lunch before completing a testing section/session.
- If a student has a water bottle during testing, he/she should keep the water bottle on the floor instead of the desk.
- Nothing should be taped or otherwise attached to the desk.

Test Administrator Responsibilities

During Testing

- Monitor students throughout the session to ensure that they are advancing through the questions and that they are observing only their own test booklet/answer sheet or screen.
 - Dividers or testing carrels are recommended for students testing in close proximity to one another.
- Individual online tests can be paused up to 15 minutes for specified accommodations or an individual emergency.
 - If the student's test times out because it was paused longer than 15 minutes, contact the Building Test Coordinator (BTC).

Test Administrator Responsibilities

During Testing

- Keep records of students who missed the test on the original test date and need to make-up tests prior to the close of the testing window or any observed irregularities that occurred during the testing session.
- If students need to go to the restroom during a testing session, they may only be allowed to go **one at a time**. Hall monitors can be used to make sure students return in a timely manner and do not make extra stops or access electronic devices while out of the testing environment.
 - Online testers must click on the “pause” button while they are taking a restroom break (15 min max).
 - Paper/pencil testers must turn their test book over and place it on top of their answer document on top of their desks while they are taking a restroom break.

Testing Irregularities

- Testing Irregularities
 - Sickness
 - TA/TP is distracting
 - Student received read aloud for Math/Science and should not have
 - Misread script
 - Parent picked up student during testing
 - Wrong accommodation
 - Sections not given on consecutive days in correct order
 - Technical issues during online testing

Test Administrator Responsibilities

During Testing

- If a technical problem occurs, maintain an orderly and secure testing environment while the BTC makes any necessary calls to correct the problem.
 - Students must not be allowed to talk to each other or leave the testing environment during this time.
 - Students must not be allowed to read, work puzzles, use cell phones, play games, or eat during this time.
 - A Test Administrator and Proctor must remain in the testing session with students at all times.

Test Administrator Responsibilities

During Testing

- Testing Irregularity Procedures
 - Students who experience a testing irregularity that prevents them from finishing the test during that session will be allowed to finish their testing once they return to school.
 - Testing Irregularities are not to be used for a lunch break; this is only for an unforeseen problem.
 - Re-administer same test form, if possible:
 - Student may need a new answer document or booklet depending on circumstances.
- Contact the BTC to inform them of the testing irregularity; the student should be scheduled to complete his/her assessment as soon as he/she returns to school, and this will be documented on the testing irregularity form.

Test Invalidation

- Reasons for possible test invalidations include, but are not limited to:
 - Cheating;
 - Large-scale security violation;
 - Presence of a cell phone (or other smart technology including smart watches) in the testing environment;
 - Testing outside the test window;
 - TA/TP/Student are related in the testing room;
 - Student received read-aloud on ELA and was not supposed to;
 - ELA writing section was started and didn't finish until days after;
 - TP not employee of district for Human Reader.
- If the SDE approves the invalidation, the student will be considered a nonparticipant unless a Breach Assessment is administered.

Test Administrator Responsibilities

During Testing

- Ensure additional time is given to any student who is not finished by the end of the recommended testing administration time.
 - Additional time **must** be an immediate extension of the testing session **not** to exceed double the amount of recommended time per section/session.
- Report any unforeseen emergencies and unexpected circumstances to the BTC.
- Contact the BTC to report any test irregularities or breaches in test security.

Test Administrator Responsibilities

During Testing

- For online testing, the BTC will contact the DTC to request a Proctor Password, which will allow the student to continue testing.
 - Students will not be allowed to go back to questions that they have already completed.
- For paper/pencil testing, Test Administrators and Test Proctors will need to closely monitor the student to ensure no violations to test security occurs.
 - Student are not allowed to go back to questions that they have already completed.
 - Students should not view any previous sections of the assessment.

Test Administrator Responsibilities

During Testing

Ideally, each subject area test should be administered on a separate day.

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

Mixed Group/Grade Testing

- Test Administration Manuals (TAMs) and sample questions have been standardized by grade span and content area to allow for mixed-group testing. Students may be combined by grade spans for test administration of a single content area.
 - For example, students in grades 4 & 5 taking the Math Assessment can be grouped into one location. The approved grade span groupings are 4-5 and 6-8 multiple choice sections.
 - The ELA Section 1 (writing prompt) for grades 5 and 8 may not be given in mixed groups, but the multiple choice sections can be given in a mixed group testing session.

Test Administrator Responsibilities

During Testing

- Under no circumstances should you begin a test unless you are sure there is enough time to complete it.
 - You do not want a student to feel rushed to finish before lunch or at the end of the day.
- Once a student has started a test section, he or she must finish the test section before being released from the secure testing environment.

Test Administrator Responsibilities

During Testing

- It is preferable to provide read-aloud accommodations through the built-in text-to-speech function for online assessments.
 - Head phones or ear phones are required.
 - The text-to-speech voice is the default/selected voice embedded in the operating system on the student's device. Prior to the day of testing students should utilize the practice test to determine whether the voice is suitable.
 - The online testing client will provide this functionality for the non-standard ELA/Reading test read-aloud accommodation, except for ELA Grades 5 and 8 multiple choice sections.

Test Administrator Responsibilities

During Testing

- If a human reader is required for the student:
 - The test must be read aloud over a student's shoulder verbatim.
 - Individual or small group (8 – 10 or less) is required.
 - For small group testing with a human reader, ensure all students have the same test form.
 - Refer to *OSTP IEP/504* or *EL Accommodation Manual* for specific instructions for providing this accommodation.

Test Administrator Responsibilities

After Testing

- Make sure students submit their answers for scoring and exit the testing client after they complete their tests (online testing).
- Collect all answer documents and test books from students (paper/pencil testing).
 - Verify secure test books and answer documents are all accounted for by using the Classroom Security Checklist.
- Collect student testing tickets (online testing).
- Collect scratch paper/unmarked grid paper, reference sheets, writer's checklists, and periodic tables.
- Ensure that the memory has been cleared from all calculators.

Test Administrator Responsibilities

After Testing

- Remind students that they should not discuss the test with anyone, including their classmates and teachers.
- Check all scorable answer documents to confirm that appropriate labels are affixed or hand-bubbled information is complete.
- If TA is checking for stray marks, or darkening bubbles, a Test Proctor **must** be present.
- Transcribe student responses from a large-print or Braille test book to a scannable answer document.
 - Transcribe response for the Writing test into a regular answer document exactly as a student has written or dictated.
 - A Test Administrator must transcribe with a Test Proctor present.

Test Administrator Responsibilities

After Testing

- Deliver all test materials to the BTC after testing each day. This includes:
 - Test books and answer documents (for paper/pencil testing)
 - Verify book numbers with BTC; this will help account for all books.
 - Student testing tickets (for online testing)
 - Scratch paper/unmarked grid paper, reference sheets, writer's checklists, and periodic tables
 - These documents must be securely destroyed by the BTC.
- **If no irregularities occur**, sign the TA/TP Test Security Form. The Test Proctor must also sign the electronic Test Security Form.
 - These will be signed electronically through DocuSign!

Questions or Concerns?

If you have questions or concerns before, during, or after testing that are not addressed in the Test Administration Manual, contact your BTC. If unresolved, please contact the next individual on this chain of communication.

