

OSTP TEST PROCTOR 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 Proctor Training**
 - Test Proctor 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, 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.
- The DTC and BTC cannot serve as the Test Administrator or Test Proctor if more than one testing session is occurring at the same time.
- Every Test Administrator should 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 school days.

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

- 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

- 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

Read-Aloud Accommodation

- Students that require a human read-aloud must have their assessments administered 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.

Test Proctor Responsibilities

Test Proctor Responsibilities

Who can fill this role?

- All Oklahoma School Testing Program test administration sessions shall be monitored by an adult other than the Test Administrator.
- This adult:
 - must be 18 years or older and not a student in the district;
 - must be approved by the building principal;
 - can be a member of the faculty or community; and
 - does not have to possess an Oklahoma Teaching Certificate.
- This adult may not be:
 - **the DTC or BTC if more than one testing session is occurring at the same time**
 - a student at that school, even if that student has already turned 18;
 - **a relative or significant other of the Test Administrator; or**
 - **a parent or relative of a student in the session being proctored.**

Test Proctor Responsibilities

Before Testing

- The Test Proctor (TP) **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.
 - Review the procedures and rules for test security and validity before assisting with test sessions.
- Test Proctors may not administer any tests (e.g., small group, individual, make-up, breach).
 - Only Test Administrators may administer tests, but Test Proctors must be present.

Test Proctor Responsibilities

Before Testing

- Ensure all visual aids and clues are covered or removed in the testing room. (Clocks may remain uncovered.) Visual aids include:
 - Posters
 - Maps
 - Charts
 - Timelines
 - Alphabet
 - Number lines

Test Proctor Responsibilities

During Testing

- Test Proctors must remain engaged in the testing process throughout the entire session, monitor students, and observe that all testing procedures and security regulations are maintained.
- Test Proctors and Test Administrators must not visit during the test sessions.
- Test Proctors' and Test Administrators' cell phones must be set in a silent mode or turned off and should not make or receive calls. Text messages are only to be sent/received in the case of an emergency.

Test Proctor Responsibilities

During Testing

- 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.

Test Proctor Responsibilities

During Testing

- The Test Proctor may assist only with duties that include the following:
 - Distributing and retrieving test materials.
 - Achieving accuracy in coding of student, class, building, and district information on answer documents (paper/pencil testing).
- The main duties of the Test Proctor are:
 - Helping maintain the security of the test.
 - Ensuring that the assessments have been administered properly.
- Proctors must be present in all testing administrations for the entirety of each session.

Test Proctor Responsibilities

During Testing

- The Test Proctor should observe that:
 - Student desks are 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 grade 5 and 8 ELA section 1), or periodic table (for CCRA Science)
 - No books, water bottles, candy, cell phones, etc. are on the desk during testing.
 - If a student has a water bottle during testing, he/she should keep the water bottle on the floor instead of the desk.
 - Nothing is taped or otherwise attached to the desk.

Test Proctor Responsibilities

During Testing

- The Test Proctor should observe that:
 - Students are working and do not have access to any electronic devices, books, or other materials.
 - Directions are read from a script and that the Test Administrator is not veering from the script by giving additional instruction.
 - 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.
 - The Test Administrator is actively monitoring the testing session.
 - The Test Administrator is not giving any help to students.
 - The Test Administrator is monitoring the students and not involved in other activities (e.g., working on the computer, reading, etc.).

Test Proctor Responsibilities

After Testing

- Test Proctors may assist the Test Administrator after completion of the test session.
 - A Test Proctor must monitor a Test Administrator while he/she erases stray marks, transcribes responses to scannable documents from any Braille or Large-Print forms, etc.
 - A Test Proctor may help the Test Administrator verify the information from the Classroom Security Sheet matches the test books.
 - A Test Proctor may help gather testing materials to return to the Building Test Coordinator.

Test Proctor Responsibilities

After Testing

- Sign the Test Proctor Test Security Form.
- Test Proctors who observe any deviation from the standardized testing procedures or a breach in test security should **NOT** sign the Test Security Form and should report the observation to the Building Test Coordinator or State Department of Education's Assessment Office.

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.

