



Oklahoma School Testing Program Training 2023



Welcome and Introductions



Training Topics

OSTP Overview

- Testing Overview
- Demographic Overlay Report
- Testing All Eligible Students
- IEP/504 Plan Students
- English Learners
- Test Irregularities and Invalidations
- Test Security
- OSTP Roles
- OSTP Assessments

OSTP Online System

- OSTP Portal
- OSTP Kiosk

Paper Pencil Materials

- When to void a booklet
- Alternate Forms
- Spanish Options
- Manuals
- Student Labels and Rosters
- Receiving and Returning Material
- Security Checklists and Qualtrics

CCRA Overview

- ACT



Contact Information

Oklahoma State Department of Education (SDE) Assessment Office

For questions relating to policy or the OSTP in general:

Monday-Thursday, 8AM – 5PM

Friday, 8AM – 4:30PM

(405) 521-3341 assessments@sde.ok.gov

Cognia Oklahoma Service Desk

For questions relating to the OSTP online or paper/pencil testing (i.e., iTester software, technical issues, test materials, UPS pickup, etc.)

During Testing Window

Monday – Friday, 6AM – 6PM (CST)

Outside Testing Window

Monday – Friday, 7:30AM – 4:30PM (CST)



(866) 629-0220 oktechsupport@cognia.org





General testing information



Important Dates

	CCRA	OSTP
Test Materials & Manuals arrive in districts <ul style="list-style-type: none"> • CCRA – PBT materials, TPM, and PSTGs for Large Print & Braille only. • OSTP – PBT materials, TPMs, TAMs, and PSTGs 	3/13/2023	3/29/23
Tests available for scheduling	3/27/2023	4/13/2023
Grade 3 ELA online tests must be completed in order to receive early RSA reporting	n/a	4/27/2023
Grade 3 ELA online tests must be submitted to receive preliminary reports	n/a	4/17/23-5/3/23
Grade 4-8 ELA online tests must be submitted to receive preliminary reports	n/a	4/20/23 - 5/3/23
Last day for scoreable testing material pick-up	4/18/2023	5/8/2023



Testing Window 2022-2023

Paper/Pencil testing CCRA : Science & U.S. History Content	4/3/2023 – 4/14/2023
Computer based testing CCRA : Science & U.S. History	4/3/2023 – 4/27/2023
Paper/Pencil testing for OSTP Grades 3-8	4/20/2023 – 5/3/2023
Computer based testing for OSTP Grades 3-8	4/20/2023 – 5/17/2023
Recommended Testing Window for OSTP Grade 3 ELA to receive <u>early RSA</u> reports	4/17/2023 – 4/27/2023
Recommended Testing Window for OSTP Grades 3-8 ELA to receive preliminary reports	Grade 3 4/17/2023 – 5/3/2023 Grades 4-8 4/20/2023 - 5/3/2023



Testing Window 2022-2023

OSTP Grades 3-8	Computer based with paper accommodations
CCRA: Science and U.S. History Content	Computer based with paper accommodations



OKLAHOMA SCHOOL TESTING PROGRAM

DTC Training
Spring 2023



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OSTP Overview



Agenda

- Testing Overview
- Demographic Overlay Report
- Testing All Eligible Students
- IEP/504 Plan Students
- English Learners
- Test Irregularities and Invalidations
- Test Security
- OSTP Roles
- OSTP Assessments



OSTP Testing Overview

Grades 3 – 8 & 11



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Testing Overview

- English Language Arts, Mathematics, and Science assessments are required by the federal legislation Every Student Succeeds Act (ESSA).
- Oklahoma public schools must administer an OSTP general assessment with or without accommodations, or an Oklahoma Alternate Assessment Program (OAAP) test to all students enrolled in a tested grade level.



Testing Overview

- In order to meet federal ESSA requirements, students must test:
 - English Language Arts and Mathematics
 - annually in Grades 3 – 8
 - once in Grades 9 – 12
 - Science
 - once in Grades 3 – 5
 - once in Grades 6 – 9
 - once in Grades 10 – 12

Testing Contractors

- Cognia will serve as Oklahoma's testing vendor for all **OSTP Grades 3-8**
 - English Language Arts,
 - Mathematics, and
 - Science
- **Grade 11 CCRA**
 - The state vendor for ELA & math is ACT
 - Science and U.S. History Content – Cognia
- **Oklahoma Alternate Assessment Program (OAAP):** All subject areas will be assessed through Dynamic Learning Maps for
 - English Language Arts (Grades 3-8 & 11)
 - Mathematics (Grades 3-8 & 11)
 - Science (Grades 5, 8 & 11)
 - US History (11th)

Demographic Information & Demographic Overlay Report



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Demographic Information

- All students must be accounted for at the time of testing.
- Ultimately, all student demographic information will be pulled from the Demographic Overlay Report. Please ensure information in your local SIS and the Accountability Reporting application is accurate.
- Incorrect or incomplete information will result in inaccurate student data and may have a negative impact on the final reports issued from the Office of Accountability.



Demographic Overlay File & Report

- Demographic information is verified through the Accountability Reporting application in Single Sign On:
 - Gender, IEP/504, EL, EL 1st/2nd year proficient, Migrant, Title X (homeless)
 - Economically Disadvantaged
 - Ethnicity/Race
 - Military
 - Foster
 - Most Recent Exit Date



Demographic Overlay File & Report

- Demographic Overlay Report Window: **3/21 - 5/12/2023**
 - G3 Early RSA
 - CCRA (high school)
 - OSTP (grades 3-8 – including RSA)
- The Demographic Overlay report provides updated demographic information about your students who are required to test. Any information that has changed since the time of the Precode window closing is included in the Demographic Overlay Report.
- "Snapshots" will be taken of different testing groups demographic data throughout the window. It is vital that the Accountability Reporting application is correct and reflects your local SIS and EDPlan.



FAY/NFAY Status

Full Academic Year (FAY)/Not Full Academic Year (NFAY):

OAC 210:10-13-2(e)

“A student shall be considered a FAY student if the student is enrolled within the first *twenty (20) instructional days* of the school's instructional year through and including the date of the administration of the exam and has not experienced an enrollment lapse of ten (10) or more consecutive instructional days.”

For more guidance, see the [Full Academic Year flyer](#).

OSTP- Testing All Eligible Students

- OAC 210:10-3-2(b)

“All public school districts shall administer the state mandated academic achievement tests of the OSTP to all students enrolled in designated grades.”

Participation in Grade 3-8 Tests

- If a student is enrolled in the same district during Precode and the testing window, the grade the student is at the close of Precode will determine what grade level tests they take.
- If a student transfers to a new district between Precode and the testing window, the demographic overlay will determine grade level that should have been assessed.

Participation in CCRA

- In general, students enrolled in grade 11 on **January 11th, 2023**, will be expected to participate.
- Students can be manually added to the appropriate portal if the student was promoted after Precode or if the student needs to take a CCRA for graduation purposes.
- Remember that students are **required** to take the state assessments in order to graduate. Please manually add any seniors who have not tested to the testing portal.
- If a student transfers districts and is enrolled in the wrong grade, do not exit and re-enroll the student. Just correct the grade level in your SIS.

Absent Students

- Any student absent during the scheduled test session must be administered the assessment the day they return to school.
- The make-up session must be scheduled within the existing testing window.
- Students must take sections in proper order.
 - Students must finish a content area test before starting another.



Suspended Students

- OAC 210:10-1-5

It is no longer appropriate to “drop” or “exit” a student who is suspended out of school for any length of time.

- Students who are suspended will be expected to participate in the OSTP.
- [Guidance for Attendance and Suspension](#)



Students Who Receive Instruction Away from Sites of Enrollment

Students Testing at Alternative Sites

- This includes:
 - Special education consortiums;
 - Alternative education cooperatives and interlocals;
 - Hospital placement or treatment centers;
 - Juvenile Detention Centers;
 - Homebound Placement; and
 - Technology Centers.
- No less than thirty days prior to the testing window, request permission in writing from the Office of Assessment at assessments@sde.ok.gov.
- Requests must include a description of the student's unique situation, the student's STN, and documentation verifying the situation. Do not include personally identifiable information.

Students Who Receive Instruction Away from Sites of Enrollment (cont.)

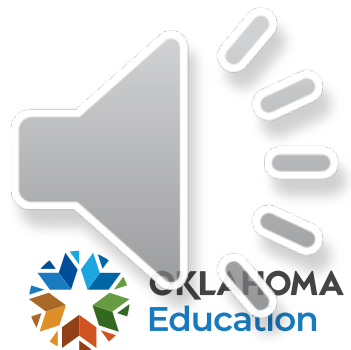
- Paper/pencil test materials will be ordered by and sent to the district where the students are enrolled.
- Online assessments should be set up by the district of enrollment. The site of enrollment:
 - Verifies student data through the Precode or manually uploads students,
 - Places students in a testing session,
 - Prints test tickets and securely delivers the test tickets to the site of instruction or transfers test tickets through a secure online platform.
- When testing students at their alternate site of instruction, follow the procedures outlined in the *Test Preparation Manual*.

Students Who Receive Instruction Away from Sites of Enrollment (cont.)

- Score reports will be sent to the districts where the students are enrolled.
- The Test Administrator (TA) at the alternate site of instruction signs a Test Security Form.
- TAs must be certified employees of the school district or site of instruction.
- TAs and TPs cannot be related nor can they be related to any student in the testing session.
- All test books, answer documents, and test tickets must be securely returned to the student's district of enrollment.

Distance Learners

- Schools must account for all students. This includes all students who are taking classes virtually or remotely.
- All school districts offering online courses or programs must provide at least one onsite location for these students to test.



Statewide Virtual Charter Schools

- Statewide virtual charter schools offering online courses or programs will provide, and are responsible for the cost of, at a minimum, six alternative testing locations.
 - At least one testing site will be located in each quadrant of the state.
 - One testing site will be located in each of the two metropolitan areas of the state.
 - Testing locations and a testing plan must be submitted to the SDE for approval.

OSTP IEP/504 Accommodations

Accommodations for IEP and Section 504 students must be:

- Specified in an IEP or Section 504 Plan
 - Students should be familiar with the OSTP Accommodation they receive prior to testing.
- Selected from the [list of state approved accommodations](#)
- Indicated for each student by choosing either with or without accommodations
 - For paper testers this must be bubbled on the back of a paper answer document.
 - For online testers the “with accommodations” must be checked under the Delivered Locally section in the OSTP portal.

IEP/504 Accommodation Updates (cont.)

- Overarching Changes:
 - Language and formatting updates for clarity
 - Updated group size guidance for small group testing
 - Clarity on utilizing chunking for online testing sessions
 - Guidance for situations when a student refuses accommodations
- Revised Guidance for ACT/SAT Accommodations

[2022-2023 OSTP IEP 504 Accommodations Manual](#)

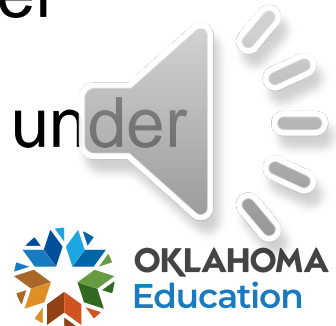
Emergency Accommodations

- Form EA (Emergency Accommodations):
 - If prior to or during testing, the school principal (or designee) determines that a student requires an Emergency Accommodation (e.g., broken hand), Form EA must be completed and submitted to the DTC for approval.
 - Form EA must be **retained at the district level** for five (5) years for monitoring purposes.
 - Unless requested, Emergency Accommodation forms are not submitted to the Office of Assessments.



OSTP English Learner (EL) Accommodations

- EL accommodations must be:
 - Selected from the approved list in the [2022-2023 OSTP EL Accommodations Manual](#)
 - The accommodation must be documented on the student's current English Academic Plan (ELAP)
 - First and Second year monitor students may continue to be eligible for OSTP EL testing accommodations dependent upon OSTP ELA test performance.
- EL accommodations must be indicated for each student by choosing either with or without accommodations
 - For paper testers this must be bubbled on the back of a paper answer document.
 - For online testers, “with accommodations” must be checked under the Delivered Locally section in the testing platform.



EL Accommodation Updates

Overarching Changes:

- Spanish audio files for paper assessments are no longer available. Students will need to either take the online Spanish version of the test with Text-to-Speech or take the English paper assessment with a human reader/translator.
- Testing Accommodation Selections
 - Nonlinguistic Accommodations
 - Linguistic Accommodations
- Updated approved list of [Word-to-Word Dictionaries](#)
- Please see the [2022-23 OSTP EL Accommodations Manual Change Log](#) for a more detailed explanation of the updates.

EL CCRA: ACT/SAT

Accommodations & Supports

- Both ACT and SAT require schools to request appropriate EL supports or accommodations for students with a documented need.
- EL supports or accommodation needs should be addressed during the development of the grade 11 student's English Language Academic Plan (ELAP).
- CCRA EL support or accommodation requests must be submitted to ACT or SAT during the designated window and approved before a student can be provided their ACT or SAT specific accommodations.
- For more information, please refer to the following:
 - ACT: [Accommodations and English Learner Supports](#)
 - SAT: [Accommodations on College Board Exams](#)
- Please review the [OSTP EL Accommodation Manual](#) for reference.



Spanish Translation

- All assessments for all grade levels are available online in English.
- Grades 3-8 Math, Grades 5 & 8 Science, and Grade 11 CCRA: U.S. History and Science Content are available online in Spanish with Spanish Text-to-Speech.
- Grades 3-8 Math, Grades 5 & 8 Science, and Grade 11 CCRA: U.S. History and Science Content are available in paper format in English.
- There are **no** paper tests in Spanish available for the Spring 2023 OSTP administration and there are no Spanish audio files for the English paper tests.

Text-to-Speech Scheduling Info

- Ensure that text-to-speech (TTS) accommodations are selected in the portal **before** scheduling the student's test.
- If the test is scheduled before TTS is selected, these accommodations will not be available to the student.
- This applies to both English and Spanish TTS.

Text-to-Speech Scheduling Info (cont.)

- TTS is an OSTP Accommodation for
 - All math, science, U.S. History assessments, and
 - Grade 5 and 8 ELA Writing (extended constructed response).
- The Read Aloud Accommodation must be approved as a Nonstandard Accommodation by SDE for ELA Grades 3, 4, 6, and 7 and for ELA Grades 5 & 8 Section 1 and 2.
 - If TTS is mistakenly selected for ELA Grades 3, 4, 6, or 7, the user will receive an error message when scheduling a test session for the student.
 - TTS is only available for the ELA Writing test in Grades 5 and 8.

OSTP

Test Irregularities and Invalidations



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Test Irregularity Vs. Test Invalidations

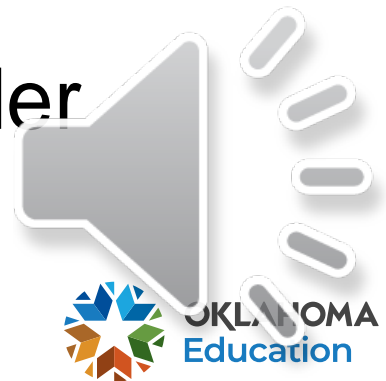
- A **testing irregularity** is an out-of-the-ordinary situation which does not affect the outcome of testing and does not require students to retest.
 - Requires DTC or BTC to submit a Test Irregularity Form through SDE-provided Google Form.
- A **testing invalidation** is caused by a situation where the test or test security has been compromised and students must retake the test.
 - Requires DTC to submit a Test Invalidation Request through the Accountability Reporting Application in Single Sign On. A training about submitting invalidation requests will be posted on the Office of Assessments website before the testing window opens.

Testing Irregularities

- Document testing irregularity.
- Re-administer same test form, if possible:
 - Student may need a new answer document or booklet depending on circumstances.
- Complete the Testing Irregularity Form provided by the Office of Assessment. This will be on the SDE website.
 - Take extra precaution when entering student's STN
- DTC must be contacted to obtain a Proctor Password for online testing.
- Proctor Passwords will be automatically reset daily throughout testing.

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 was administered
- Sections not given on consecutive days in correct order
- Technical issues during online testing



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 was not an employee of district for Human Reader sessions
 - Please see Appendix K of the [Test Preparation Manual](#)

If the SDE approves the invalidation, the student will be considered a nonparticipant unless a Breach Assessment is administered.

Breach Tests

- In situations when a test must be invalidated, the DTC must enter the invalidation request on the **Accountability Reporting Application** on Single Sign On.
- Check the status through the Accountability Reporting Application.
- Once the invalidation is approved, the SDE will order the Breach Test.
 - The Breach Test must be administered to the student within the remainder of the testing window.
 - In the case of a paper/pencil test, all answer documents for Breach Tests, as well as the invalidated operational tests, must be returned with the scoreable answer documents.
 - In the case of online tests, Breach Tests may not be scheduled on the same day as the invalidated operational tests. Please follow the directions carefully and select the Breach Test form when scheduling the test in the OSTP portal.

OSTP Test Security

Who must be trained on test security and administration procedures?

- District Test Coordinators (DTCs)
- Building Test Coordinators (BTCs)
- Test Administrators (TAs)
- Test Proctors (TPs)



Test Security

- Additional important information regarding test security and validity is included throughout the *Test Preparation Manual* and its appendices.
- Test materials must be kept secure at all times (i.e., in locked cabinets; behind locked doors) and should not be left in open or unattended areas.
- Test books are not to be opened prior to or after any test sessions. Only the students testing are allowed to view the contents of a test book or an online test and only at the time of testing.
- All secure test materials must be returned to the vendor after the completion of testing.



Test Security

- Revealing information about test items or the overall test, either implicitly or explicitly, is a violation of test security protocols. This includes discussions:
 - with students – individually or as a class
 - with teachers
 - with parents or community members
 - on social media
- Nondisclosure Agreements (NDA) are included by completing the applicable OSTP training prior to testing and signing the Security Form after the completion of all testing.
- Test Proctors/Roving Proctors will submit NDA via their training requirement and Test Proctor Observation Log.

Test Security

- All TAs, BTCs, and Building Principals must include their Teacher Certification Number on their applicable Security Form.
- The Test Proctor Observation Log sheet must be fully completed.
 - Each testing session must be documented on a Test Proctor Observation Log by the Test Proctor or Roving Proctor.
- Ensure the Official Schedule of Testing is current and accurate throughout the entirety of the testing window.
 - Include all make-up sessions.
 - Ensure the Test Administrator and Test Proctor/Roving Proctor is documented for each testing session on the Official Schedule of Testing.

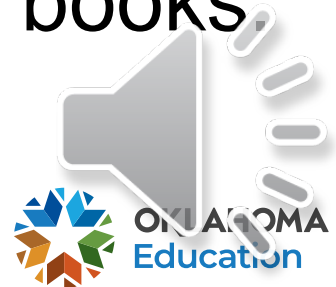
Test Security

- Violations in test administration and test security may result in an invalidation of the test and/or test results.
- Violations in test administration may result in the suppression of preliminary and final results.
- Violations in test administration may result in the revocation of teaching credentials.

Test Security

Paper-based Testing

- Classroom Security Checklists must be completed, signed, and dated by the TA and the BTC. Please retain a copy of the checklist for your records.
- District and School Checklists provide a list of all materials' barcodes and have blank columns to record information regarding the location (school or classroom) of the test books



Test Security

- DTC, BTC and TA Security forms will be provided and signed electronically
 - District Level Test Security Form,
 - Building Level Test Security Form, and
 - Test Administrator Security Forms.
- Test Proctors will complete and sign an Observation Log which must be returned to the BTC.
- Keep an electronic copy or print a hard copy for your district records for five years.



Staffing Standard OSTP 3-8 and CCRA: Science and U.S. History Content

- Each testing room is required to have one Test Administrator.
 - Certified employee of the district.
- A proctor is required for each testing session.
 - Additional proctors are required for every 100 students for **online** testing.
- Administrator and Proctor cannot be related to anyone in the room – including each other.
- **Neither the DTC nor the BTC can serve as a Test Administrator or Test Proctor if more than one testing session is occurring at the same time.**



Staffing Standard OSTP 3-8 and CCRA: Use of a Roving Proctor

- Buildings may use Roving Proctors when simultaneous test sessions are occurring.
 - The Roving Proctor must be able to rotate between all test sessions every 15–20 minutes and cannot be assigned to more than five testing sessions at any given time.
- The Roving Proctor's duties include:
 - Assisting Test Administrators
 - Monitoring test sessions and escorting students
 - Keeping the hallways quiet during testing



Staffing the ACT

	ACT
Roving Proctor	X
Cannot be related to a student taking the ACT in the same room	X

Please note: The ACT is part of the Oklahoma School Testing Program. All applicable state test security rules and regulations apply in addition to ACT's Testing Rules.

Academic Assessment Monitoring Program (AAMP)

- To meet federal requirements, Oklahoma's AAMP evaluates school district implementation of both federal- and state-required academic assessments.
- All public school districts will be monitored at least once during the established five-year cycle.
- An electronic version of the five-year monitoring cycle is updated on an annual basis and posted on the [Test Security and Assessment Monitoring](#) page.
 - The Desk & On-site Monitoring Checklist has been revised;
 - All monitoring types require districts/sites to submit information contained in the desk monitoring portion of the checklist.
 - Districts will be notified of On-site monitoring at least 10 working days before the opening of a testing window.

Data Forensics

- OSDE conducts data forensics on all assessments and may conduct investigations as deemed necessary when test security and testing violations are suspected.

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DTC Instructions and Information



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DTC Instructions and Information

General Responsibilities:

- **Serve as the SDE's contact for all testing activities.**
- Note: E-mail is often the quickest and most efficient way for the SDE or testing vendors to contact DTCs, so please access your account regularly.
- Request permission from the SDE for invalidating assessments.
- Provides Proctor Passwords to BTCs upon request (updated daily).
- Ensure that all personnel assigned to testing are adequately trained in proper test administration and test security.
 - Verify that all personnel are trained using the modules. The training certificates must be kept on file by the DTC or BTC.

DTC Instructions and Information

- Ensure SIS information for your district and schools are current and accurate.
- Inventory paper test materials immediately upon receipt. Confirm all boxes are received for each building and distribute materials accordingly.
 - Contact the vendor immediately if any discrepancies are found during the inventory.
- **Order additional testing materials through the vendor's portal.**
- Confirm that secure materials are properly returned from BTCs.
- Make certain all paper test materials are correctly packaged, sealed, and shipped to vendors according to the Key Dates documents.

DTC Instructions and Information

- The DTC needs to be available at all times when testing is occurring within the district.
 - **The DTC must not act as a TA or TP when more than one test session is in progress within the district.**

DTC Required Training

- Any DTC who has not completed the required DTC training by **February 28th, 2023**, will have their access to the Cognia testing portal deactivated starting March 1st.
- Any DTC who did not complete the required training by logging in to one of these webinars can contact the Assessment Office at assessments@sde.ok.gov for guidance.

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BTC Instructions and Information



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BTC Instructions and Information

General Responsibilities:

- Serve as the site contact for the DTC, direct the entire testing procedure at the specified building site.
- Ensure all TAs and TPs are trained using the TA/TP Modules and maintain documentation.
 - **Note: Module training certificates required for all TAs/TPs.**
- Identify students who need special accommodations and/or alternate assessments and make the appropriate testing arrangements for these students.

BTC Instructions and Information

General Responsibilities:

- Inventory all paper test materials upon receipt from the DTC.
- Distribute or provide access to the *PSTGs* and *Test Administration Manuals*.
- Check testing materials out to TAs the day of testing using the Security Checklist.
- Verify the presence of a TP or Roving Proctor for every testing session before testing begins.

BTC Instructions and Information

General Responsibilities:

- Collect all test materials from the TAs upon completion of testing each day.
- Ensure all Test Proctor Observation logs, Test Security Forms, and Classroom Security Checklists are completed. (Print or save copies for your records.)
 - All testing sessions must have a completed Test Proctor Observation log.
- All materials must be accounted for and returned to the DTC.
- Complete the [Official Schedule of Testing](#) form.
 - This form should stay current for the duration of the test window.
 - Include all the building's make-up sessions.
 - Revise this schedule as necessary.

BTC Instructions and Information

- The BTC needs to be available at all times when testing is occurring within the building.
- The BTC must not act as a TA or TP when more than one test session is in progress within the building.

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Test Administrator (TA)
and Test Proctor (TP)
Training Records



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TA and TP Training Records

- The BTC **must** ensure TAs and TPs are trained using the TA/TP Training Modules within Canvas.
- DTCs will be required to have an OSDE Canvas account and will be able to see all the TAs & TPs who have been trained within their district.
- The BTC must keep the training module certificate for each TA and TP.
 - TAs must earn an 80% on the quiz to complete the training module.
 - TPs and Roving Proctors must complete one item on their quiz.
- The BTC may provide additional training for TAs and TPs.

TA and TP Training Records

- The names of Test Administrators and Test Proctors used on the OSDE Canvas account and training documentation **must match** the name used for signing the Test Administrator Security Form, the Official Schedule of Testing & Test Proctor Observation Log.
- Certificates with handwritten or altered names will not be accepted.
- The TA training module meets TP/Roving Proctor training requirements, so it is unnecessary for TAs to complete both modules, even if they serve as TPs.

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Test Administrator (TA) Instructions and Information



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TA Instructions and Information

General Responsibilities:

- TAs must be a certified employee of the district.
- TAs must be trained via the SDE-provided TA training module.
- Review the *Test Administration Manual (TAM)* for directions several days prior to testing.
- Ensure all visual aids are removed or covered during testing.
- Confirm arrangements for students who require special accommodations or alternate tests.

TA Instructions and Information

General Responsibilities:

- Follow the scripts in the *TAMs* exactly. Any departure from the test script is a test security violation.
- Make sure students use No. 2 pencils, scratch paper/unmarked grid paper, appropriate calculator, and if your district chooses: Reference Sheets for grades 6-8 math, Writer's Checklist for grade 5 & 8 ELA Writing, or Periodic Table for CCRA: Science Content.
- Administer tests with a TP or Roving Proctor present the entire testing session.
- Ensure that the TA and TP/Roving Proctor are not related to each other nor to any student in the testing session.

TA Instructions and Information

General Responsibilities:

- Ensure the Test Proctor Observation log has been fully completed.
- Report any testing irregularities directly to the BTC.
- Keep records of students who missed the test on the original test date.
- Keep a record of TP/Roving Proctors with dates/test sessions.
- Administer make-up tests within the testing window, if needed.
- TA must sign the Test Security Form.

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Test Proctor (TP) and Roving Proctor
Instructions and Information



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TP and Roving Proctor Instructions and Information

General Responsibilities:

- Must be at least 18 years old, approved by the building principal, and cannot be related to the TA or any student in the testing session.
- Must be trained via the SDE-provided TP training module.
- May NOT administer tests.
- May assist the TA with certain duties (e.g., inventory test materials).
- Maintain the security of all test materials.

TP and Roving Proctor

Instructions and Information

General Responsibilities:

- Must be present for the ENTIRE testing session.
- Monitor the TA's transcribing of tests and checking of answer documents or test books for stray marks.
- Complete the [Test Proctor Observation Log](#). Sign, date, and return the completed form to the Building Test Coordinator.
 - One log must be completed for every testing session.
- A TP that monitors a read-aloud session must be an employee of the school district.

OSTP

English Language Arts, Mathematics,
Science, and U.S. History



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2022-23 Testing Window

OKLAHOMA SCHOOL TESTING PROGRAM
2022 - 2023 TEST DATES

	ONLINE TESTING	PAPER/PENCIL TESTING*	ASSESSMENTS
Grade 3	April 17 - May 17, 2023	April 20 - May 3, 2023	MATH ELA
Grade 4	April 20 - May 17, 2023	April 20 - May 3, 2023	MATH ELA
Grade 5	April 20 - May 17, 2023	April 20 - May 3, 2023	MATH ELA SCIENCE
Grade 6	April 20 - May 17, 2023	April 20 - May 3, 2023	MATH ELA
Grade 7	April 20 - May 17, 2023	April 20 - May 3, 2023	MATH ELA
Grade 8	April 20 - May 17, 2023	April 20 - May 3, 2023	MATH ELA SCIENCE
COLLEGE- & CAREER-READINESS ASSESSMENTS			
Grade 11	April 3 - 27, 2023	April 3 - 14, 2023	SCIENCE U.S. HISTORY
ACT Test	April 4 - 6; April 11-13, 2023	Please reference the ACT test administration manuals for accommodated testing schedules	
ACT Make-Up	April 18 - 20; April 25-27, 2023		

WIDA Access/Alternate Access: January 09 - March 24, 2023

National Assessment of Educational Progress (NAEP): Long-Term Trend | Age 13: Oct 10-Dec 16, 2022

International Studies: PISA: Oct 3-Nov 25, 2022 | **TIMSS** Spring 2023 | **ICILS** Spring 2023

Oklahoma Alternate Assessment Program (OAAP) | DLM Testing Window: March 20 - May 17, 2023

* Paper/Pencil testing is only allowable under special circumstances



Testing Schedules

- Estimated testing times for each test include distributing books, filling in student demographic information, and reading directions aloud to students. These times can be found in the [Test Preparation Manual](#).
- The tests are not timed. Students should be given additional time if needed as an immediate extension of the current session. A TA and TP/Roving Proctor are required for the duration of testing.
 - Additional time **must** be an immediate extension of the testing session **not** to exceed double the amount of recommended time per section/session.

Testing Schedules

- Ideally, each content assessment should be administered on a separate day.
- If more than one content assessment is administered on the same day, students should be given a rest break between sessions.
- Under no circumstances should a test be started unless there is enough time to complete it.

Testing Schedules

- Students may only be given breaks, including lunch breaks or recess, between sections or sessions.
- Sections 1 and 2 must be given in sequential order on consecutive instructional days for each subject area.
- The grade 5 and grade 8 ELA Writing test has been made a separate test which can be scheduled at any time during the testing window.
 - Please ensure that every student who took a grade 5 or grade 8 ELA multiple choice test also completes the Writing test.
 - Writing test scores will still be merged into ELA assessment results.

Testing Schedules

- It is highly recommended, but not required, that all ELA assessments take priority in scheduling.
- In order to receive early RSA reporting, Grade 3 ELA tests must be completed and submitted no later than **Thursday, April 27, 2023.**
- To receive preliminary reports for grades 3-8 ELA, online testing must be completed and submitted no later than **Wednesday, May 3, 2023.**
- Otherwise, these students' scores will not be available until Final Reporting.

Test Results – Grades 3-8 and CCRA

- Preliminary results:
 - Preliminary Grade 3 RSA Reports Posted in the OSTP Data Portal **5/18/2023**
 - CCRA preliminary reports will be available in the OSTP Data Portal **5/18/2023.**
 - OSTP preliminary reports will be available in the OSTP Data Portal **6/8/2023**
- Final results:
 - Available in the OSTP Data Portal **TBD**
 - Available on the Parent Portal **TBD**

Materials returned late or incorrectly will impact reporting dates.

OSTP & Reading Sufficiency Act

- <http://sde.ok.gov/sde/reading-sufficiency>
- Melissa Ahlgrim, Director of RSA
 - Melissa.Ahlgrim@sde.ok.gov
 - 405-522-1591

Online Testing

- Online practice tests are available for students to become familiar with the online tools and formatting of questions.
 - <https://okpracticetest.cognia.org/student/login>
- Only a basic calculator will be available in the online sample sections for Grade 6-8 Math due to the allowability of mixed group test administration.
- The operational portion of the Grade 6-8 online tests will provide:
 - Grades 6-7: Basic Calculator
 - Grade 8: Scientific Calculator

Scratch Paper & Unmarked Grid Paper

- Students are allowed scratch paper for all assessments.
 - Blank copy paper
 - Lined notebook paper
 - Unmarked grid paper
- Ensure students are writing their essays on the lined pages in the test booklet or in the online platform's text box.
- BTCs **MUST** collect all scratch paper and unmarked grid paper after testing.
- All scratch and unmarked grid paper is to be **DESTROYED** by the BTC immediately after testing.

Reference Sheets

- Reference Sheets will be provided in the tools section for online tests and paper copies for paper tests:
 - [Math Reference Sheets](#): Math grades 6 – 8 (available in English or Spanish)
 - [Periodic Table](#): Science grade 11 (available in English or Spanish)
 - [Writer's Checklist](#): ELA grades 5 and 8 writing section (CBT and PBT)
- Your district may elect to provide paper copies of these documents to online testers. They can be printed from Oklahoma Cognia Help and Support Site and must be **DESTROYED** by the BTC immediately after testing.

OSTP

English Language Arts Assessment



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Grades 5 and 8 ELA Assessments

- Writing sections will be a paired passage-based prompt.
- Paper Tests – Students will write on the five (5) lined pages in their test books.
 - Planning pages are included.
- Online Tests – Students will write their essays in the online platform.
 - Planning can be done on the scratch paper.
 - **Remind BTCs that students should not hit "Turn In" until they are finished.**
- TTS and Human Reader is available for the writing portion as an IEP/504 Plan OSTP Accommodation.

Grades 3, 4, 6, and 7 ELA Assessments

- Short Constructed-Response items that measure reading standards are included on grades 3, 4, 6, and 7 ELA assessments.
 - Students will write (paper testing) or type (online testing) their responses.
- TTS and Human Reader is only allowed as an approved Nonstandard Accommodation. Rooms testing with this accommodation must have a dedicated TP that is employed by the district. A roving test proctor cannot be used in this situation.



OSTP

Mathematics and Science



OKLAHOMA
Education



Calculators

- Grades 3-5 Math
 - IEP or 504 Plan students with a documented accommodation may use a basic four-function calculator.
 - Any student with this accommodation will need a handheld calculator for both paper and online testing.
- Grades 6-7 Math
 - All students may use a handheld four-function calculator with square root and percentage, **including** the +/- key.
 - Online calculator will be provided: TI-108.

Calculators

- Grade 8 Math & Science
 - All students may use a handheld scientific calculator
 - Online calculator will be provided: TI-30XS Multiview
- Grade 11 Science
 - All students may use a handheld graphing or scientific calculator
 - Online calculator will be provided: TI-84 Plus
- Please review the published [Calculator Policy](#).

College- & Career- Readiness Assessments (CCRA)

ACT, Science and U.S. History Content



OKLAHOMA
Education



CCRA (Grade 11)

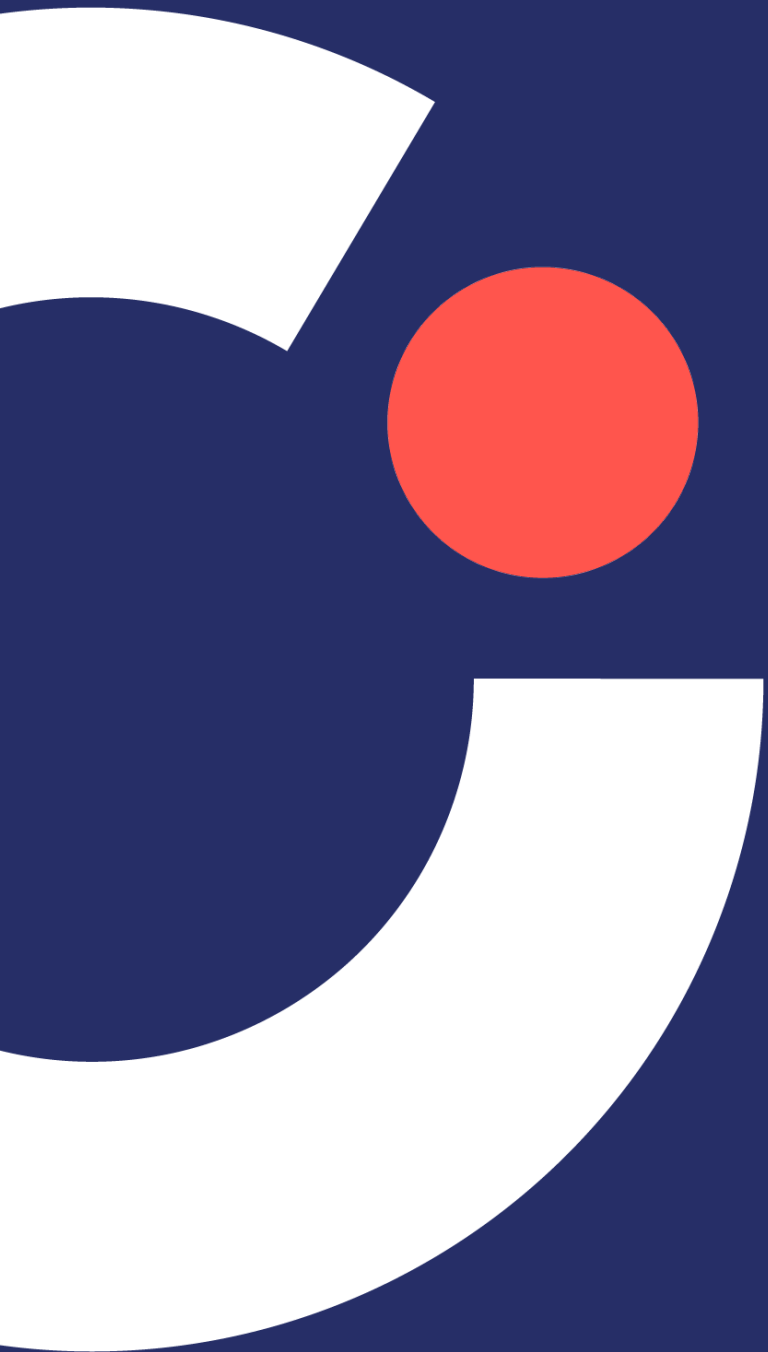
- The state vendor for CCRA math and ELA is the ACT.
 - This assessment fulfills the federal requirement for assessing students in grades 9-12 for math and ELA, **including students with disabilities and English Learners.**
 - Students must also take the writing section.
- Grade 11 Science Content Test will fulfill the federal requirement for assessing students in science in grades 10-12.

CCRA: U.S. History Content

- Required by Oklahoma HB 3311
 - Students **MUST** be assessed in U.S. History once in grades 9 - 12.
- All grade 11 students must participate.
- Any 11 or 12 grade student needing to meet graduation requirements may be manually added to the testing portal and assigned a test.

Questions?





Break

3



OSTP

Online System

OSTP Online System Components



OSTP Portal

- Manage portal users
- Manage student data and online test sessions
- Available via a browser



OSTP Kiosk

- Student test delivery platform
- Technology staff will install OSTP Kiosks or Apps on student testing devices



OSTP Portal Access

- Portal opened on January 18, 2023
- Available via a browser at <https://oklahoma.cognia.org>
- Already have a user account? Continue to use it!
- New District Test Coordinators (DTC): account will be created by Cognia and credentials e-mailed to you
- Not a DTC, don't have an account yet?
 - DTC must create all other portal users within the OSTP Portal.
 - Users will receive two automated emails, one with username and one with temporary password from OSTPProgramManagementTeam@cognia.org.
 - Add "Trusted" Email Sender
 - No email? Check Spam folder
 - Contact the Help Desk if no email received.
 - (866) 629-0220
 - oktechsupport@cognia.org
- Deactivate obsolete/unused accounts!
 - When an account is reactivated or deactivated, the user will receive an e-mail.





OSTP Portal User Roles

Role	Responsibilities
District Test Coordinator (DTC)	<ul style="list-style-type: none">• Manage portal users• Enrollment transfer requests & approvals• Edit student data• Create classes• Schedule tests• Manage & monitor student testing• Track shipments and order additional materials• View Dashboard• Create & review online reports• Access Proctor Passwords from Administration home page
Building Test Coordinator (BTC)	<ul style="list-style-type: none">• Manage portal users• Edit student data• Create classes• Schedule tests• Manage & monitor student testing• View Dashboard• Create & review online reports





OSTP Portal User Roles



Role	Responsibilities
IT Coordinator (ITC)	<ul style="list-style-type: none">• Download and install Kiosk• Perform Site Readiness Testing• Certify Site Ready for Testing
Deputy District Coordinator (DDC)	<ul style="list-style-type: none">• Edit student data• Create classes• Schedule tests• View Dashboard• Access Proctor Passwords from Administration home page• View online reports
Building User (BU)	<ul style="list-style-type: none">• Edit student data• Create classes• Schedule tests• View Dashboard• View online reports
Reports Access Only (District or Building)	<ul style="list-style-type: none">• View online reports



1



OSTP Portal Log-in

Welcome!



OKLAHOMA
Education

Log In

v3.17.4.6 Copyright © 2021 eMetric LLC Contact Us (866) 629-0220 Terms of Use Privacy Policy **eMetric**

2



OKLAHOMA
Education

Oklahoma School Testing Program

Username

Password

[Forgot Password?](#)

Sign In





OSTP Portal Landing Page

Welcome to the Oklahoma School Testing Program Portal

OSTP

1



Administration

Organize students for testing, schedule tests, and monitor testing progress.

2



Reporting

View summary and individual student results by test and content standards.





OSTP Portal: Users

Users

Create New User











Import Users

Show Deactivated Accounts

Filter: Choose an Organization

Choose a Role

Page 1 of 4 [Next](#)

First Name	Last Name	Email	Username	Role	
Test	Apostro	s'padma@emetric.net	TestApostro	District Coordinator	 
Chris	Baughman	baughman.christopher@measuredprogress.org	CBaughman	District Coordinator	 
Matt	Bordeleau	bordeleau.matthew@measuredprogress.org	MBordeleau	District Coordinator	 
Role	Building User	support@emetric.net	OK-BuildingUser-1	Building User	 
Role	Building User	support@emetric.net	OK-BuildingUser-2	Building User	 

[See online video tutorials for demonstrations!](#)





OSTP Portal: Users



Users

Demo DTC | Help & Support | Logout

Users

3 user(s) selected
Accounts

Deactivate Export Users Cancel Show Deactivated

Filter: Choose an Organization Choose a Role

Page 1 of 4 Next

First Name	Last Name	Email	Username	Role	
• Test	Apostro	s'padma@emetric.net	TestApostro	District Coordinator	
• Chris	Baughman	baughman.christopher@measuredprogress.org	CBaughman	District Coordinator	
• Matt	Bordeleau	bordeleau.matthew@measuredprogress.org	MBordeleau	District Coordinator	
Role	Building User	support@emetric.net	OK-BuildingUser-1	Building User	
Role	Building User	support@emetric.net	OK-BuildingUser-2	Building User	
swati	cherukuri	fzhang@emetric.net	building_SC_new	Building Coordinator	

[See online video tutorials for demonstrations!](#)



What's New in 2023 in the OSTP Portal?

- Allowing only one District Test Coordinator (DTC) user role to be created in the portal
- Renamed District User (DU) to Deputy District Coordinator (DDC) and updated the permissions
- Added help bubbles and help text for each accommodation on Students edit page
- Set max class size to 250
- Removed pre-creation of classes when loading students in the portal





OSTP Portal Landing Page



Users

[Demo DTC](#) | [Help & Support](#) | [Logout](#)

Welcome to the Oklahoma School Testing Program Portal

OSTP

1



Administration

Organize students for testing, schedule tests, and monitor testing progress.

2



Reporting

View summary and individual student results by test and content standards.





OSTP Portal: Administration Landing Page



Home

Site Readiness

Students

Enrollment Transfer

Classes

Test Sessions

Materials Management

Pre-ID Management

Dashboard

emetric ProjectManagement | Help & Support | Logout

Home

Information for

Welcome to the Administration module for OSTP Grades 3-8 and CCRA Grade 11. This site provides access to student information and test session details. Based on device configurations at your facility, you or your Assessment Technology Coordinator need to download and install the appropriate student kiosk utilizing the links in the table below.

Apps for iPads and Chromebooks will need to be downloaded from the appropriate app store.

Windows	Student Kiosk for Windows
Mac	Student Kiosk for Mac
Linux	Student Kiosk for Linux

If you need assistance utilizing this site, please contact Cognia support at oktechsupport@cognia.org or by calling toll-free 866-629-0220.

[Edit](#)

Proctor password for

vfev8xuj

[Change](#)

Site Readiness login for

Username: WSR-00-66I666-001

Password: 52596486





OSTP Portal: Administration

IT Coordinators

District Test Coordinators/Building Test Coordinators/Deputy District Coordinators/Building Users



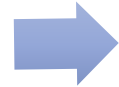
Site
Readiness



Manage
Student
Information



Create
Classes



Schedule
Test
Sessions





Administration - Site Readiness

Site Readiness

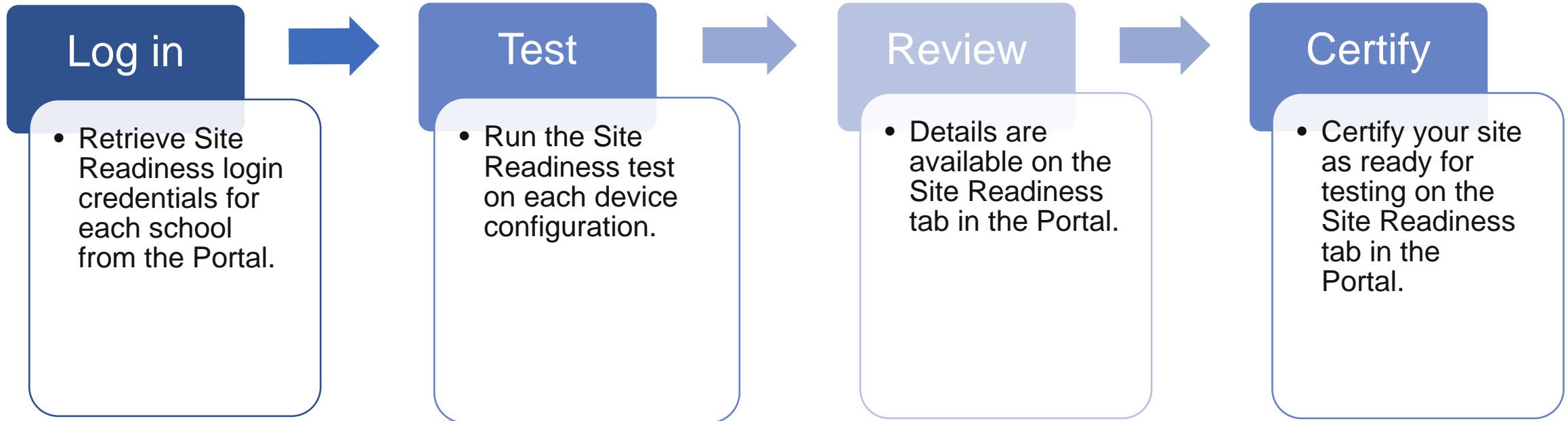
- Download the Kiosks
- Conduct Site Readiness Testing
- Certify Site Readiness



Conducting the site readiness testing and certifying your site is ready for testing is extremely important. Not doing so may pose a risk to your site for online testing.



Administration - Site Readiness





Administration - Site Readiness



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Site Readiness

Cyber Valley Sch1-001 (Cyber Valley)

School	Number of Devices Tested	Date and Time	Certified By	
Cyber Valley Sch1-001	3	1/26/2021 7:51:44 AM	CyberValley_ATC	View Details

Showing 1 - 1 of 1

*Date and time is in Central Standard Time.

[See online video tutorials for demonstrations!](#)





Administration - Site Readiness



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Site Readiness Details

Cyber Valley Sch1-001 (Cyber Valley)

Device Name	OS	Screen Size	Date and Time
emetric-114	Windows 10	1536x842	1/26/2021 7:07:54 AM
emetric-114	Windows 10	1536x842	1/26/2021 7:14:14 AM
Mozilla/5.0 (X11; CrOS x86_64 13505.100.0) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/87.0.4280.142 Safari/537.36 iTester_ChromeKioskWebView chromestorageenabled	Chrome OS:87.0.4280.142 13505.100.0	1366x768	1/26/2021 7:49:13 AM

Showing 1 - 3 of 3

Site Certification

Site certified for testing on 1/26/2021 7:51:44 AM by CyberValley_ATC.

*Date and time is in Central Standard Time.

« Back

[See online video tutorials for demonstrations!](#)





Administration – Students

Student Information, Accommodations, and Enrollment

- Available from February 17th, 2023
- Review Student Information & Enrollment Data
- Assign Accommodations
 - DTCs and STCs are responsible for assigning all embedded and non-embedded student accommodations.
- Accommodations Upload & Export
 - The accommodations *export* will no longer be blacked out during peak operational testing hours and will be available throughout the operational administration.





Administration – Students

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Students in Cyber Valley Sch1-001

Cyber Valley Sch1-001 (Cyber Valley)

 View Unenrolled Students

Choose a Subject

[Add Student](#)[Upload Accommodations](#)[Student Search](#)[Exports](#)

Last Name	First Name	Middle Initial	State Student ID Number	Grade				
Demo	John Doe	R	6789123451	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123452	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123453	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123454	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123455	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123456	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123457	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123458	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123459	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123460	03	View Classes	View Test Sessions	Enrollment Info	Edit





Administration – Students

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Students in Cyber Valley Sch1-001

Cyber Valley Sch1-001 (Cyber Valley)

 View Unenrolled Students

Choose a Subject

[Add Student](#)[Upload Accommodations](#)[Student Search](#)[Exports](#)

Last Name	First Name	Middle Initial	State Student ID Number	Grade				
Demo	John Doe	R	6789123451	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123452	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123453	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123454	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123455	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123456	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123457	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123458	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	R	6789123459	03	View Classes	View Test Sessions	Enrollment Info	Edit
Demo	Jane Doe	A	6789123460	03	View Classes	View Test Sessions	Enrollment Info	Edit





Administration - Students

A pop-up box is displayed with a list of the scheduled sessions.

The screenshot shows a pop-up window titled "Test Sessions for Michaels Robin" with a close button (X) in the top right corner. The window contains a table with the following data:

Content area	Test name	Session name	Session status	Class name
Science	SciGr357	Session 1	Not Started	Jane, Sally-Science Class-(Grade -5)
Mathematics	no calc items2	Session 1	Not Started	brain, pinky-Math Class-(Grade -5)

Below the table, it says "Showing 1 - 2 of 2". A blue "Close" button is located in the bottom right corner of the pop-up.

[See online video tutorials for demonstrations!](#)





Administration – Enrollment Transfer

Request to transfer students into your district from another district.

Permissions:

- DTCs can initiate, approve, reject, and view enrollment transfer requests for all schools in their district and can transfer students within their district.
- SDE Service Desk approves unenrolled students for transfer.

Workflow:

- Requestor: Search by student ID, last name, and DOB
 - If student is located, request transfer, add optional note.
- Receiver: e-mail and portal notification
 - Approve or Deny request (denial requires a note).
- Requestor: e-mail notification of approval/denial

Note:

- All requests, approvals, denials are logged in Portal.
- Test Sessions are not transferred, use notes to indicate what sessions a student has already completed.





Administration – Enrollment Transfer

Enrollment Transfer

Organization

OSTP All

Status:
 Pending
 Canceled
 Approved
 Rejected

Request Transfer

Approvals Requests

Your requests

Request ID	State Student ID Number	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status
2	001122334	Samara	Garcia	Cyber Sch1-001	Cyber Falls Sch1-001	01/29/2020 9:12:14 AM	Approved View Details
1	100000180	Tara	Lacey	Cyber Falls Sch2-002	Cyber Sch2-002	01/29/2020 8:33:54 AM	Approved View Details

Showing 1 - 2 of 2

Requests sent to you from other organizations

Transfer request details of Student Ninety-nine (100000099)

Request Details:

- Requested By:** Admin eMetric (Admin)
- Date:** 11/19/2019 1:43:00 PM
- Notes:** Please let me know what science test sessions the student completed.



[See online video tutorials for demonstrations!](#)





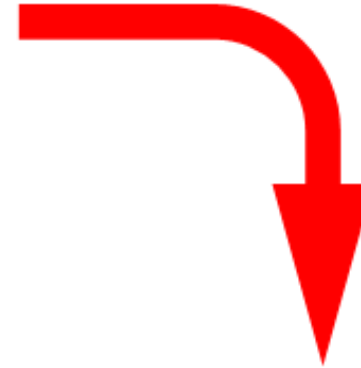
Administration – Enrollment Transfer

Request Enrollment Transfer X

State Student ID: *

Last Name: *

Date of Birth (MM/DD/YYYY): *



Request Enrollment Transfer X

State Student ID: *

Last Name: *

Date of Birth (MM/DD/YYYY): *

Student found. Select organization information below:

Student will be transferred from:

Select the school in which you want to transfer the student: Student Ninetynine (100000099)

Notes: (Optional)





Administration – Enrollment Transfer

Enrollment request - requestor's view

Cyber City Sch1 (Cyber City) Pending Request Transfer

Approvals Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
8	100000099	Student	Ninety-nine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	View Details Cancel

Showing 1 - 1 of 1

Enrollment request - receiver's view

Cyber Falls Sch2 (Cyber Falls) Pending Request Transfer

Approvals Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
8	100000099	Student	Ninety-nine	Cyber City Sch1	Cyber Falls Sch2	11/19/2019 1:43:00 PM	Pending	View Details Approve Reject

Showing 1 - 1 of 1





Administration – Classes

Class Creation



- Pre-created classes – removed
- Manual class creation
- Class bulk upload



- Max class size – 250





Administration – Classes

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Science Classes in Cyber City Sch DLV1

[Create Grade Level Class](#)[Upload Grade Level Class](#)

Course Level

Grade Level

Class	Grade	Student Count	
Science-(Grade -05)-(online)	05	13	View Edit Delete
Science-(Grade -08)-(online)	08	17	View Edit Delete

Showing 1 - 2 of 2



[See online video tutorials for demonstrations!](#)





Administration – Classes Upload at District



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Science Classes in Cyber Falls

Select district from the drop down

Cyber Falls Science

Upload Classes for District

Course Level

Grade Level

Classes are not viewable at the district level. Please select a school.



[See online video tutorials for demonstrations!](#)





Administration – Classes Upload at District



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Upload Classes to Cyber Falls

Select a file to be uploaded

[Download Template](#) | [View Class Data Definitions Info](#)

Choose File No file chosen



Class Data Definitions Information

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Social Studies,Science,ELA,Mathematics
ClassType	"grade" or "course"
Grade	03,04,05,06,07,08,09,10,11,12
Course	Mathematics,English Language Arts,Science, US History
SchoolCode	Unique identification number of the school
State Student ID Number	Existing state student id

Close

[See online video tutorials for demonstrations!](#)





Administration – Classes Upload at School



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Help & Support

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Science Classes in Cyber Falls Sch3-003

Select a school from the organization drop down

Cyber Falls Sch3-003 (Cyber Falls)

Science

Create Course Level Class

Upload Classes

Course Level

Grade Level

There are no classes that match the selected criteria.

[See online video tutorials for demonstrations!](#)





Administration – Classes Upload at School



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Test Sessions

Materials Management

Pre-ID Management

Dashboard

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Help & Support

Logout

Upload Classes to Cyber Falls Sch3-003

Select a file to be uploaded

[Download Template](#) | [View Class Data Definitions Info](#)

Choose File No file chosen

Class Data Definitions Information

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Social Studies,Science,ELA,Mathematics
ClassType	"grade" or "course"
Grade	03,04,05,06,07,08,09,10,11,12
Course	Mathematics,English Language Arts,Science, US History
State Student ID Number	Existing state student id

Close

[See online video tutorials for demonstrations!](#)





Administration – Test Sessions

Scheduling Tests

- Schedule classes to tests
- Print student test logins with students' usernames and passwords
- Manage & monitor test sessions
 - Test Status Export (school level)
 - Students Not Scheduled to Test Export





Administration – Test Sessions



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Demo DTC | Help & Support | Logout

Displaying test sessions for in Academy of Seminole Charter ES-930

Academy of Seminole Charter ES-930 (Academy of Se...
OSTP Operational
Filter by testing status
All

Social Studies
Select a test (required)

Schedule New Test Session

Exports

There are no test sessions scheduled that match the selected criteria.



[See online video tutorials for demonstrations!](#)





Administration – Test Sessions



Home Site Readiness Students Enrollment Transfer Classes **Test Sessions** Materials Management Pre-ID Management Dashboard

emetric ProjectManagement Help & Support Logout

Displaying test sessions for in Cyber City Sch DLV1

Cyber City Sch DLV1 (Cyber City) Science
OSTP Operational Select a test (required)
Filter by testing status:
All

Schedule New Test Session Exports ▾
Export Test Status
Export Students Not Scheduled

There are no test sessions scheduled that match the selected criteria.

The two exports are combined under a single Exports link



[See online video tutorials for demonstrations!](#)





Administration – Test Sessions



OKLAHOMA Education

Home

Site Readiness

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District: Cyber Falls **School :** Cyber Falls Sch1-001
Administration: OSTP Admin **Content Area:** Mathematics
Class: Grade 3 Math-(Grade -03)-(online)
Test Name: Spring 2022 G3 Math TAM
Testing Window: 01/10/2022 to 02/28/2022

Test is in progress. It ends on **02/28/2022**. Students may log in and take the test using their username and password shown below.

Session Access Code

Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	5521810312
2	Session 2	8194167901

Test Tickets Print Options

Filter by Session

Choose a Session

Export Logins for Selected Students

Form Name

Time Student was added

Test Status

Login credentials

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	Garcia	Samara	3333333355	efee578b	Spring 2022 Gr 3 Math Read Aloud	01/10/2022 10:57:21 AM	+	Session 1 :Not Started			Invalidate
<input type="checkbox"/>	Testing	Student	3333333366	4fd873bd	Spring 2022 Gr 3 Math	01/10/2022 10:57:21 AM	+	Session 2 :Not Started			Invalidate

Showing 1 - 2 of 2





Note About Spanish Test Scheduling...

Scheduling Spanish Tests:

- All students to be scheduled for a Spanish test need to be placed into a separate class.
- The new class must be scheduled to take the Spanish version test.
 - Select the test with SPANISH in the test name.





Note About Breach Test Scheduling...

Scheduling Breach Tests:

- All students to be scheduled for a Breach test need to be placed into a new class.
- The new class must be scheduled to take the Breach test.





Note About Text-to-Speech Accommodations...

- Accommodated form automatically assigned to students with accommodations.
- Must assign all students the text-to-speech accommodations PRIOR to scheduling tests.
 - If missing of accommodations is caught before student logs in, assign accommodation, return to test session and click on the *Add or Update Students* button.

Add or Update Students

Students have been added to the test session or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

Add or Update Students

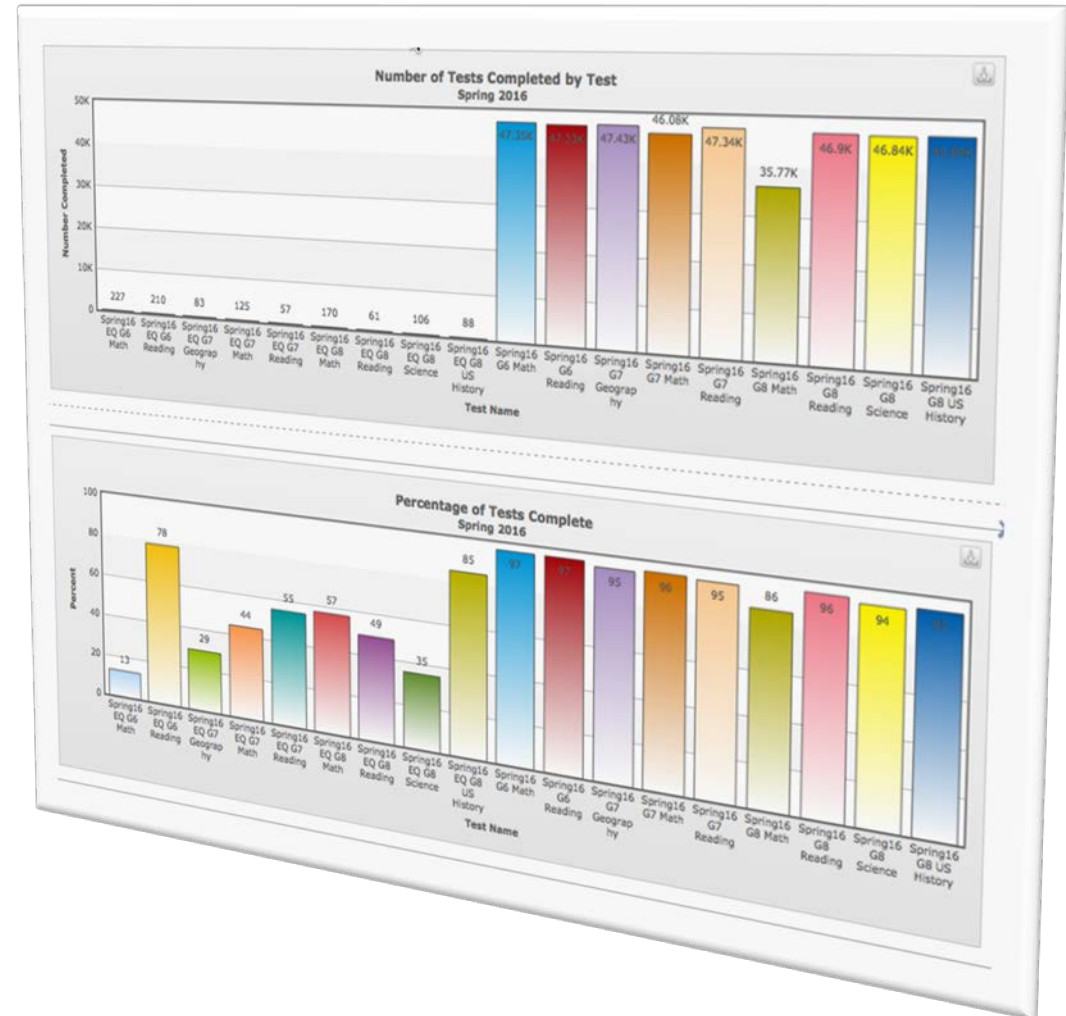
- Check *Date/Time Created* for the most recent students added.
- If missing of accommodations is caught after student logs in, the student must continue testing with a human reader.





Administration – Dashboard

- State Users, District Test Coordinators, Building Test Coordinators, Deputy District Coordinators, and Building Users
 - State level data
 - District level data
 - School level data
- During Operational Testing
 - Portal User Activity
 - Daily & Cumulative Test Summaries
 - Number of active testers
 - Number of tests scheduled
 - Number of tests completed
 - Percent of tests completed
 - Number of operating systems by OS type
 - By Hour Summaries
 - Number of tests paused
 - Number of tests completed
 - Number of tests in progress



OSTP Portal: File Uploads

File Upload	Data	Dates Available	Record Limit
Portal Users	Add or edit portal user accounts for your organization	January 18 – May 17	30
Student Accommodations Data	Student accommodations only	February 17 – May 17	1,000
Class Data	Mapping students to classes or proctoring groups	February 17 – May 17	1,000



During the operational testing window, the bulk upload functionality is available from 7:00 PM CST to 7:00 AM CST.

Users can still manually add students, edit students, create/edit classes, and create/edit portal users any time.



OSTP Portal: File Exports

Export	Data	Dates Available	Record Limit
Portal Users	List of portal user accounts for your organization	January 18 - May 17	30
Student Accommodations Data	Student accommodations only	February 17 - May 17	-
Students Test Status	List of students with their test completion status by school/test	April 3 - May 17	-
Students Not Scheduled for a Test	List of students within a school that are not scheduled for the selected test	April 3 - May 17	-

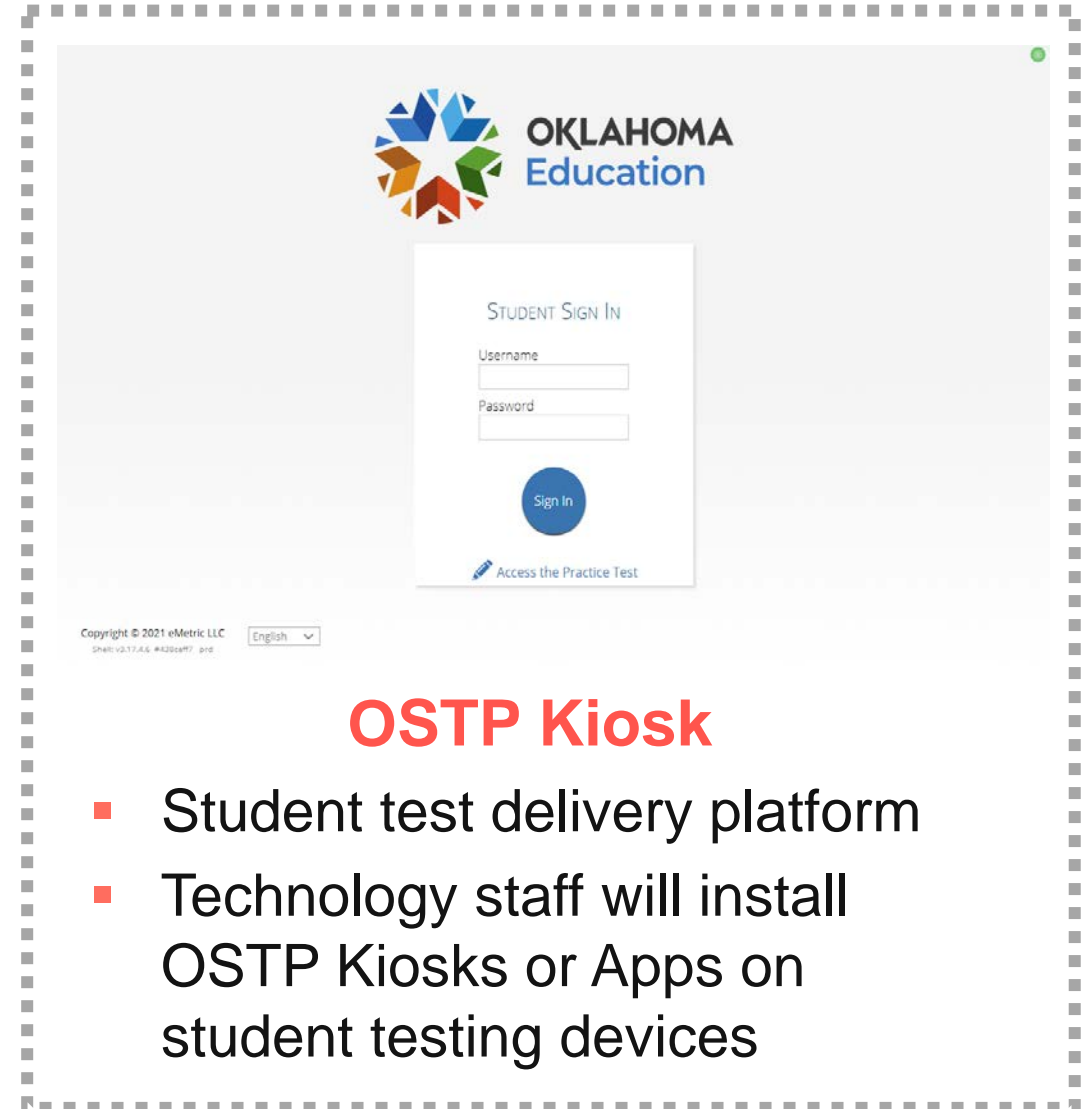


OSTP Online System Components



OSTP Portal



- Manage portal users
- Manager student data and online test sessions
- Available via a browser



OSTP Kiosk

- Student test delivery platform
- Technology staff will install OSTP Kiosks or Apps on student testing devices

OSTP Kiosks

- Windows, MacOS and Linux Kiosk 
 - Available to download in Portal
- iPad and Chromebook Applications 
 - Download directly from App Stores
 - Download "iTester" iPad app and select state on 1st log-in

 New kiosks and apps **ARE** required for Spring 2023



OSTP Kiosk: Student Testing Device Requirements

System Requirements – All Hardware

Connectivity	Student devices must be able to connect to the internet via wired or wireless networks.
Screen Size	9.7” screen size or larger/ “10-inch class” tablets or larger
Screen Resolution	1024 X 768 or larger
Browsers^a (Practice Test ONLY)	Chrome™ 108 or newer Firefox® 107 or newer Safari® 16 or newer Microsoft Edge™ 107 or newer **UPDATED**
Headphone/Earphone/Ear Buds	Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation



OSTP Kiosk: Student Testing Device Requirements

Desktop and Laptop Specific Requirements	
CPU	1.3 GHz
Memory	2 GB (4 GB is strongly recommended for best performance)
Input Device	Keyboard – wired or wireless/Bluetooth® mouse or touchpad
Windows®	Windows 10 (20H2; 21H1; 21H2) ^b , 11
MacOS®	11.6, 12.6, 13 (64-bit only) **UPDATED**
Linux®	Fedora™ 36 (64-bit only) **UPDATED**



OSTP Kiosk: Student Testing Device Requirements

Tablet/Netbook/2-in-1 Specific Requirements

iPadOS	14, 15.7, 16.1 **UPDATED**
Chrome OS™	Long-Term Support (LTS) ^c **UPDATED** 102 Stable Channel 105, 106, 107

Note: Android devices will not be supported.

a. Text-to-Speech on browsers is partially supported.

b. Only in desktop mode. Windows 10 S is not supported.

c. Google releases new versions to the stable channel every four weeks and new versions to the Long-term Support (LTS) channel every six months. eMetric strongly recommends the use of the LTS channel. Devices on the LTS channel still continue to receive frequent security fixes. See <https://support.google.com/chrome/a/answer/11333726> for additional information.



Students testing on devices that do not meet the student testing device specifications are likely to encounter performance-related issues during testing.



OSTP Kiosk: Internet Connectivity

Beginning of Test:

- Authenticate login
- Download test content



End of Test:

- Submit responses for scoring

OSTP Kiosk: Checking Internet Connectivity

Question 1

Screen Zoom: [magnifying glass icon]

Text-to-Speech: [play icon]

[gear icon]

[green dot icon]

In this figure, what is the value of x ?

Hide All

8

(A) 2.3

(B) 3.75

(C) 9.0

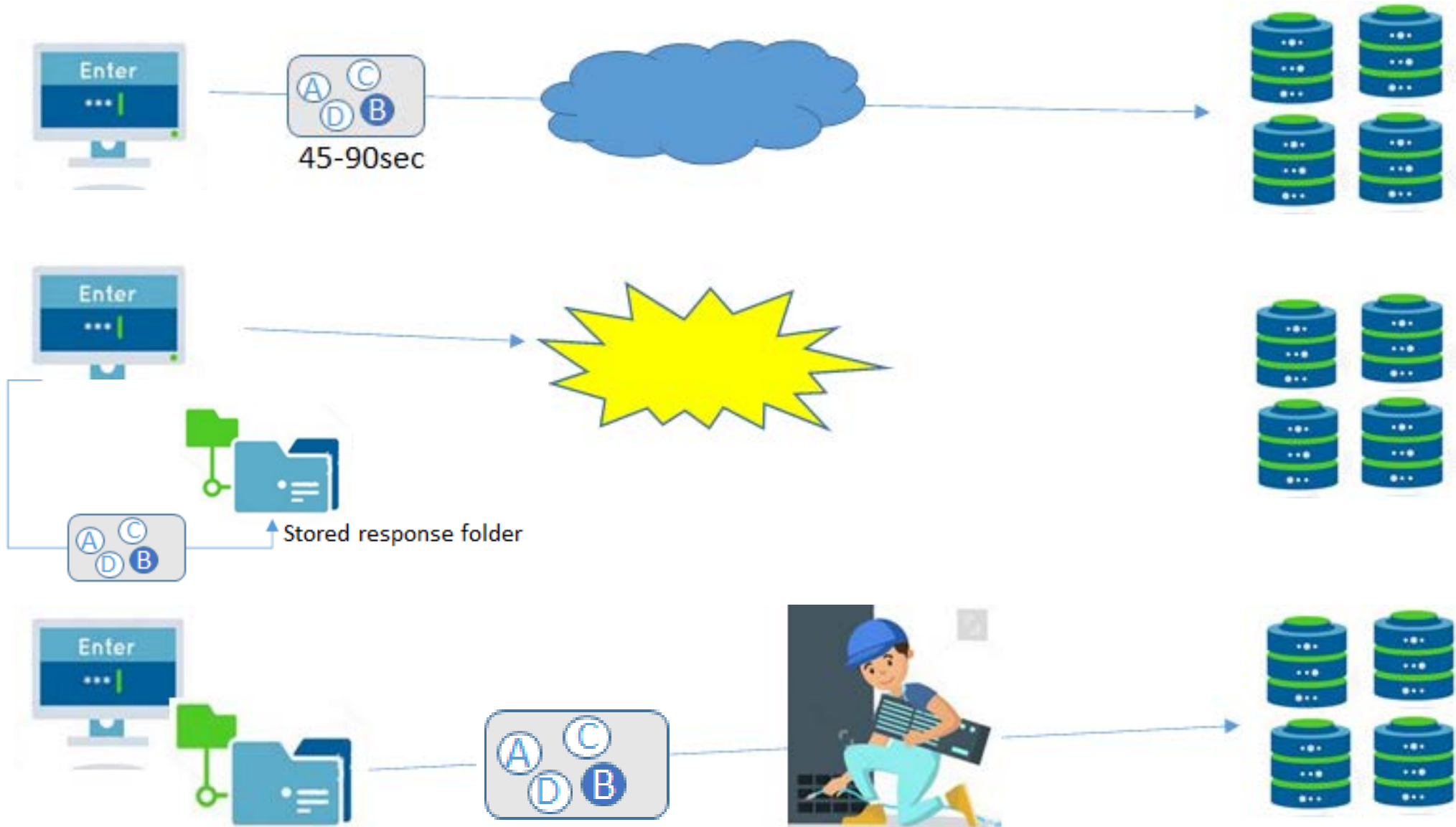
(D) 10.0

abc [moon icon] [color palette icon] [eraser icon] [pencil icon] [calculator icon] [document icon]

Clear Pause/Exit Back Next Finish

- Internet Connectivity is ON
- Internet Connectivity is OFF

What happens if a student loses network connection in the middle of a test?



What if a student finishes a test but has no network connection?

Please raise your hand and notify your proctor.

A connection to the network could not be established. Your test has been saved offline.



Proctor, this student's test responses have been stored locally on this device. When network connection is restored, you must re-launch the kiosk or mobile app from this device in order to send the stored responses to the servers, or you can also try to send responses by clicking "Send Responses" button.

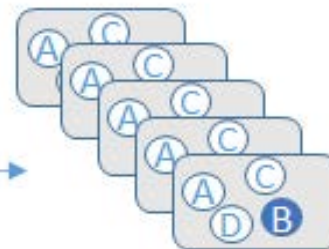
Send Responses

Do not move the student to a different device.

If you have any questions, please contact technical support immediately.

I have read this statement and understand that I must follow these directions or the student's responses may not be sent to the server and scored.

Accept and Exit Test



OSTP Kiosk Test Integrity

Loss of Network Connectivity Procedure Summary

- If a student loses network connectivity in the middle of a test:
 - Keep testing on that device
 - Test content and responses are stored securely on the test device
 - Responses will be sent when network is restored
- If student finishes and is ready to turn in test prior to network being restored:
 - Allow student to turn in test
 - Record the exact device the student is testing on
 - Ensure no network management tools or system maintenance will alter that devices files or configuration
 - When network connectivity is restored, return to that exact device and relaunch the kiosk
- If you are unsure of the status of the student responses, call the help desk



IMPORTANT! Stale Responses

- Students should test on one device.
- Switching devices during testing may result in stale responses.
- If a student absolutely must switch devices, contact the Service Desk first!
 - (866) 629-0220
 - oktechsupport@cognia.org

What's New in 2023 in OSTP Kiosk?

- Added a new black on white color option – Tuxedo
- Limited number of color options on Color Contrast
- Color Contrast enhancements
 - Updated highlighter color for Tuxedo, Chalkboard, Nocturnal, and Celestial
 - Updated highlighter color of sketch tool for Tuxedo, Classic, Ruby, Chalkboard, and Antique
 - Updated color of stimulus tab for Tuxedo, Chalkboard, Nocturnal, Celestial, and Aquiline
 - Applied color contrast on Test Map page
 - Made Continue button more visible on Directions page
 - Made the stimulus expand arrow more visible when color contrast is applied

What's New in 2023 in OSTP Kiosk?

- Removed Reverse Contrast
- Added left and right indent button to the open-ended box
- Enabled +/- buttons on TI calculator (basic)



Kiosk

- Logging In to the Kiosk
- Entering a Session
- Options page
- Directions
- Testing Interface
- Review and Turn In



Logging In to the Kiosk

The screenshot shows the Oklahoma Education kiosk interface. At the top left is the Oklahoma Education logo. The main area is titled "STUDENT SIGN IN" and contains a "Username" field (callout 1), a "Password" field (callout 2), and a blue "Sign In" button. Below the sign in button is a link "Access the Practice Test" (callout 3). At the bottom left, there is a copyright notice and a language selection dropdown menu (callout 5) with "English" selected. At the bottom right, there is a green "7" callout and a red "Exit" button. A blue arrow points from a callout box on the right to the password field. The callout box contains the following information:

Dean, Julie
DOB: 12/1/2007
Sample 6th Math Test

Username: 1112223334
Password: 9f26bcf7

Callout 6 is located in the top right corner of the kiosk screen.



Entering a Session

Not Student Demo? [Exit](#)

Hello, Student Demo

1

01010101
State Student ID

3/10/1998
Date of Birth

Male
Gender

Grand Canyon High School
School Name

Role Teacher
Teacher

08
Grade

The following tests have been scheduled for you:

Demo Test 1

2

[Session 1](#) [Session 2](#) [Session 3](#) [Session 4](#)

Not Student Demo? [Exit](#)

Hello, Student Demo

01010101
State Student ID

3/10/1998
Date of Birth

Male
Gender

Grand Canyon High School
School Name

Role Teacher
Teacher

08
Grade

The following tests have been scheduled for you:

Demo Test 1


[Session 1](#) [Session 2](#) [Session 3](#) [Session 4](#)

Session Access Code: [Submit](#) [Cancel](#)



Options Page

Options

Text-to-Speech Volume:100 

Speed

Screen Zoom

The quick brown fox jumped over the lazy dog.

Color Contrast

General Masking Enabled

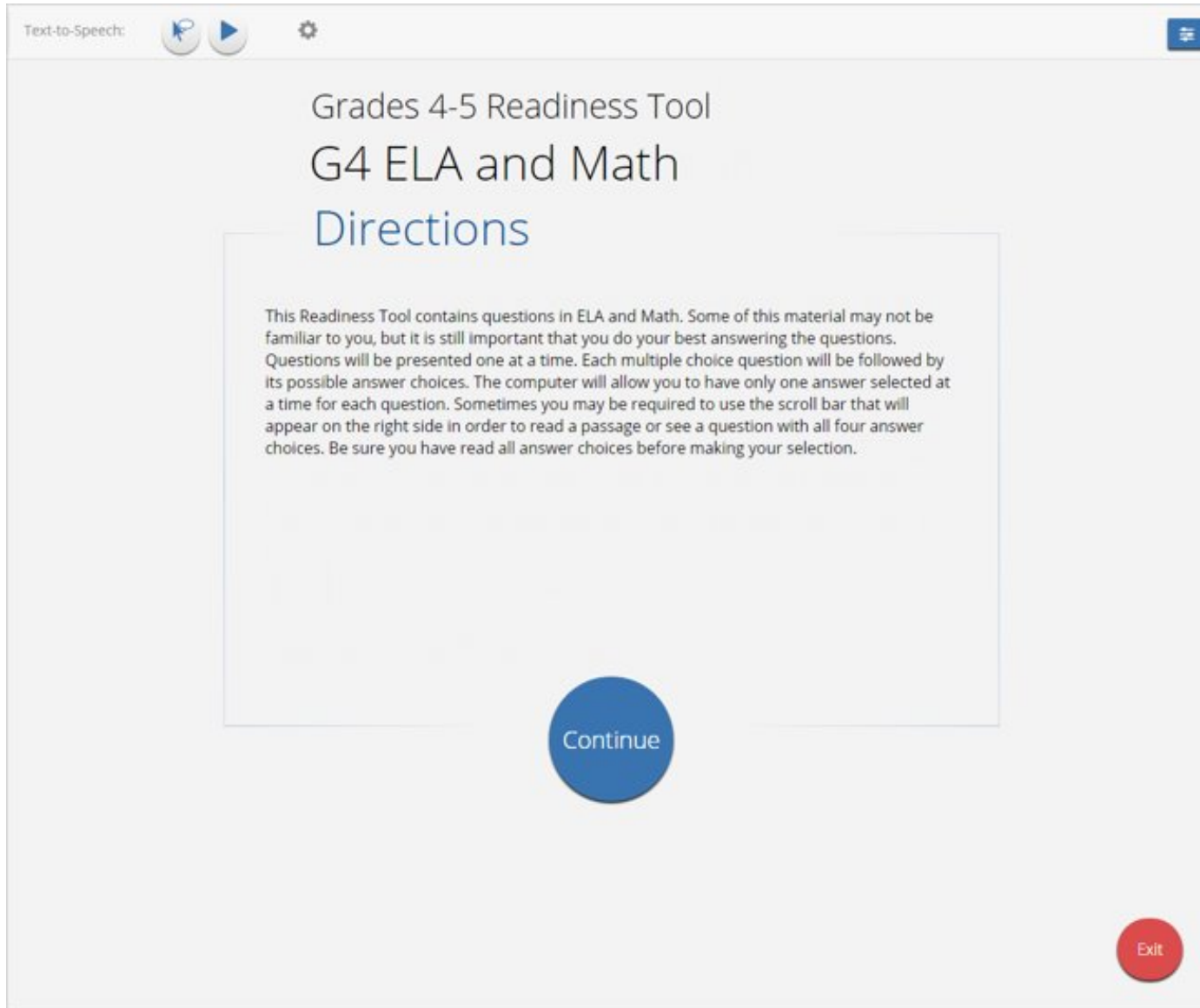
Accessibility Mode Proctor Password





Note: Only those students with accommodations will see the Options page.

For more information about Accommodations please visit the [Oklahoma Help and Support Site.](#)





Directions Page

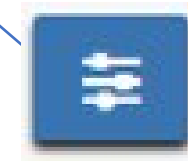


Text-to-Speech:    

Grades 4-5 Readiness Tool G4 ELA and Math Directions

This Readiness Tool contains questions in ELA and Math. Some of this material may not be familiar to you, but it is still important that you do your best answering the questions. Questions will be presented one at a time. Each multiple choice question will be followed by its possible answer choices. The computer will allow you to have only one answer selected at a time for each question. Sometimes you may be required to use the scroll bar that will appear on the right side in order to read a passage or see a question with all four answer choices. Be sure you have read all answer choices before making your selection.



Accommodations Options Overlay button allows a student to bring up the accommodation options page to change accommodation settings if needed.



Test & Item Navigation


Question 9

Screen Zoom: Text-to-Speech:

Tab 1 Tab 2

You will now read two related passages and answer the questions that follow. Some of these questions may ask you to compare the two passages.

The American Buffalo



1 The state animal of Oklahoma is the American buffalo. It is most closely related to the European bison and the Canadian woods bison. A bison is another name for a buffalo. A long time ago it could weigh as much as 5,000 pounds. But, over the years, the American buffalo has slimmed down. Today, it weighs from 800–2,000 pounds and stands about six feet tall. People recognize the American buffalo by the large size of its head and the high hump on its shoulders. It is also recognized by its thick, dark brown, shaggy hair. It is a very impressive animal.

2 The American buffalo came to North America from Asia. The animals crossed a land bridge that once connected Asia to Alaska. Before long, millions of buffalo freely roamed the prairies of America. The large herds of the American buffalo were part of the landscape. This was quite a beautiful sight.

3 Buffalo were an important part of American Indian life as American Indians could not survive without them. They hunted them for food and used their hides to create shelter and clothing. American Indians made sure they used every part of the animal. They were not wasteful. But things changed when the settlers arrived.

4 Many of the settlers were trappers and traders. They began killing the American buffalo to sell as a

Which sentence from "The American Buffalo" supports the statement, "These settlers did not have the same respect for the buffalo as the American Indians"?

Hide All

- A Many of the settlers were trappers and traders.
- B These settlers killed more than what they needed.
- C They want to protect them.
- D This herd is carefully protected.

Clear Pause/Exit Back Next Finish

2 Clear Pause/Exit Back Next 3

Review and Turn In

Question 2

Screen Zoom: [magnifying glass icon]

Text-to-Speech: [play icon]

What change, if any, should be made to the citation in line 12?

Hide All

- (A) (Groth 53)
- (B) (Groth, 53)
- (C) (Groth, p. 53)
- (D) no change

The following passage is the first two pages and the Works Cited page from a student research paper. Read the passage. Compare the paper with the preceding reference guide. Then answer the question that follows.

- Bormann 1
- Reagan Bormann
- Mrs. Cantu
- English II
- 5 April 2011
- The Health Benefits of Running
- Running offers both physiological and psychological benefits. A significant
- physiological benefit of running is improved joint health (Sieben, Lindeman 45).
- Because running is an effective calorie burner, it is often an exercise
- people use even to lose or maintain a healthy weight. The more a person
- weighs, the more pressure joints experience, and this seems to increase the
- breakdown of cartilage, the tissue that cushions joints (Groth p. 53).
- Breakdown in cartilage is the cause of osteoarthritis, the most common form
- of arthritis. Thus, running can decrease a person's chances of developing
- osteoarthritis. In addition to reducing the stress that excess weight can cause
- joints, running improves the function of the joints. When a person runs, the
- cartilage in his or her joints compresses and expands

1

Clear Pause/Exit Back Next Finish

You have completed: 21 out of 28 question(s).

1 answered	2 answered	★ 3 answered
4 not answered	5 answered	★ 6 answered
7 not answered	8 not answered	9 answered
10 answered	11 not answered	12 answered
13 answered	14 answered	15 answered
16 answered	17 answered	18 not answered
★ 19 answered	20 not answered	★ 21 not answered
22 answered	23 answered	24 answered
25 answered	26 answered	27 answered
28 answered		

2

Return to test Turn In

3

Are you sure you want to turn in your test?


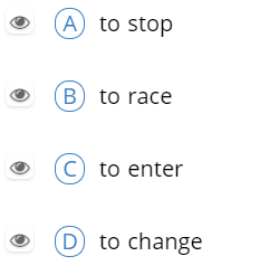


Turn In Cancel

Turning in your test...






Universal Tools

Universal Tools are available to all students for online testing:

Name	Assessment / Content Area	Tool Icon	Supported Devices
Guideline	All		All
Answer Masking	All		All
Sketch	All		All
Highlighter	All		All

Item Level Tools

Calculators are available to all students for specific assessments and content areas:





Name	Assessment / Content Area	Tool Icon	Supported Devices
Basic Calculator	Grades 6-7 Math		All
Scientific Calculator	Grade 8 Math and Science		All
Graphing Calculator	Grade 11 Science		All



A Texas Instruments™ TI-108 elementary calculator, TI-30XS MultiView™ scientific calculator, and TI-84 Plus graphing calculator will be available on Practice Tests and Operational Tests

Accommodations




Text-to-Speech accommodations ordered for specific students:

Name	Assessment/Content Area	Tool Icon	Supported Devices
Text-to-Speech Mathematics	Grades 3-8 Math		Not supported on Linux
Text-to-Speech ELA Grades 3, 4, 6, & 7 NS1 (State approval is required); Grades 5 & 8 Writing Sections Only	Grades 3-8 ELA		Not supported on Linux
Text-to-Speech Science	Grades 5 & 8 Science		Not supported on Linux
Text-to-Speech US History	Grade 11 US History		Not supported on Linux



Accommodations

Text-to-Speech Accommodations ordered for specific students:

Name	Assessment / Content Area	Tool Icon	Supported Devices
Spanish Text-to-Speech Mathematics	Grades 3-8 Math		Windows, macOS, and Chrome OS
Spanish Text-to-Speech Science	Grade 5 & 8 Science		Windows, macOS, and Chrome OS
Spanish Text-to-Speech US History	Grade 11 US History		Windows, macOS, and Chrome OS

Text-to-Speech Voices

- Spanish voice is available on Windows, MacOS, and Chrome OS.

Windows & MacOS

- A Cepstral Spanish language pack must be installed on the student's device where Spanish version of the test will be taken using Text-to-Speech.
- The Spanish language pack must be requested from Cognia.

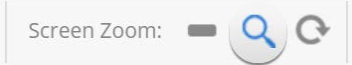


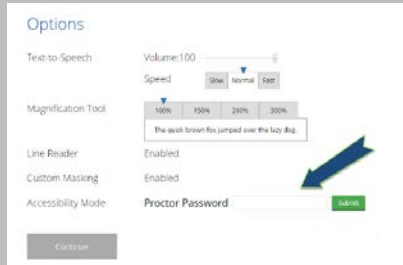
Chrome OS:

- There are no changes that need to be made to the device configuration; you just need to ensure the Spanish TTS accommodation has been selected in the portal.
- OSTP Kiosk uses the default voice set on the student's device.
 - See *Kiosk Installation Guide* for specific steps on how to change the default voice.
- Use the practice test to let the students hear the voice.
 - If the student does not like the voice, change the default voice setting on the device or try a device with a different operating system/voice pack.



Accommodations

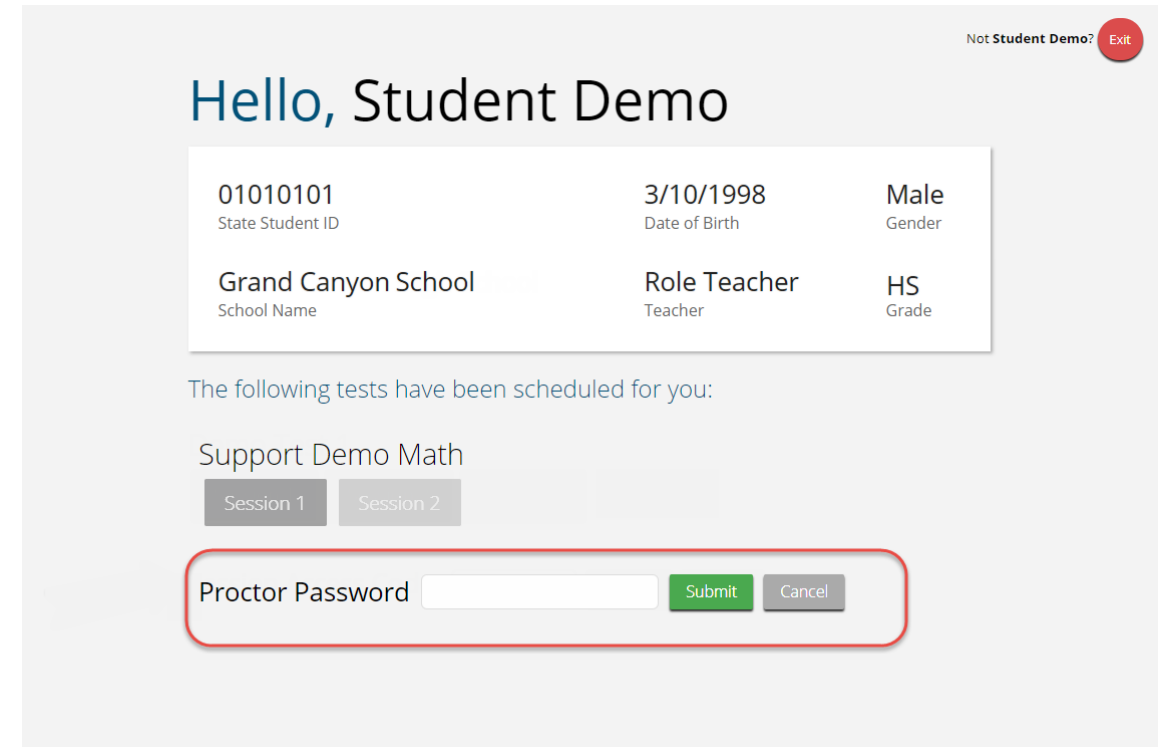
Accommodations ordered for specific students:

Name	Assessment / Content Area	Tool Icon	Supported Devices
Screen Zoom	All	100%, 150%, 200%, 300% 	All
Color Contrast	All		All
General Masking	All		All
Turn Off All Universal Tools	All	Guideline, Answer Masking, Sketch and Highlighter not available	All
Allow Accessibility Mode Testing	All		All

Proctor Password

When is a proctor password required?

- Student pauses for longer than 20 minutes
- Student is inactive longer than 60 minutes
- On an abrupt closure of the OSTP Kiosk
- When a student submits a test offline



The screenshot shows a user interface for a student demo. At the top right, there is a red button labeled "Exit" and a text label "Not Student Demo?". The main heading is "Hello, Student Demo". Below this, a white box displays student information: State Student ID (01010101), Date of Birth (3/10/1998), Gender (Male), School Name (Grand Canyon School), Role Teacher, and HS Grade. Below the information box, a message states "The following tests have been scheduled for you:" followed by "Support Demo Math" and two session buttons: "Session 1" and "Session 2". At the bottom, a red-bordered box contains a "Proctor Password" input field, a green "Submit" button, and a grey "Cancel" button.

DTC users can access the Proctor Password on the Home page within the Administration component of the portal.

Students must never enter or be given access to the Proctor Password.



Item Locking

- Item lock and pause timeout
 - If a student pauses the test for more than 20 minutes, the kiosk will log the student out of the test.
 - A proctor password will be required to reenter the test.
 - Any items the student answered before the pause will be locked and the student will not be able to return to those items.
- Item lock and inactivity timeout
 - If a student testing is inactive for more than 60 minutes, the kiosk will log the student out of the test.
 - A proctor password will be required to reenter the test.
 - Any items the student answered before the inactivity will be locked and the student will not be able to return to those items.
- Item lock and abrupt closure
 - If an abrupt closure happens on a student's testing device, the kiosk will log the student out of the test.
 - A proctor password will be required to reenter the test.
 - Any items the student answered before the abrupt closure will be locked and the student will not be able to return to those items.



Item locked in Kiosk


Question **1** ▼ ☆

Screen Zoom: 🔍


This item is locked.

abc 🎨 ✎ abc 📄 📄

Clear Pause/Exit Back Next Finish



Unlock link in the Portal

Home Site Readiness Students Enrollment Transfer Classes Test Sessions Materials Management Pre-ID Management Dashboard

emetric ProjectManagement | Help & Support | Logout

Test Sessions

« Back Edit Test Session

District: Cyber Falls **School :** Cyber Falls Sch3-003
Administration: OSTP Admin **Content Area:** ELA
Class: Aarti G8 Class-(Grade -08)-(online)
Test Name: 2019 Gr 8 ELA WP
Testing Window: 01/17/2023 to 07/31/2023

Test is in progress. It ends on **07/31/2023**. Students may log in and take the test using their username and password shown below.

Export Logins for Selected Students Invalidate

<input type="checkbox"/>	Last Name 🔍	First Name 🔍	Username 🔍	Password	Form Name 🔍	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	Jagtap	Aarti	1000000008	27e94a7c	Spring 2019 Gr 8 ELA WP	01/17/2023 9:49:39 PM	+	Writing Prompt Section :In Progress	1/17/2023 9:51:57 PM		Invalidate Unlock

Showing 1 - 1 of 1



Online Practice Tests

<https://okpracticetest.cognia.org/student>

- The Practice Test can be taken on a browser or with the OSTP Kiosk or mobile apps.
- If a student needs screen zoom, they must use the Kiosk.
- Students should take the practice tests on the devices to be used for testing.
- Students will no longer need a username and password to access the practice tests.



OKLAHOMA
Education

STUDENT SIGN IN
— PRACTICE TEST —

Select a Test:

Select...

OSTP Grades 3-8

OSTP Spanish Grades 3-8

CCRA Grade 11 Science &
U.S. History

CCRA Spanish Grade 11
Science & U.S. History



Training Resources

The screenshot shows the Oklahoma School Testing Program Portal. At the top left is the Oklahoma Education logo and the text 'Users'. At the top right are links for 'Demo DTC', 'Help & Support', and 'Logout'. A red arrow points to the 'Help & Support' link. Below the header, the text reads 'Welcome to the Oklahoma School Testing Program Portal' and 'OSTP'. There are two main sections: 'Administration' with a calendar icon and a description 'Organize students for testing, schedule tests, and monitor testing progress.'; and 'Reporting' with a bar chart icon and a description 'View summary and individual student results by test and content standards.' At the bottom, a footer contains version information 'v3.17.4.6', copyright 'Copyright © 2021 eMetric LLC', and links for 'Contact Us', '(866) 629-0220', 'Terms of Use', and 'Privacy Policy'. A second red arrow points to the 'Contact Us' link. A speaker icon is visible in the bottom right corner of the page.

OKLAHOMA Education Users

Demo DTC Help & Support Logout

Welcome to the Oklahoma School Testing Program Portal
OSTP

Administration
Organize students for testing, schedule tests, and monitor testing progress.

Reporting
View summary and individual student results by test and content standards.

v3.17.4.6 Copyright © 2021 eMetric LLC [Contact Us](#) (866) 629-0220 [Terms of Use](#) [Privacy Policy](#)

Training Resources

Help & Support Site

- User Guides
- Tutorials

<https://oklahoma.onlinehelp.cognia.org/>

Tutorials

Coming Soon	Coming Soon	Coming Soon
Adding Students & Downloading School Rosters	Assigning Accommodations	Certifying Your Site
Coming Soon	Coming Soon	Coming Soon
Changing the Proctor Password	Creating Classes	Creating & Editing Portal User Accounts
Coming Soon	Coming Soon	Coming Soon
Deactivating & Reactivating Portal User Accounts	Exporting Testing Status	Printing Student Test Logins

Guides

There are two components of the OSTP and CCRA: Science & U.S. History online testing: **the Online Portal**, used by building and district administrators, and the Workstation Client, used by students for testing. The documentation below are how-to guides and helpful information for using this portal.

Note: These are living documents that will be updated as changes are made to the online system.

Quick Guide
OSTP Portal



OSTP/CCRA Kiosk User Guide
How to launch and log in to OSTP Kiosk

Guide
Environment



OSTP/CCRA Portal User Guide
Instructions for the OSTP online portal

ines
ifications

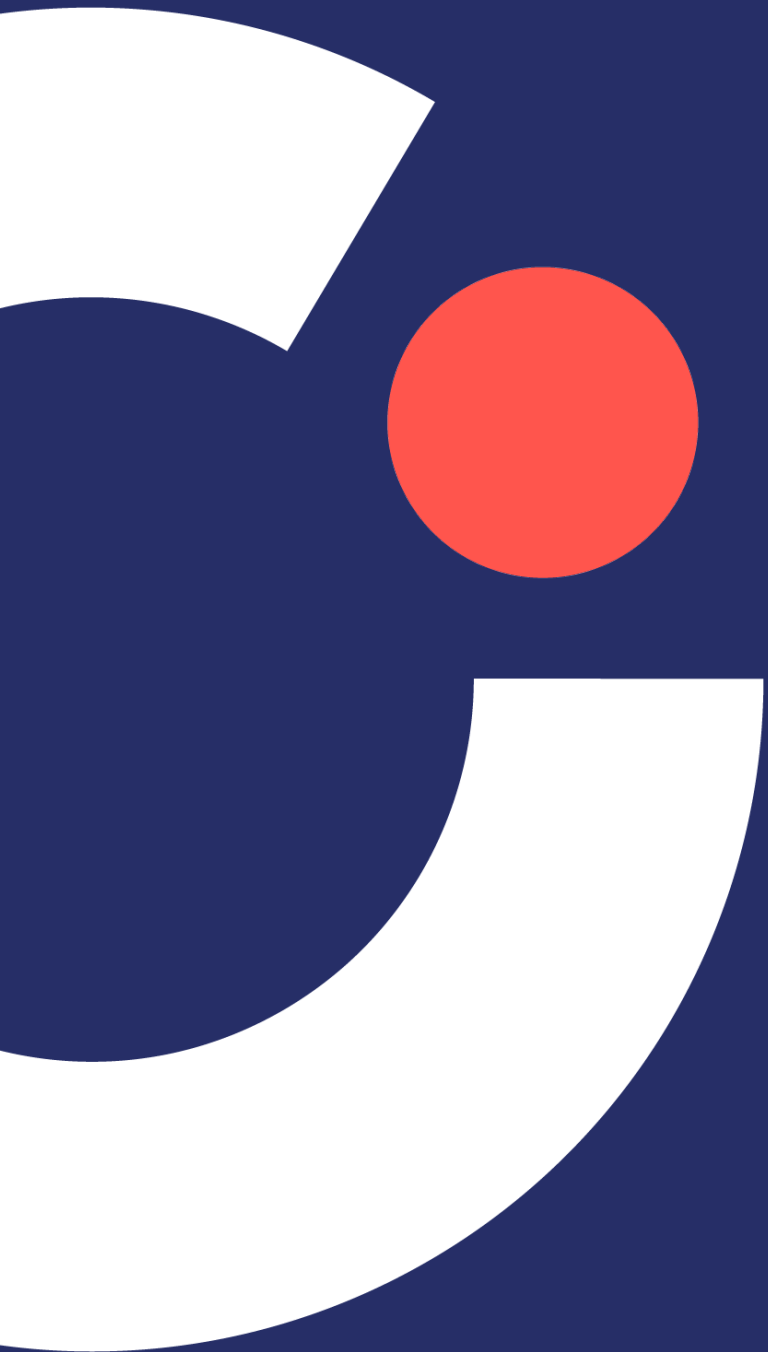


OSTP/CCRA Tools & Accommodations Quick Guide
A quick reference of the Accommodation tools available

Assistive Technology Guide

Thank You!





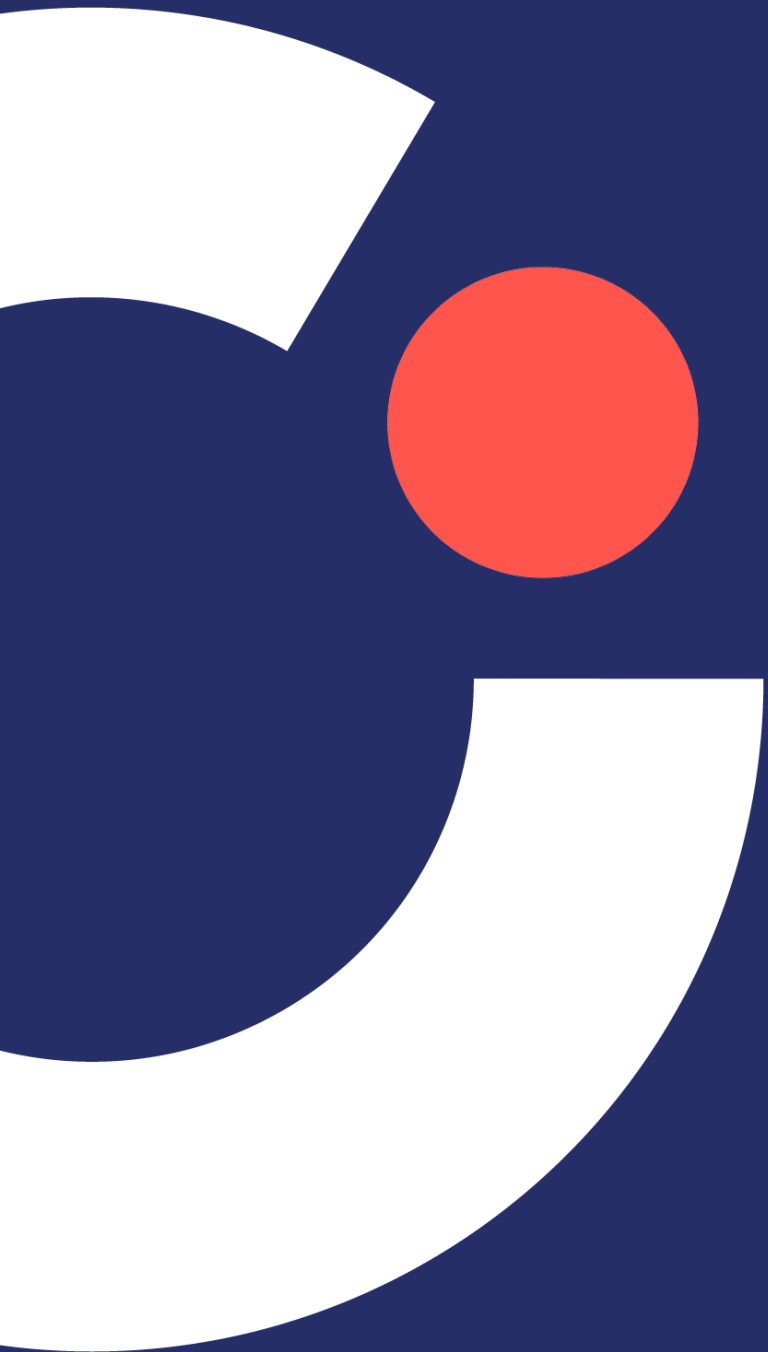
Break

Knowledge is Opportunity



Cognia is a global nonprofit that has the knowledge to help schools improve outcomes for all learners.





Break



Paper/pencil material



Agenda

- Alternate Forms
- Spanish Options
- Manuals
- Student Labels and Rosters
- When to Void a Booklet
- Receiving and Returning Material
- Security Checklists
- Test Security Forms in Qualtrics



Alternate Forms

- Large-Print and Braille are included in your initial shipment based on precode.
- Braille Kits include:
 - Braille materials, standard materials, administration note and Braille instructions
- Large Print Kits include:
 - Large Print materials, standard materials, and administration note
- LP and Braille responses must be transcribed to a scannable standard test book or answer document.
 - All transcribed answer documents go in the regular scorable materials envelopes.



Spanish Translation Options



- **Spanish computer-based tests are offered for the following:**
 - ✓ Grades 3-8 Math
 - ✓ Grades 5 and 8 Science
 - ✓ CCRA Science
 - ✓ CCRA U.S History
- If your student needs Spanish text-to-speech, you will need to download the Cepstral Spanish Voice Pack onto the testing device.
- Cepstral Spanish Voice Pack request forms are available on the Oklahoma Help and Support Site

Note: *Student(s) who require a Spanish verbal translated online test form as documented in their ELAP **must** have been using this accommodation throughout the year. For further information about OSTP EL Accommodations, please refer to the [OSTP EL Accommodations Manual](#).*



Cepstral Spanish Voice Pack

Who

- The school or district will only need to install a Cepstral Spanish language voice pack if student(s) meet the following requirements for read-aloud accommodations:
 1. Student(s) must have been using the Spanish read-aloud accommodation throughout the year.
 2. Student(s) must have the read-aloud accommodation specified as required on the ELAP.

How

- The Spanish version of the test uses the read-aloud accommodation, which requires a Cepstral Spanish language pack on the machine where the test is run.
- Licensing of this language pack is limited. Please stagger student testing through the same machine(s) in order to use as few computers as possible.
- Request form on the Help and Support Site



Manuals

Test Preparation Manual OSTP 3-8

Test Preparation Manual CCRA Science and U.S. History Content

Test Administration Manual 3-5

Test Administration Manual 6-8

Test Administration Manual CCRA Science and U.S. History Content

PSTGs

Spanish PSTGs

Not approved devices: Any cell phone device

- Controlled number of printed manuals

<http://oklahoma.onlinehelp.Cognia.org/>



Student Labels and Rosters

- Student labels will be provided for every student needing paper forms indicated through the Wave.

Student Last, First MI	DOB: 99/99/9999
SSID: 123456789	
	
School Name	District-School Code
	Gr: xx

- **Students with Labels:** Verify Student Information

- If any student demographic details are incorrect on the student label, still use the label **unless** there is a mistake in the main identifiers – **first name, last name, DOB, or State Student ID (STN)**.
- If one or more of these identifiers is incorrect, do not use the label and bubble the student information on the demographic page of the answer document.
- If a school receives labels for students who are no longer enrolled, adhere the label to a blank student answer document and mark the reason in box Q.



Q	IF THIS STUDENT WAS NOT TESTED, INDICATE THE REASON.	
	Selections are subject to change based upon SDE review and validation.	
	ELA	MA
Did Not Attempt (DNA)	<input type="radio"/>	<input type="radio"/>
No Longer Enrolled (NLE)	<input type="radio"/>	<input type="radio"/>
Oklahoma Alternate Assessment Program (OAAP)	<input type="radio"/>	<input type="radio"/>

Student Labels and Rosters

- **Students without Labels:**
 - If a student does not have a label for any reason (e.g., label is missing, lost or damaged), bubble the student information carefully on the student demographic page of the answer document.
 - If student ID labels for an entire class are missing, students may bubble their own demographic information.



Void Bubble

V	VOID-DO NOT SCORE
<input type="radio"/>	Void this answer document.

- Voids are applicable when an answer document is damaged and/or not scoreable or a breach has been administered.
- Filling in the void bubble in box V indicates the answer document will not be scored.
- Testing Irregularities need to be submitted using Office of Assessment Google Form.
 - A testing irregularity does not mean an answer document needs to be voided.
- Opportunity to review during clean-up window.



Tracking Shipments

The Materials Management link in the Administration menu allows the user to view shipment history.



The user will be able to view additional details about the order by clicking View Details in the order's data row.

Note: Orders that have not been shipped will not appear on this list.



Ordering Additional Materials – Packing Slip



Cognia
22 Marin Way Unit 2B
Stratham, NH 03885

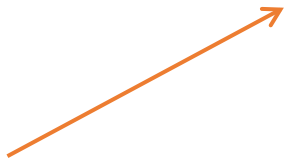
PACKING SLIP *Secure Material*

Ship To:

Cognia Ship Code:	00000000754662	Date Packed:	03/03/2023
Contract: 155900	Contract Name: OSTP	Administration:	2022-2023
County Code:	County Name:	SU Code:	Superintendent Unit Name:
District Code:	District Name:		
School Code:	School Name:	Grade:	Enrollment:
Box Label:	00000056494003		



Ordering Additional Materials



Ordering Additional Materials



Online Additional Materials 2022-2023 OSTP Grades 3-8 Operational

[Return to iServices](#)



Administration:

Order Level:

District: [Search](#) 🔍

School: [Search](#) 🔍

* MPShipCode:

Login

Note: Additional Material Requests received after 2:00 PM EST will be processed the following business day.

Instructions

1. Select Administration.
2. Select Order Level.
3. Select District.
4. Select School.
5. Enter MP Ship Code which is located at the top of your Material Summary.
6. Click Login.



Return Shipping Grades 3-8

Last Day for Materials Pick-up

* Districts are encouraged to schedule their own UPS pickup per the directions in the Test Preparation Manual. If you schedule your own UPS pickup, please contact Cognia to cancel the automatic pick up.

Grade 3-8

Phase 1: Grade 3 ELA for RSA

- If utilizing the self-schedule option that must be done by **4/27/2023**
- Cognia scheduled a 1-day pickup on **5/1/2023**

Phase 2: All scorable and non-scorable material

- If utilizing the self-schedule option that must be done by **5/3/2023**
- Cognia scheduled a 1-day pickup on **5/8/2023**



Returning Materials OSTP

Two phased approach:

Phase 1

**Scheduled pickup date:
5/1/23**

**Scorable Material Only
for:**

- Grade 3 ELA
(for early RSA reporting)

Phase 2

**Scheduled pickup date:
5/8/23**

**Scorable & Nonscorable
Material for:**

- Grades 3–8 all contents
(includes Grade 3 ELA
not returned for early
RSA reporting)

**Use the UPS Next Day Air Return Service Label(s) for the
Return of All OSTP materials to Cognia.**

Note: These labels are district, school, and test administration specific. Please ensure the correct district/school label(s) are being used.



Returning Materials OSTP

Please retain the boxes received with your test material shipment to reuse for returning test materials to Cognia.

Packing for Phase 1 & Phase 2

Shipping Label

Apply the UPS Return Shipping Label for the correct district/school to the top of the box. This information is printed as the return address on the label.

DISTRICT TEST COORDINATOR	25 LBS	1 OF 1
Phone		
School Name		RS
District Street Address		
District City, ST, Zip		
SHEP LOGIN MANAGER		
(802) 749-9102		
TO:		
Cognia		
22 MARSH WAY, Lvl. 2B		
STRATHAM, NH 03885		

NH 038 0-02

UPS Next Day Air
TRACKING# 1Z 098 3AA 771717 2775

SAMPLE

Shipping # 01
DISC: ADMIN DESCRIPTION
RETURN SERVICE
REF 1: Admin Guide
REF 2: Box ID Number

OSU 11.1 Worksheet 10/24/2020

Special Handling Envelope

This envelope should include:

- Typed responses with student answer documents.
- Notes on school letterhead with explanation of damaged and contaminated booklets.
Notes must include: Student's full name, State Student ID (STN), grade level, content area, district code, and school code.
- Please DO NOT include contaminated material.

Scorable Materials

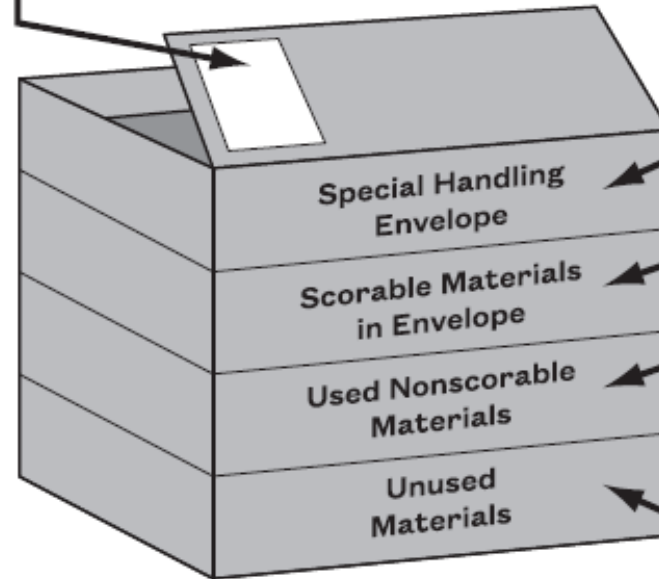
Answer documents and integrated test booklets must be placed inside the Return Used Answer Document Envelope. This includes any transcribed answer documents or integrated test booklets. These envelopes are labeled by grade and/or content. (e.g., Grade 4 Math)

Used Nonscorable Materials

- Test Booklets
- Large Print Test Booklets
- Braille Test Booklets

Unused Materials

- Test Booklets
- Answer Documents
- Integrated Test Booklets



Return Shipping CCRA Science & U.S. History

Last Day for Materials Pick-up

* Districts are encouraged to schedule their own UPS pickup per the directions in the Test Preparation Manual. If you schedule your own UPS pickup, please contact Cognia to cancel the automatic pick up.

CCRA Science & U.S. History: All scorable and non-scorable materials

- If utilizing the self-schedule option that must be done by **4/14/2023**
- Cognia scheduled a 1-day pickup on **4/18/2023**

Returning Materials CCRA

**Scheduled pickup date:
April 18, 2023
UPS Next Day Air Return Service**

Use the Next Day Air Return Service Label(s) for the Return of All CCRA: Science and U.S. History materials to Cognia.

Note: These labels are district, school, and test administration specific. Please ensure the correct district/school label(s) are being used.



Returning Materials CCRA

Please retain the boxes received with your test material shipment to reuse for returning test materials to Cognia.

Packing of CCRA Materials

Shipping Label

Apply the UPS Return Shipping Label for the correct district/school to the top of the box. This information is printed as the return address on the label.

DISTRICT TEST COORDINATOR	25 LBS	1 OF 1
Phone	RS	
School Name		
District Street Address		
District City ST, Zip		
SHP LOGIN MANAGER		
(800) 749-9102		
TO:	Cognia	
	22 MARIN WAY, Unit 2B	
	STRATHAM, NH 03885	

NH 038 0-02

UPS Next Day Air
TRACKING # 1Z 000 1MA 77 1219 9173

SAMPLE

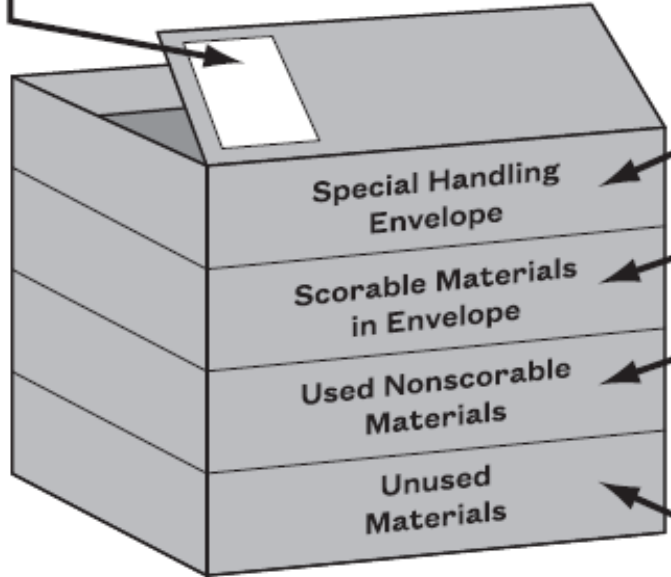
Shipping ZIP
DESC: ACARA DESCRIPTION
RETURN SERVICE
REF 1: Admin Code
REF 2: Bsn ID Number

CSU 11.1 Worksheet 10/20/2020

Special Handling Envelope

This envelope should include:

- Typed responses with student answer documents.
- Notes on school letterhead with explanation of damaged and contaminated booklets. Notes must include: Student's full name, State Student ID (STN), grade level, content area, district code, and school code.
- Please DO NOT include contaminated material.



Scorable Materials

Answer documents and integrated test booklets must be placed inside the Return Used Answer Document Envelope. This includes any transcribed answer documents or integrated test booklets. These envelopes are labeled by grade and/or content (e.g., CCRA Grade 11 Science).

Used Nonscorable Materials

- Test Booklets
- Large Print Test Booklets
- Braille Test Booklets

Unused Materials

- Test Booklets
- Answer Documents
- Integrated Test Booklets



Return Shipping Labels

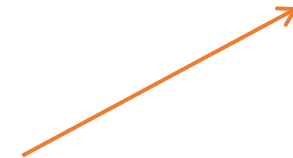
Return shipping labels are district, school, and testing administration specific. It is very important that you take care making sure the correct labels are applied to your boxes for the return of all testing materials to Cognia.

- Materials will be returned using a UPS Next Day Air Service Label for OSTP Grades 3-8 and CCRA: Science and U.S. History testing materials.
- Return Shipping labels are only sent to districts if they have sites requiring PBT materials as indicated in the WAVE file.
- Envelopes containing return Shipping labels are packed in your district box(es).



UPS Pickup – Self Schedule


The Materials Management link in the Administration menu will be used to schedule the UPS pick up at the end of testing.



Clicking on UPS Pick UP Request will send users to the Cognia UPS pick up site.



UPS Pickup Option – Self Schedule



Online UPS Pickup Request Oklahoma

[Return to iServices](#)

Administration :

* RS Tracking #

NOTE: Requests placed before 2:00 PM EST will be scheduled for the following business day. Requests placed after 2:00 PM EST will be scheduled for the second business day.

Instructions

1. Select Administration.
2. Enter RS Tracking # (located on your UPS return service label). You only need to identify one tracking number regardless of the number of boxes being returned.
3. Click Login.



UPS Pickup – Automatic

- UPS will automatically pickup from any district that has not scheduled their own pick up.
- OSTP Grade 3-8
 - Phase 1 – **5/1/2023** Grade 3 ELA for early RSA reporting
 - Phase 2 – **5/8/2023** Grade 3-8 All Scorable and nonscorable Material
- CCRA
 - **4/18/2023** – All Scorable and nonscorable materials for Science and U.S. History
- Everything must be ready for pickup prior to UPS arriving at the district.
- If you are self-scheduling, alert Cognia Oklahoma Service Desk 866-629-0220



Security Checklists

- Grades 3-8 and CCRA: Science & U.S. History
 - School boxes will contain a paper version.
 - Districts will receive electronic versions via the SFTP site.
 - Additional materials orders will only receive paper versions.

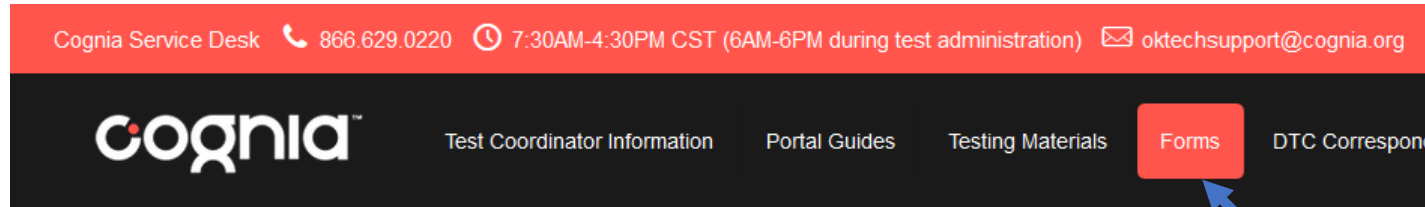


Test Security Forms

- **Qualtrics** is our test security form software.
- **Five** forms for electronic signature
 1. District Superintendent Test Security Form
 2. District Test Coordinator Test Security Form
 3. Building Principal Test Security Form
 4. Building Test Coordinator Test Security Form
 5. Test Administrator Test Security Form and NDA
- Step by step instructions will be on the Help and Support Site



Qualtrics Test Security Forms



Where:

1. Oklahoma Help & Support Page
2. Forms tab
3. Links will be provided for every form!

How to get to forms:

The OK Help & Support Page will contain links to each of the five forms under the Forms tab.

Who should fill out forms:

Each person who holds one of the five roles during test administration (District Superintendent, DTC, Building Principal, BTC, and TA) must click the link and fill out their form individually when test administration is completed.



Qualtrics Test Security Forms

Qualtrics test security forms are easy to fill out like online surveys.

- If you fulfill one of the five roles listed during test administration, you will go to the Oklahoma Help & Support Page to click on your form link to fill out.
- You will fill out the form like you were filling out an online survey.
- You will receive a message thanking you for filling out the form with a summary of your responses.
- At that point, you may download a PDF of your responses.
- An email containing your responses with a link to download the PDF will automatically be sent to the official school email address you entered.
- The PDF of your response serves as official record that you have complete the form. You must share this PDF with the proper school personnel.



Oklahoma School Testing Program (OSTP)

DISTRICT LEVEL TEST SECURITY FORM

This form must be electronically signed by the **District Test Coordinator** to certify that the security measures identified below have been maintained at the district level.

One form per district must be completed at the conclusion of all testing. Failure to electronically sign and submit this form can result in the invalidation or suppression of OSTP/CCRA scores for the district. Once submitted, share your electronic confirmation with the District Superintendent. Instructions for electronically signing and distributing security forms can be found on Cognia's Help and Support Page, <https://oklahoma.onlinehelp.cognia.org/forms>.

Official District Name and Code

District

District Test Coordinator Legal Name

First

Last

Official School Email Address

Educator's Oklahoma Teacher Certification Number

(This six-digit number can be found in the Oklahoma Educator Credentialing System (OECS) application in Single Sign-On. After logging into your OECS account, click "My Credentials" and your teacher number will appear under your name at the top of the page.)

District Test Security Form

- DTC clicks link on OK H&S page to begin signing the form.
- Official District Names and Codes are in a drop-down menu for easy selection.
- Enter your Official School Email Address
- Enter your Educators OK Teaching Certification number



District Test Security Form

I hereby certify that:

- All Building Test Coordinators, Proctors (i.e., Test Proctors and Roving Proctors) have met the training requirements outlined in the Test Preparation Manuals for administering Oklahoma School Testing Program (OSTP) assessments.
- To the best of my knowledge, all OSTP testing sessions in my school district were monitored by persons other than the Test Administrator (e.g., Test Proctor or Roving Proctor).
- To the best of my knowledge, the DTC and BTC(s) did not administer an assessment as a Test Administrator while other test sessions were occurring.
- To the best of my knowledge, all Test Administrators, Test Proctors, and Roving Proctors of the OSTP 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 Cognia.
- To the best of my knowledge, all scratch paper, test tickets, and reference sheets (if applicable) have been destroyed by the Building Test Coordinators.
- I have read and understand the preceding statements. Further, I understand that violation of the Oklahoma School Testing Program rules can result in revocation of teaching and/or administrative certificate(s).

- Read requirements and select certification button. Then click finish.

District Test Coordinator Certification

I certify the above stipulations have been met.

The above conditions have not been met.

FINISH

- Enter initials to certify.

District Test Coordinator Initials

(This is the final entry for your security form. Ensure the form is correct prior to clicking FINISH.)

<<

FINISH



District Test Security Form

Step 8: You will receive a message thanking you for filling out the form with a summary of your responses. At this point, you may download a PDF of your responses. An email containing your responses with a link to download the PDF will automatically be sent to the official school email address you entered during Step 5. The PDF of your response serves as official record that you have complete the form. **You must share this PDF with the proper school personnel.**



Thank you for completing the District Test Coordinator Test Security Form for Spring 2023. Please make sure to download the PDF to either print or save for your records.

Regards,
OSTP Program Management

Below is a summary of your responses

[Download PDF](#)

- Receive message thanking you for filling out the form with a summary of your responses.
- You may download the PDF summary of responses to forward.

OR

- You may forward the response email you receive to the proper school personnel.



Qualtrics Reminders

- Forms will now be filled out by the person who fulfills that role during testing. Forms will not be sent automatically via email to sign.
- **Five** forms for electronic signature
 1. District Superintendent Test Security Form
 2. District Test Coordinator Test Security Form
 3. Building Test Coordinator Test Security Form
 4. Building Principal Test Security Form
 5. Test Administrator Test Security Form and NDA
- When you receive the email form receipt, you must forward it to the proper school personnel. Emails will no longer be automatically forwarded.
 1. District Superintendent- forward to DTC
 2. District Test Coordinator Test Security Form
 3. Building Test Coordinator – forward to DTC
 4. Building Principal – forward to BTC
 5. Test Administrator-forward to BTC



Qualtrics Reminders

- Cognia will host a Qualtrics Webinar to go over each of the five spring 2023 test security forms on March 1, 2023.
- Cognia will host a Qualtrics Test Security Form sandbox time where educators can click links and practice filling out each form.
- The Qualtrics Test Security form sandbox links along with detailed, step by step directions on how to fill out each form will be posted on the OK H&S Site after the DTC training commences.
- Qualtrics Test Security Form examples are included in the Test Prep Manuals.



TA & TP Training Modules 2023

- Cognia will host the spring 2023 Test Administrator and Test Proctor Module Trainings through the Canvas platform.
- Cognia will schedule a virtual training on how to use Canvas for Test Administrator and Test Proctor Training Modules on a date yet to be determined.

Please watch out for further communications!



Cognia Oklahoma Help & Support Site

<https://oklahoma.onlinehelp.cognia.org/>

- The Cognia Oklahoma Help & Support Site is a resource for finding information on the Oklahoma School Testing Program (OSTP) for grades 3-8 and College and Career Readiness: Science and U.S. History Content Assessment (CCRA: Science & U.S. History) for grade 11. We encourage you to visit this site often for updates and materials to support you before, during, and after the 2023 Spring testing administrations.



Cognia Oklahoma Help & Support Site

<https://oklahoma.onlinehelp.cognia.org/>

- OSTP & CCRA Key Dates Documents
- Practice Test (Link)
- Portal User & Technology Guides
- Tutorials on Navigating the testing platform
- DTC & BTC Practice Site (Link)
- Test Administration Manuals (TAM)
- Test Preparation Manual (TPM)
- Accommodation Resources (Link)
- Parent Student Teacher Guides (English & Spanish)
- Reference Sheets, Periodic Table, & Writer Checklist (English & Spanish)
- Cepstral Spanish Voice Pack Request Form
- Test Security Forms & Test Administration Forms
- Assessment Reporting User Guide
- OSTP TA & TP Training Module Resources
- OSTP Parent Portal (Link)
- OSTP Parent/Student Portal User Guide
- Parent Portal Tool Kit (Key Points about student testing)
- Parent Report Example
- Performance Lookup Table
- Online Reporting Training Modules
- Training Presentations
- Return of Materials Posters
- Calculator Policy
- DTC Correspondence



Knowledge is Opportunity



Cognia is a global nonprofit that has the knowledge to help schools improve outcomes for all learners.

