

March Assessment Updates

Office of Assessments



OKLAHOMA
Education



Agenda

- OAAP Updates
- Emergency Exemptions & Invalidations
- ELA Updates
- Monitoring

OAAP Updates

Caroline Misner

Oklahoma's Alternate Assessment Program

Spring Testing Window Opened March 20th!

OAAP Spring Window: March 20 - May 17, 2023 (DLM Year-End)

	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th
ELA	✓	✓	✓	✓	✓	✓			✓
MATH	✓	✓	✓	✓	✓	✓			✓
SCIENCE			✓			✓			✓
HISTORY									✓

Oklahoma's Alternate Assessment Program

Manuals for Testing

- [Test Administration Manual](#) - Provides guidance for test administrators to prepare themselves and their students for the assessment.
- [Guide to Practice Activities and Released Testlets](#) - Provides guidance for the test administrator to access the practice activities in Student Portal through the student demo accounts.
- [Educator Portal User Guide](#) - Provides guidance for test administrators and other district users in navigating Educator Portal to access assessment information including student data and reports.
- [Accessibility Manual](#) - Provides guidance on the selection and use of accessibility supports available in Student Portal.

Oklahoma's Alternate Assessment Program

Retrieving the DLM Testlet Information Page (TIP) Sheets

- The spring assessments will go much smoother if teachers are prepared for the test by looking at the TIP sheets first. Remember, you may print the TIP sheets, but they must be destroyed after use as they are considered secure test materials. Instructions for how to locate the TIP sheets in Educator Portal can be found on page 50 and 51 in the [DLM Educator Portal User Guide](#).

Oklahoma's Alternate Assessment Program

DLM- No Test Management Access

- Users with the role of Teacher in Educator Portal will not have access to the Test Management screen until the following have been completed:
 - ✓ Rosters have been created by the DTC.
 - ✓ The educator has passed all of the Required Test Administrator Training modules with 80% or higher on each post-test.
- Users who have not completed the required training will receive the following error message: “Access to Test Management is restricted due to incomplete Required Test Administrator Training. You must complete all Required Test Administrator Training before receiving access to Test Management.”

Oklahoma's Alternate Assessment Program

DLM Reminders During Spring Testing

- Please check that the STN, the grade level, and the spelling of the student's first and last name are correct in Kite Educator Portal before beginning testing.
- The student's grade level must be correct under the student information tab for the student to receive the correct grade level testlets. If you create a Roster and label it as grade 4 but the student tab states grade 3, the student will receive the incorrect grade level assessments.
- Please refer to the testing schedule when rostering each grade level to ensure all required assessments are assigned.

Oklahoma's Alternate Assessment Program

DLM Reminders During Spring Testing

- The First Contact Survey and Personal Needs and Preferences Profiles should be complete at this time. **If the survey is submitted after March 20th, delivery of the first testlet in each subject will be delayed 24 hours from the time the survey is submitted.**
- Sign up using the [link](#) to receive testing updates from DLM.

Contact Information: Caroline Misner, caroline.misner@sde.ok.gov or 405-522-1677

Emergency Exemptions & Test Invalidations

Samantha Sheppard

Emergency Medical Exemptions

- Emergency Exemptions may be applied for by the district for students who suffer from a “significant medical emergency.”
 - Accident, disaster crisis
 - “Incapacitates” the student from participating in state assessments
 - Prevents the student from receiving instruction
 - Application includes written documentation by a certified physician
 - Referenced in [state statute](#)
 - Application submitted in Accountability Reporting application in Single Sign On.

Test Invalidations

- 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.

Test Invalidations

- 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.

Step 1: Type in STN in AR

Accountability Reporting

[✉ Contact Support](#) [↩ Return To SS02](#)

Welcome

Include all years

- Log in to the Accountability Reporting application in Single Sign On
- Type in STN to find the student.

Step 2: Click on Assessments tab

STUDENT



- Enrollments
- Attendances
- Demographics
- Assessments**
- Coursework

Records 1 to 15 of 15



	Create DVR	School Year	Details	Full Code	Type	Assessment Grade Level	Subject	No Score Code	Scale Score	Performance Level	Test Date	Test Admin	NFAY	Scale Score F
		▾		↕	▾	▾	▾	▾		▾	▾	▾	▾	↕
1	+ DVR	2023	View*	[Redacted]	CCRA	HS	ELA		-1			Spring	0	
2	+ DVR	2023	View*		CCRA	HS	MATH		-1			Spring	0	
3	+ DVR	2023	View*		CCRA	11	SCIE		-1			Spring	0	
4	+ DVR	2023	View*		CCRA	11	HIST		-1			Spring	0	

Step 3: Click on appropriate DVR button

STUDENT



- Enrollments
- Attendances
- Demographics
- Assessments
- Coursework

Records 1 to 15 of 15

	Create DVR	School Year	Details	Full Code	Type	Assessment Grade Level	Subject	No Score Code	Scale Score	Performance Level	Test Date	Test Admin	NFAY	Scale Score F
		▼		↕	▼	▼	▼	▼		▼	▼	▼	▼	↕
1	+ DVR	2023	View*	[Redacted]	CCRA	HS	ELA		-1			Spring	0	
2	+ DVR	2023	View*		CCRA	HS	MATH		-1			Spring	0	
3	+ DVR	2023	View*		CCRA	11	SCIE		-1			Spring	0	
4	+ DVR	2023	View*		CCRA	11	HIST		-1			Spring	0	

Step 4: Click on Create DVR

STUDENT APPEAL SELECTION

STUDENT

APPEAL SELECTION

Create DVR for Existing Assessment(s) ²

Records 1 to 4 of 4



	Create DVR	Details	Full Code	STN	First Name	Middle Name	Last Name	Type	Assessment Grade Level	Subject	No Score Code	Scale Score	Per
1	- DVR	View*						CCRA	HS	ELA		-1	
2	- DVR	View*						CCRA	HS	MATH		-1	
3	+ DVR	View*						CCRA	11	SCIE		-1	
4	- DVR	View*						CCRA	11	SCIE		-1	

Step 5: Type in message; indicate type

STUDENT ASSESSMENT APPEAL 13

STN	Full Code	School Year	Assessment	Test Type	Subject	Test Date	No Score Code	Other Placement
[REDACTED]	[REDACTED]	2023	View	CCRA	ELA			0

[Submit](#) Record 1 of 4 [View All Records](#)

Messages **1** Documents **0**

Wednesday, February 1, 2023

WS This student is exempt. 11:33 am

Type request here...

[Send](#)

Step 6: Submit Documentation

STUDENT ASSESSMENT APPEAL 13

STN	Full Code	School Year	Assessment	Test Type	Subject	Test Date	No Score Code	Other Placement
		2023	View	CCRA	ELA			0

[Submit](#)

Record 1 of 4

[View All Records](#)

Messages 1

Documents 0

[Upload...](#)

Accepted file types are: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .png, .csv, .txt

-- No Documents --

Step 7: Submit

STUDENT ASSESSMENT APPEAL 13

STN	Full Code	School Year	Assessment	Test Type	Subject	Test Date	No Score Code	Other Placement
[Redacted]	[Redacted]	2023	View	CCRA	ELA			0

Submit

Record 1 of 4

View All Records

Messages 1 Documents 1

Upload... Accepted file types are: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .png, .csv, .txt

Example document.docx 2/1/2023 11:37:06 am WS

Document 1 of 1

Example document.docx

Example document.docx cannot be viewed in your web browser. Click the button below to download it to your computer to view it there.

Download document

After Submission

- Once the DVR is submitted, the appeal will be assigned to an OSDE staff member.
- The status will show as Open until the submission has been approved or denied.
- Test Invalidations will be reviewed daily.
- Emergency exemptions will be reviewed within 5 business days.

Reminders

- OSDE will submit lists of test invalidations to Cognia. Cognia will order a breach test for the student, and send directions to the DTC. Remember that a breach test cannot be taken on the same day as the test that was invalidated. Paper breach tests will be ordered immediately.
- Emergency medical exemptions should be submitted no later than 5 pm on the last day of the testing window - May 17, 2023.

ELA Updates

Cheyenne Short

NSA Application Status

- All Non-Standard Accommodations have been reviewed and final application decisions have been made.
- The status of each application has been indicated within the Non-Standard Accommodation application located in Single Sign-On.

ELA Read-Aloud Test Scheduling

- DTCs can schedule ELA Read-Aloud test sessions when scheduling all other test sessions.
- Cognia will contact DTCs with specific instructions on scheduling these test sessions for districts with students approved for this accommodation.

OSTP Writing Test

- The Writing Test for grades 5 and 8 can be scheduled separately from Sections 1 and 2 of the ELA test.
- The Writing Test score will still count toward the total ELA score.
- If a student's Writing Test is invalidated, they will not need to retake the multiple choice test.

Contact Information

Cheyenne Short, Director of ELA Assessments

Office of Assessments

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OKLAHOMA
Education



Academic Assessment Monitoring


Eric Jones

Purpose

- To meet federal requirements, Oklahoma's AAMP evaluates school districts' 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 to the [Test Security and Assessment Monitoring](#) page.
 - The Desk and On-site Monitoring Checklists have been revised.
 - All monitoring types require districts to submit information contained in the desk monitoring checklist.

AAMP Handbook


- Located at the Test Security & Monitoring Webpage
 - <https://sde.ok.gov/test-support-teachers-and-administrators>
- Designed to help districts prepare for the AAMP.
- Aligned to the Desk Monitoring Checklist.
- Examples are included.



Oklahoma State Department of Education
**ACADEMIC ASSESSMENT
MONITORING (AAMP) HANDBOOK**

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OKLAHOMA STATE DEPARTMENT OF EDUCATION | AAMP HANDBOOK

CANVAS AAMP Monitoring 22-23

AAMP Monitoring Desk/Onsite

- Enrollment into the CANVAS course is located at: <https://osdeconnect.pdx.catalog.canvaslms.com/courses/aamp-monitoring-2022-2023>
- Sites being Desk and Onsite monitored will enroll in the course to submit needed documentation.
- No more mailing flash drives!



Monitoring

- Two Types of Documentation:
 - District/site provided documentation
 - Items 1 – 12
 - State collected documentation
 - Items 13 – 17



District and Site Provided Documentation Training Items 1 & 2

Item 1 - Training

- Provide evidence of training for Building Test Coordinators, Test Administrators, and Test Proctors.
 - BTCs trained by either their OSDE-trained DTC or via an OSDE Test Prep In-service training
 - Certificate of training from TA/TP modules
 - Completed and Signed [Test Proctor Observation Logs](#) for all testing sessions

Item 2 – Testing Schedule

- Provide the site [Official Schedule of Testing](#).
 - Schedule must include all testing sessions conducted at the site.
 - Schedule and all required forms can be found at: <https://oklahoma.onlinehelp.cognia.org/forms/>.

2. Official Schedule of Testing

Start Assignment

Due Jun 15 by 11:59pm **Points** 0 **Submitting** a file upload **File Types** xlsx and xls
Available Jan 1 at 12am - Oct 1 at 11:59pm

Below is a link to the Template for the Official Schedule of Testing. Please complete the Excel sheet with your district's schedule for all OSTP and CCRA testing for the 22/23 school year and upload an Excel version of your schedule(s) below.

[Official-Schedule-of-Testing_DRAFT-2023.xlsx](#) 

Security Items 3 & 4

Item 3 – Test Security

- Provide a **detailed**, written plan describing your district's specific procedures to maintain the security of test booklets, test tickets, answer documents, and access codes.

Item 4 – Test Security

- Provide your district's **detailed**, written plan for the transfer of secure testing documents to and from an Alternate Site of Instruction (e.g., hospital, juvenile detention center, Co-op site, public library, etc.).
- **This is required, even if your district did not use an alternate testing site.**

Administration Procedure Items 5 - 12

Items 5 – 8

- Calculator Policy
- Emergency Plan
- Accommodations
- Additional Time



- Account
- Dashboard
- Courses
- Calendar

AAMP Monitoring 2022-2023 > Assignments > 5. Calculator Policy Plan

- Home
- Assignments
- Discussions
- Grades
- People
- Pages
- Files

5. Calculator Policy Plan

Start Assignment

Due Jun 15 by 11:59pm Points 0 Submitting a file upload File Types doc, pdf, and docx
Available Mar 2 at 12am - Oct 1 at 11:59pm

Provide your plan for implementing the [state calculator policy](#). The plan must include how it is used, which faculty member(s) is in charge of implementation, and how students have access (e.g., who is responsible for clearing calculator memory before and after each testing session).

Items 9 & 10

- Invalidations/Breaches
- Irregularities

9. Security Breaches

Start Assignment

Due Jun 15 by 11:59pm Points 0 Submitting a file upload File Types doc, pdf, and docx
Available Mar 2 at 12am - Oct 1 at 11:59pm

Provide your detailed, written school plan and procedures for handling test security breaches/invalidations in the Testing Status Application via [Single Sign On](#).

The plan should include

- Procedures for TA/TP to follow when they see a security breach. Usually, the TA will text BTC, who will contact DTC. DTC will decide if a security breach occurred.
- TP should log security breaches in TP Observation Log.
- Who is responsible for completing the Invalidation Request in the Accountability Reporting Application via Single-Sign-On?
- Procedures for who is responsible for looking to see if SDE approves the application and provides the Breach Form in OSTP Portal. If paper/pencil, who is responsible for ordering a breach form?
- Who is responsible for assigning the breach form to a student in the OSTP Portal and arranging a test session for this test?

Items 11 & 12

- Emergency Accommodations
- Nonstandard Accommodations

11. Emergency Accommodations

Start Assignment

Due Jun 15 by 11:59pm **Points** 0 **Submitting** a file upload **File Types** doc, pdf, and docx
Available Mar 2 at 12am - Oct 1 at 11:59pm

Provide your plan for implementation of [Emergency Accommodations \(EA Form\)](#) .

This plan is required, even if your site did not use an Emergency Accommodation.

The plan should mention the following:

- Who recognizes the need for emergency accommodation?
- Who is responsible for completing the EA Form on Cognia's support website under the Forms tab? Is it the principal, teacher, or BTC?
- EA Form needs DTC's approval.
- Who is responsible for making sure emergency accommodation is provided? (How will TA/TP know in the test session?)
- EA Form kept at the district level for five years.

State Collected Documentation

Line Items 13-17

State Collected Documentation

13. District Test Coordinator (DTC) attended Test Preparation In-service Training provided by the OSDE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. District and Building Security forms, and TA Security forms completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Test Security forms and seating charts completed and returned to SAT/ACT (HS Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. All test booklets and materials accounted for, from current administration. (Missing test books reported to the OSDE by the testing vendor).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Students designated as Special Education or 504 must have valid eligibility documentation and have an IEP or 504 plan in effect for the current school year. The OSTP-approved accommodations used by students must be documented on an IEP or 504 plan, and they must be routinely used as part of classroom instruction and assessments. The OSDE will sample a selection of IEPs for review through EdPlan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We are here to support you!

CANVAS Modules due by June 15th

Office of Assessments

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