March Assessment Updates

March 2024

OKLAHOMA
Education

Agenda

- ELA Updates
- ACT Updates
- Seniors
- Invalidations
- Emergency Exemptions

- Bulk Upload
- OAAP Updates
- Monitoring
- FAQs

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ELA Testing Updates

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ELA Text to Speech

- In the Cognia Portal the Text-to-Speech accommodation for ELA has been separated into the two accommodations listed below:
  - Text-to-Speech NS1 ELA Grades 3-8 Multiple-choice (State approval is required)
  - Text-to-Speech Grade 5 & 8 Writing

☐ **Text-to-Speech Mathematics** ⓘ

☐ **Text-to-Speech NS1 ELA Gr. 3-8 Multiple-choice (State approval is required)** ⓘ

☐ **Text-to-Speech ELA Writing Grade 5 & 8** ⓘ

☐ **Text-to-Speech Science** ⓘ

☐ **Text-to-Speech US History** ⓘ

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NSA Status

- The Status of Non-Standard applications and Form U applications will be indicated on the Non-Standard Application in Single Sign On.

- Individual emails will not be sent.

- All communications will be posted in the Non-Standard Application **by March 15** unless extra documentation or further action was requested.

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ACT Updates

Catherine Boomer

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Oklahoma ACT Webpage

- If you aren't utilizing the [Oklahoma ACT webpage](), you are missing out on Key Resources!

Test Administration Process Next Steps

Select your current phase of the test administration process to see resources related to that phase.

1 Step 1 **2** Step 2 **3** Step 3 **4** Step 4 **5** Step 5 **6** Step 6 **7** Step 7

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Prepare Your Staff

Prepare Your Facility, Staff, and Test Materials

Resources:

- Test Facilities (web content) (select the first result listed after applying search filters)
- Test Staff (web content) (select the first result listed after applying search filters)
- Test Materials (web content) (select the first result listed after applying search filters)
- Test Administration (web content) (select the first result listed after applying search filters)

Training:

- ACT Test Administration Training #1 (webinar) - December 5, 2023
- ACT Test Administration Training #1 slides (pdf)
- ACT Test Administration Training #2 (webinar) - March 6, 2024
- ACT Test Administration Training #2 slides (pdf)

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Test Day Resources

Forms

- Test Administration Form - ACT Standard Time Paper (pdf)
- Test Administration Form - ACT Accommodations Paper (pdf)
- Test Administration Form - ACT Online Standard Time (online testing) (pdf)
- Test Administration Form - ACT Online Accommodations (online testing) (pdf)

Administration Manuals

- ACT Administration Manual - Standard Paper (pdf)
- ACT Administration Manual - Accommodations Paper (pdf)
- ACT Administration Manual - Online Testing (pdf)
- ACT Test Coordinator Information Manual (pdf)

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Test Day Overview

Video

- Test Day Overview for Room Supervisors (paper) (video)
- Test Day Overview for Online Room Supervisors (video)
- How to Enter Online Irregularities (training tutorial)
- Manage Online Test Session (training tutorial)

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Test Window for ACT

Test Dates

The ACT Taken Online

Standard Time Testing Window 1: April 9-19, 2024
Standard Time Testing Window 2: April 23 -26, 2024 and April 29 - May 3, 2024

* The ACT Taken on Paper

Standard Time Testing Window 1: April 9, 2024
Accommodations Testing Window 1: April 9-19, 2024
Standard Time Testing Window 2: April 23, 2024
Accommodations Testing Window 2: April 23 - May 3, 2024

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Testing Window for ACT

- Testing Window 1 opens on April 9. You are not required to test on April 9 – you can do your initial administration anytime in Testing Window 1 (April 9-19).

- Remember that you are required to give your test within Testing Window 1 for the majority of your students.
  - This year, online testing can occur on any weekday in the Testing Window.
  - Standard paper testing is restricted to April 9 (first administration) and April 23 (make-up).

- Testing Window 2 is for make-ups, students on accommodations, emergencies, etc.
  - You can make-up tests in the first window, also.

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Watch the Webinars!

Important Dates

Your **Schedule of Events** contains all dates and deadlines for your test event. Check it frequently to ensure you're on track for a successful administration.

| March 6, 2024 | ▷ Standard
● Accommodations | TC, DTC | **Attend** a test administration webinar and Q&A session.

1:00 PM Central Time

Registration link: Click to register ↗ |
| Available On Demand | ● Accommodations | TC, TAC | **View** a Q&A session about accommodations and supports.

Registration link: Click to register ↗ |

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ACT Questions

Oklahoma Questions:
319-337-1599

ACT General Questions:
800.553.6244, ext. 2800
contact form

Accommodations:
800.553.6244, ext. 1788
ACTStateAccoms@act.org

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Seniors & Assessments Required for Graduation

Catherine Boomer

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Required Assessments

- According to [state statute](), all the College and Career Readiness Assessments are required in order to graduate:
  - ACT (including the Writing Test)
  - CCRA US History
  - CCRA Science

- The ACT that is required is the ACT given during the state assessment window each spring in April.
  - National Test Day and District Testing administrations do not count toward the graduation requirement.

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District Requirement

- Districts who have seniors who have not taken the state assessment are required to fill out a [Google Form](#) for each senior without assessments indicating how each of these seniors will meet the assessment requirement & thus be able to graduate.

- Options:
  - Spring 2025 testing
  - Seniors from out of state
  - CCRA Make-up exams
  - Emergency medical exemptions

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Questions

- If you have questions regarding the senior assessment requirement, please reach out to eric.jones@sde.ok.gov or catherine.boomer@sde.ok.gov.

- Thank you for making sure that every high school senior has a chance to graduate!

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Emergency Exemptions & Test Invalidations

Catherine Boomer

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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.

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Test Invalidations
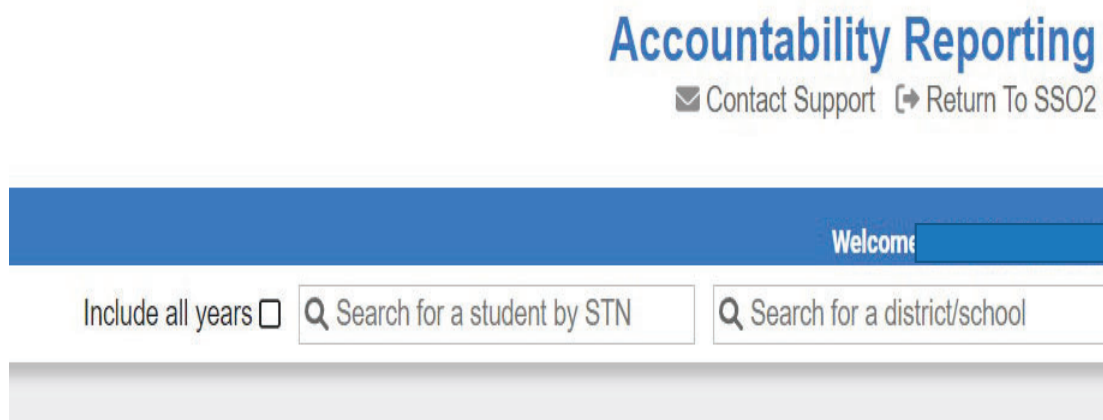
- A **testing invalidation** is caused by a situation where the test or test security has been compromised and students must retake the test.

- Requires DTC to submit a Test Invalidation Request through the Accountability Reporting Application in Single Sign On.

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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.

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Step 1: Type in STN in AR

- Log in to the Accountability Reporting application in Single Sign On

- Type in STN to find the student.

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Step 2: Click on Assessments tab

STUDENT

GRADE:

BORN:

Enrollments	Attendances	Demographics	Assessments	Coursework

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Step 3:Click on appropriate DVR button

	Create DVR	Details	School Year	Full Code ⇄	Type	Assessment Grade Level	Subject	No Score Code	Scale Score	Performanc
			∨	∨	∨	∨	∨	∨		
1	+ DVR	View*	2024		CCRA	HS	ELA		👁	👁
2	+ DVR	View*	2024		CCRA	HS	MATH		👁	👁
3	+ DVR	View*	2024		CCRA	HS	SCIE		👁	👁
4	+ DVR	View*	2024		CCRA	HS	HIST		👁	👁

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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	Subje
			⌄	⌄	⌄	⌄	⌄	⌄	⌄	
1	- DVR	View*						CCRA	HS	ELA
2	- DVR	View*						CCRA	HS	MATH
3	+ DVR	View*						CCRA	11	SCIE
4	+ DVR	View*						CCRA	11	HIST

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Step 5: Type in message; indicate type

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 ❗ Documents ⓪

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

-- No Documents --

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Step 7: Submit

After Submission

- After 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.

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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 5:00 pm on the last day of the testing window - **May 15, 2024.**

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Bulk Accommodations Upload

Caroline Misner

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Accommodation Upload Information

- Pull the report from EdPlan using the steps listed in the [Accommodations Upload Quick Guide](#).
- Open the csv file.

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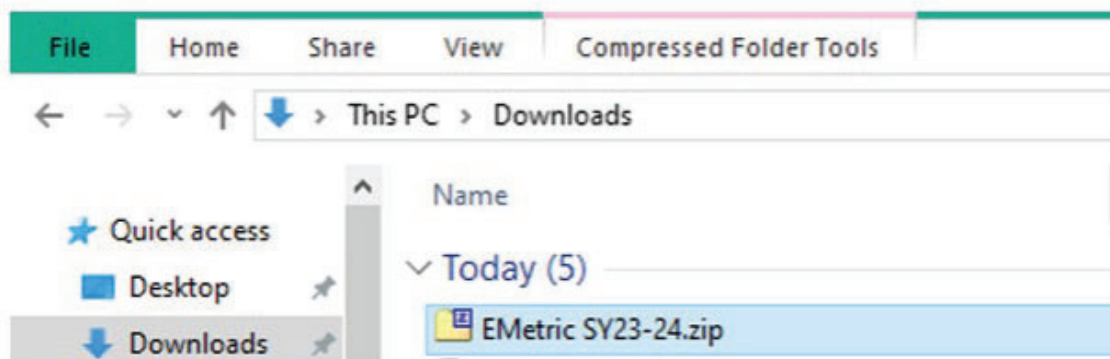
Accommodation Upload Information

EdPlan Accommodations Report

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Accommodation Upload Information

- Delete columns A and B.

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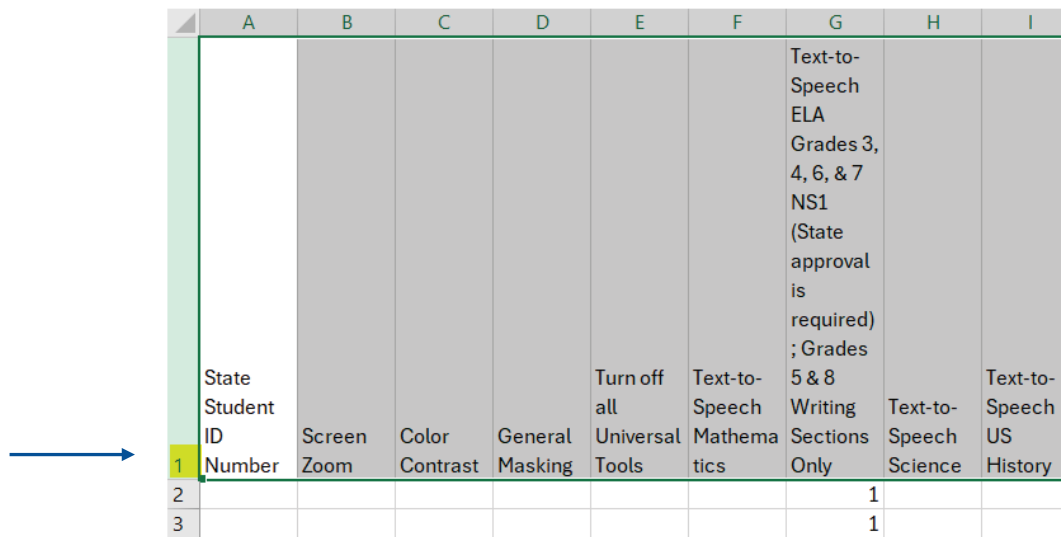
Accommodation Upload Information

	A	B	C	D	E	F	G	H
1	State Student ID Number	Screen Zoom	Color Contrast	General Masking	Turn off all Universal Tools	Text-to-Speech Mathematics	Text-to-Speech ELA Grades 3, 4, 6, & 7 NS1 (State approval is required); Grades 5 & 8 Writing Sections Only	Text-to-Speech Science
2							1	
3							1	

- Select column H and insert a column.
- This should insert a blank column H.
- Select column G to highlight the entire column.
- Right-click to cut that column and paste it into the blank column H.

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Accommodation Upload Information

- Open the Accommodation Upload Template (from the Cognia Portal).
- In the EdPlan file you can delete row 1.

	State Student ID Number	Screen Zoom	Color Contrast	General Masking	Turn off all Universal Tools	Text-to-Speech Mathematics	Text-to-Speech ELA Grades 3, 4, 6, & 7 NS1 (State approval is required); Grades 5 & 8 Writing Sections Only	Text-to-Speech Science	Text-to-Speech US History
1									
2							1		
3							1		

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Accommodation Upload Information

Cognia Accommodations Upload Template

- Copy the data from the EdPlan file and paste it under the Headers in the Accommodation Upload Template.
- Upload the Accommodation Upload Template to the OSTP Cognia Portal.

Accommodation Upload Information

If you need assistance with this process, please reach out Caroline Misner, caroline.misner@sde.ok.gov, 405-522-1677.

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OAAP Updates

Caroline Misner

Oklahoma's Alternate Assessment Program

Spring Testing Window will open on March 25th!

OAAP Spring Window: March 25 - May 15, 2024 (DLM Year-End)

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

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Oklahoma's Alternate Assessment Program

Manuals for Testing

- Test Administration Manual - Guidance for test administrators to prepare themselves and their students for the assessment.

- Guide to Practice Activities and Released Testlets - Guides the test administrator to access the practice activities in the Student Portal through the student demo accounts.

- Educator Portal User Guide - Provides guidance for test administrators and other district users in navigating the Educator Portal to access assessment information including student data and reports.

- Accessibility Manual - Guides the selection and use of accessibility supports available in the Student Portal.

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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.

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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."

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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.

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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 25th, 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.

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Academic Assessment Monitoring Program (AAMP)

Eric Jones

OKLAHOMA Education
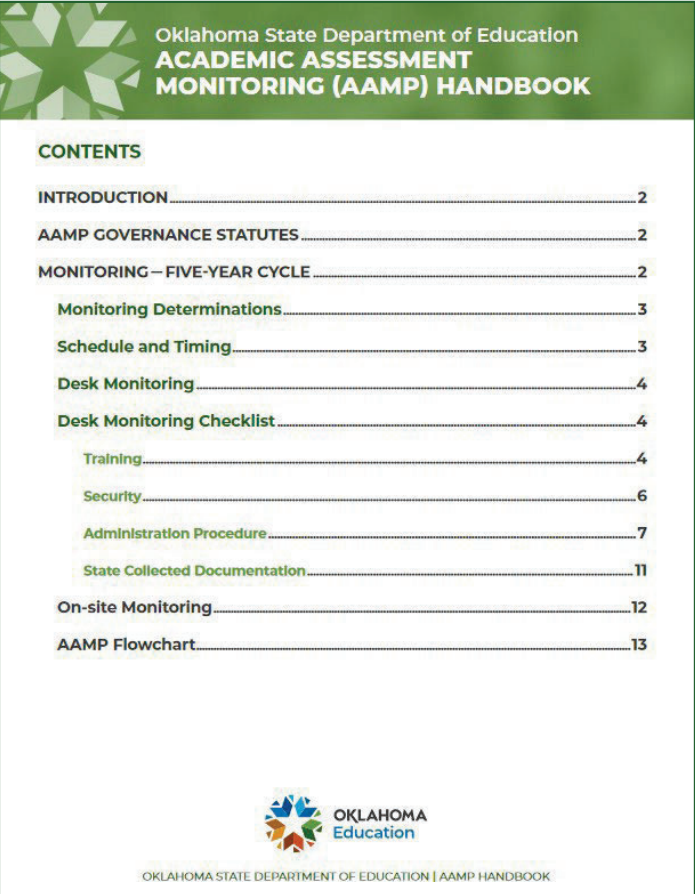
Purpose

- 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 <u>at least</u> 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 <u>Test Security and Assessment Monitoring</u> 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.

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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

CONTENTS

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OKLAHOMA STATE DEPARTMENT OF EDUCATION | AAMP HANDBOOK

March Assessment Updates
Monitoring

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CANVAS
AAMP
Monitoring 23-24

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AAMP Monitoring Desk/Onsite

- Enrollment into the CANVAS course is located at:
  - https://osdeconnect.instructure.com/enroll/A4P6A7
  - https://osdeconnect.instructure.com/register
    - A4P6A7
- Sites being Desk and Onsite monitored will enroll in the course to submit needed documentation.
  - Only one person (DTC) per district need enroll
- No more mailing flash drives!

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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

March Assessment Updates
Monitoring

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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 (Roadshow)
  - Certificate of training from TA/TP modules
  - Completed and Signed <u>Test Proctor Observation Logs</u> for all testing sessions

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Item 2 – Testing Schedule

- Provide the site <u>Official Schedule of Testing</u>.
  - Schedule must include all testing sessions conducted at the site.
    - CCRA is due Monday March 18th (onsite)
    - OSTP is due Monday April 1st (onsite)
  - Schedule and all required forms can be found at: <u>https://oklahoma.onlinehelp.cognia.org/forms/</u>.

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2. Official Schedule of Testing

Start Assignment

Due Jun 14 by 11:59pm   **Points** 0   **Submitting** a file upload   **File Types** xlsx and xls
Available Jan 1, 2023 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 23/24 school year and upload an Excel version of your schedule(s) below.

Official-Schedule-of-Testing DRAFT-2024.xlsx

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2. Official Schedule of Testing

Due Jun 14 by 11:59pm   **Points** 0   **Submitting** a file upload   **File Types** xlsx and xls

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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 23/24 school year and upload an Excel version of your schedule(s) below.

Official-Schedule-of-Testing DRAFT-2024.xlsx ▣▸

File Upload	Canva for Education	Studio	Google Drive	Office 365

Upload a file, or choose a file you've already uploaded.

Choose File   No file chosen

+ Add Another File

Comments...

Cancel   **Submit Assignment**

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Security
Items 3 & 4

Monitoring

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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.

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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.**

Monitoring

Administration Procedure
Items 5 - 12

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Items 5 – 8

- Calculator Policy
- Emergency Plan
- Accommodations
- Additional Time

7. Accommodations

Start Assignment

Due Jun 14 by 11:59pm   **Points** 0   **Submitting** a file upload   **File Types** doc, pdf, and docx
Available Mar 2, 2023 at 12am - Oct 1 at 11:59pm

Provide your detailed, written school plan and procedures for providing testing accommodations 🗗.

This plan should include the following:

- Who is responsible for ensuring accommodations will be provided?
- Who is responsible for verifying accommodations received are documented on students' IEPs, 504 Plans, or ELAPs?
- Who is responsible for ensuring TAs/TPs are aware of students' accommodations in their testing session?
- Who is responsible for marking accommodations in the OSTP Portal?
- Who is responsible for making sure the appropriate accommodations like separate location, small group, additional time are provided for students?
- Who is responsible for ensuring paper/pencil tests have been ordered for students with that accommodation?

◄ Previous   Next ►

Monitoring

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Items 9 & 10

- Invalidations/Breaches
- Irregularities

9. Security Breaches

Start Assignment

Due Jun 14 by 11:59pm **Points** 0 **Submitting** a file upload **File Types** doc, pdf, and docx
Available Mar 2, 2023 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?

◄ Previous   Next ►

Monitoring

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Items 11 & 12

- Emergency Accommodations
- Nonstandard Accommodations

11. Emergency Accommodations

Start Assignment

Due Jun 14 by 11:59pm   **Points** 0   **Submitting** a file upload   **File Types** doc, pdf, and docx
Available Mar 2, 2023 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.

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Monitoring

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State Collected Documentation

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Line Items 13-17

State Collected Documentation

13.	District Test Coordinator (DTC) attended Test Preparation In-service Training provided by the OSDE.		
14.	District and Building Security forms, and TA Security forms completed.		
15.	Test Security forms and seating charts completed and returned to SAT/ACT (HS Only)		
16.	All test booklets and materials accounted for, from current administration. (Missing test books reported to the OSDE by the testing vendor).		
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.		

Monitoring

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The Office of Assessments is here to help!

Office of Assessments

2500 North Lincoln Boulevard, Suite 214 Oklahoma City, OK 73105

Phone: (405) 521-3341
Fax: (405) 522-6272

Susan.Hickey@sde.ok.gov

Susan.Viles@sde.ok.gov

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FAQs

Catherine Boomer

What counts as a relative?

- Please refer to ACT's list: children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.

- No one should act as a Test Coordinator (BTC) for the ACT if they have a relative taking the state ACT this year.

- No Test Administrator (OSTP) or Room Supervisor (ACT) should have a relative testing in the same room.

- No Test Administrator (Room Supervisor) and Test Proctor/Roving Proctor should be assigned to the same test session if they are related.

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Who can be a test administrator?

- Per Oklahoma Administrative Code 210:10-13-4, a test administrator should be a certified professional employed in the school district.

- This includes educators with a standard certificate, emergency certificate, or alternative certificate.

- Adjunct teachers are not considered certified but can serve as Test Proctors/Roving Proctors.

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Can you clarify Roving Proctor guidelines?

- A roving proctor should be able to move between all test sessions they are monitoring within about 15 minutes.
    - A RP should not be assigned to more than 5 classrooms.
- RP should not remain in one classroom for more than 5-10 minutes at a time unless there is an issue.
    - The goal is that they can move around pretty frequently.
- RP do not have to remain in a testing session for the entire test directions.
- A test session in which items are going to be read aloud should have a dedicated Test Proctor (not Roving) who is the employee of the district.
- RP should keep a Test Proctor Observation log with a line for EACH test session they proctor.

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Can you clarify irregularities vs. invalidations?

- If there is an issue of a test security breach, there may be invalidations required:
    - Misadministration (no directions, no trained TA, TA left the room, etc.)
    - Cheating
    - Phones out in the room/pictures taken
    - Please contact SDE when these issues arise.

- Irregularities are minor issues: noise, technological difficulties, illness.
    - Please fill out the SDE-provided Google Form.

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Do ACT Room Supervisors/Test Administrators need to take the module training?

- Yes. They are subject to the same rules/regulations that are part of the OSTP.

- Please make sure that each ACT session is indicated on the Official Schedule of Testing.
  - Each Room Supervisor/Test Administrator and Roving Proctor for the ACT should be listed on the Official Schedule of Testing.
  - Each Room Supervisor/Test Administrator should complete a Test Administrator Security form in Qualtrics, along with all required ACT documentation.

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What do we do if we had a student transfer from another school in Oklahoma?

- If they are enrolled in a tested grade, test them!

- You can request a transfer in the Cognia portal.
  - If you do not see the transfer approved within a few days, please reach out to us at assessments@sde.ok.gov.
  - Include the STN but no student name, please.

- For ACT, you will need to upload a template with the student's information. For help, watch this tutorial.

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THANK YOU!!!!

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Contact Information

- Catherine Boomer, Program Director, State Assessments | catherine.boomer@sde.ok.gov
- Eric Jones, Program Manager, State Assessments | eric.jones@sde.ok.gov
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