

# Oklahoma School Testing Program (OSTP)



OKLAHOMA STATE DEPARTMENT OF EDUCATION

Janet Barresi, State Superintendent of Public Instruction

**Test Preparation In-service  
2013 – 2014**

# Agenda

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- **Testing Overview**
- **General Information**
  - **Testing Updates**
  - **Invalidations and Equivalent Forms**
  - **Test Security and Related Information**
  - **Instructions and Information**
- **Oklahoma Modified Alternate Assessment Program (OMAAP)**
- **Grades 3 – 8 Oklahoma Core Curriculum Tests (OCCT) End-of-Instruction (EOI) OCCT and OMAAP**
- **Resource and Contact Information**

# Testing Overview

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- The purpose of the OSTP is to assess students' mastery of the Oklahoma Academic Standards.
- Reading and Mathematics are accountability tests required by the 2001 federal legislation No Child Left Behind (NCLB).
- All operational tested subjects are used for state accountability on the A-F Report Card.

# Testing Overview

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## Who Participates?

- **Every** student enrolled in a tested grade level in an Oklahoma public school must participate in testing.
- All students will be administered either:
  - An OCCT general assessment with or without accommodations or
  - An Oklahoma Alternate Assessment Program (OAAP or Portfolio).

# OSTP

## General Information

# Testing Contractors

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- ❑ CTB/McGraw-Hill will serve as Oklahoma's testing contractor for the 2013 – 2014 school year for the following grade levels.
  - OCCT Grades 3 – 8 and EOI
  - OMAAP EOI (for 2<sup>nd</sup> Time Testers with a previous score)
  
- ❑ Pearson will continue to serve as the contractor for the OAAP Grades 3 – 8 and EOI administered through the Office of Special Education.

# CTB Contact Information

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- ❑ Web site [www.ctb.com/ok](http://www.ctb.com/ok)
- ❑ Support: Oklahoma Help Desk
  - Phone: (888) 282-2010
  - Fax: (866) 855-1420
  - E-mail: [OK\\_Helpdesk@ctb.com](mailto:OK_Helpdesk@ctb.com)

# CTB Online Assessment System

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- ❑ User names and passwords are supplied by the testing vendor for accessing the online systems.
- ❑ District Test Coordinator (DTC) will be able to assign user names and levels of access for Building Test Coordinators (BTC) through this system.
- ❑ Future training webinars and on-site trainings will be announced through memos and posted on [www.ctb.com/ok](http://www.ctb.com/ok).

# Guidelines for Students Who Receive Instruction Away from Sites of Official Enrollment

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## Students Testing at Alternative Sites

- ❑ This includes:
  - ❑ Special education consortiums;
  - ❑ Alternate education cooperatives and interlocals;
  - ❑ Hospital placement;
  - ❑ Homebound placement; and
  - ❑ Technology Centers.
- ❑ **New this year: Oklahoma School for the Blind and Oklahoma School for the Deaf are considered public schools for testing purposes and will order tests for their students and assume their scores.**

# Guidelines for Students Who Receive Instruction Away from Sites of Official Enrollment

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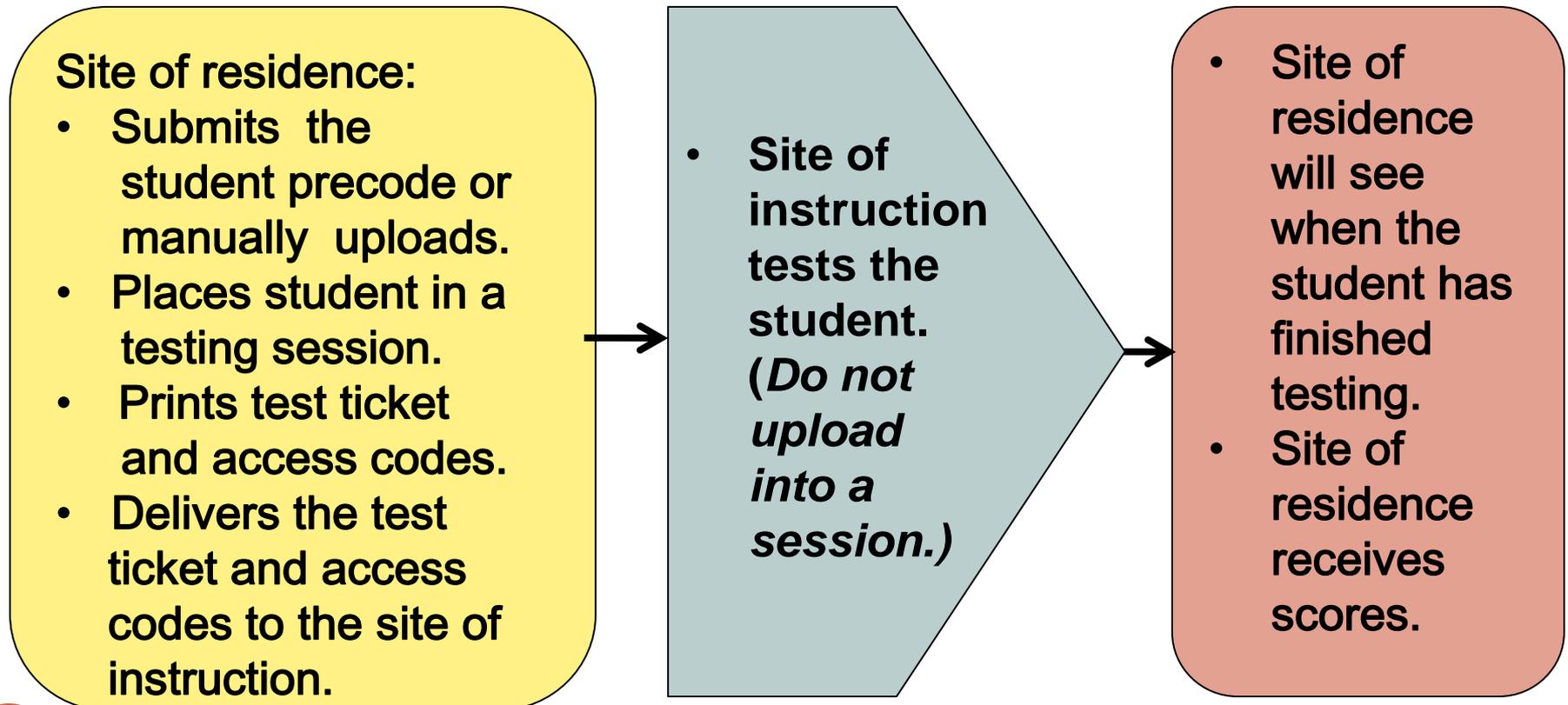
## Students Testing at Alternative Sites

- ❑ All paper/pencil test materials will be ordered by and sent to the district where the students are officially enrolled.
- ❑ Students may be tested at their sites of instruction following the procedures outlined in the *Test Preparation Manuals*.

# Guidelines for Students Who Receive Instruction Away from Sites of Official Enrollment

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## Flowchart for EOI Online Assessments



# Guidelines for Students Who Receive Instruction Away from Sites of Official Enrollment

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## Students Testing at Alternative Sites

- ❑ The official site of residence district remains accountable for the test scores.
- ❑ Score reports will be sent to the districts where the students are officially enrolled.
- ❑ The Test Administrator (TA) and the Test Proctor (TP) at the site of instruction sign a Test Security Form. **TAs MUST be an employee of a school district.**
- ❑ All test books, answer documents, test tickets, and security forms are returned to the site of residence.

# Distance Learners

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- ❑ Schools must account for all students. This includes Distance Learners, who are taking classes via the Internet.
- ❑ The student should be marked as a Distance Learner either in the Wave for Grades 3 – 8 or on the Precode file for EOI.

# Distance Learners from Outside of Local District

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- ❑ The school district that is offering the online course or program will provide and is 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.
  - The alternative location and testing plan must be submitted to the SDE for approval.

# Demographic Information

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**Precode is required for all students taking assessments.**

- ❑ Every district that successfully submits Wave data for Grades 3 – 8 or a Precode file for EOI will receive a student roster and student labels. (A clean file must be received within the noted Precode window.)
- ❑ EOI precode file layout and template are available at [www.ctb.com/ok](http://www.ctb.com/ok).

# Demographic Information

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- ❑ **Verify student label information for the following:**
  - Student name
  - Birth date
  - Ethnicity/Race (refer to student roster report)
  - Gender
  - State Student ID
  
- ❑ If any of these student demographic details are incorrect on the student label, DO NOT use the student label.
  
- ❑ Student Precode labels are to be affixed only to the front of the answer document.

# Demographic Information

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- ❑ All students receiving labels must be accounted for at the time of testing. If a student has moved from the site or is absent for the duration of the testing window, attach the label and bubble the appropriate Not Tested Code on the back page.
- ❑ Students uploaded into the online system must be accounted for also. If they do not test, mark the Not Tested Code on the online demographic page associated with each test.

# Demographic Information

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- ❑ Place answer documents/scannable test books for students identified as ELL 1<sup>st</sup> Year in U.S. Exempt, Emergency Exempt, Other Placement, and Invalidated with scorable materials. SDE will send an approval file to the contractor after testing.
- ❑ Incorrect or incomplete information will result in inaccurate student data and may have a negative impact on the final reports.
- ❑ Districts will be able to make online corrections during the Record Editing Windows.
- ❑ Webinar trainings will be provided for corrections.

# Demographic Information

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- ELL applies to any student who has not passed the English Proficiency test.
- ELL 1<sup>st</sup> and 2<sup>nd</sup> Year Proficient indicates an ELL student that has attained proficiency and has exited the program within the last one or two years.
- A student must be marked as either ELL 1<sup>st</sup> Year Proficient or ELL 2<sup>nd</sup> Year Proficient.
- Do not mark both ELL *and* ELL 1<sup>st</sup> or 2<sup>nd</sup> Year Proficient.
- The ELL enrollment date is the date the student first entered any United States school.

# FAY/NFAY Flowchart

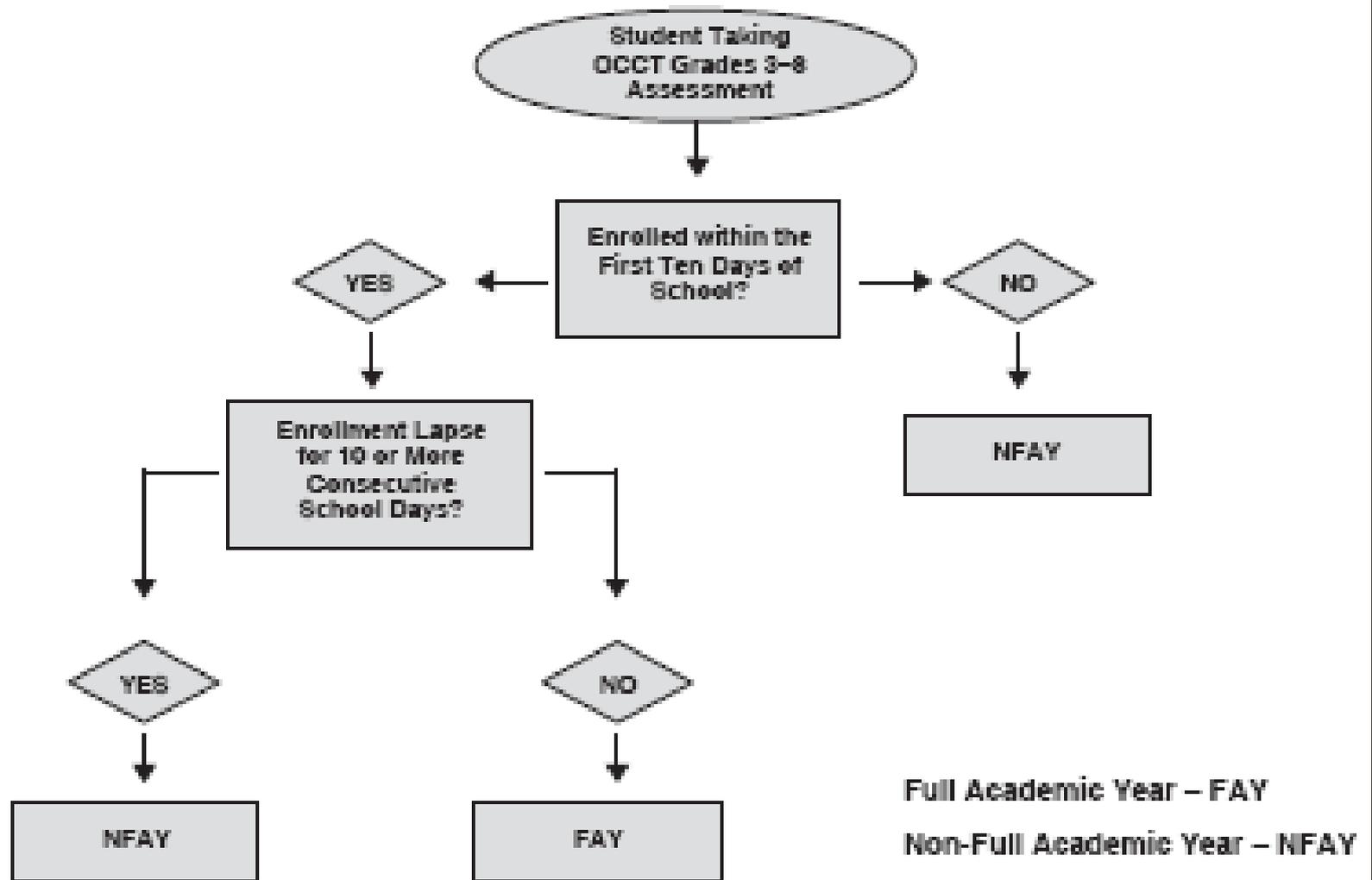


Figure 1. Non-Full Academic Year Flowchart

# Testing Accommodations

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Accommodations for IEP and Section 504 students must be:

- ❑ specified in an IEP or Section 504 Plan;
- ❑ selected from the list of state approved accommodations; and
- ❑ marked on the back of the answer document by subject (Grades 3 – 8) or uploaded in a Precode file (EOI).
  - Setting
  - Presentation
  - Timing/Scheduling
  - Response

# Testing Accommodations

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ELL accommodations must be:

- selected from the approved list of state accommodations; and
- marked on the back of the answer document by subject (Grades 3 – 8) or uploaded in a Precode file, or marked at the time of testing (EOI).
  - Translator
  - Transcribe
  - Clarification/Read-aloud
  - Grouping/Multiple Sessions
  - Word-to-Word Dictionary

# Testing Accommodations

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- ❑ Large-print and Braille versions of each test are available for visually impaired students.
- ❑ Large-print and Braille responses must be transcribed to a scannable standard test book (OCCT Grade 3 and OMAAP EOI) or scannable standard answer document (Grades 4 – EOI).
- ❑ The *Test Preparation Manual* includes transcribing information and procedures.

# Testing Accommodations- Braille

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- When a Braille test is ordered, you will receive a packet with the following:
  - 1 Braille test
  - 1 answer document
  - 1 regular test booklet
  - 1 *Test Administration Manual*
  - 1 set of instructions
  - Braille notes
- When a student's Braille response is transcribed into a scannable answer document, the Braille bubble must be completed on the answer document.

# Testing Accommodations- Audio

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- ❑ Audio features are available for read-aloud accommodations on all online tests except for OCCT Grades 6, 7, and 8 Reading, ACE English II, and ACE English III.
- ❑ Earphones must be used.

# SDE Approvals Required

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- SDE approval is required for the following:
  - ELL 1st Year in U.S. Exempt (Writing, Reading, and English II & III assessments only);
  - Emergency Exempt;
  - Other Placement; and
  - Invalidations.
  
- Request approvals on the SDE Single Sign-On.
  - Complete the online Testing Status Application form.  
(DO NOT USE A TEMPLATE)
  - Fax letters on a school letterhead to the SDE for emergency exemptions and invalidations.

# Test Invalidations

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- ❑ Reasons for possible test invalidations include, but are not limited to, the following:
  - (1) cheating;
  - (2) security violation;
  - (3) improper test administration;
  - (4) technical problems; or
  - (5) testing outside the test window.
  
- ❑ If the SDE approves the invalidation, the student must be considered as a nonparticipant unless an Equivalent Test is administered.

# Equivalent Tests

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- ❑ In situations when a test must be invalidated, the DTC must contact the SDE for an invalidation.
  - ❑ Enter invalidation request on the Testing Status Application.
- ❑ Once the invalidation is approved, the SDE will order the Equivalent Test.
  - ❑ An Equivalent Test must be administered to the student within the remainder of the testing window.

# Equivalent Tests

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Equivalent Tests are available for all tests with the exception of the following:

- Grades 5 and 8 Writing
- Grade 7 Geography

Note: All completed answer documents for Equivalent Tests as well as the invalidated tests must be returned with the scorable answer documents.

# Test Security

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Who should be trained on Test Security and administration procedures?

- DTCs
- BTCs
- Test Administrators (TAs)
- Test Proctors (TPs)

# Test Security

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- Additional important information regarding test security and validity is included throughout the *Test Preparation Manual* and its Appendices.
- Test materials should be kept secure at all times and should not be left in open or unattended areas.
- Test books are not to be opened prior to or after any test session. Only the students tested are allowed to view the contents of a test book or an online test and only at the time of testing.

# Test Security

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## *Nondisclosure Agreement Forms*

- *Nondisclosure Agreement Forms* must be signed and dated by each TA who reads test items to students as an accommodation and by the Test Proctor. The completed form must be returned to the BTC.
  - Note: OCCT Grades 3 – 8 Reading and OCCT and OMAAP English II and III tests may **not** be read to any student as an accommodation. This includes passages and items.
- This form is included in the BTC kit. A copy may also be found in the *Test Administration Manual* and/or online.

# Test Security

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## *Classroom Security Checklists*

- ❑ *Classroom Security Checklists* must be completed, signed, and dated by the TA and the BTC. It is critical that each security barcode be matched to a student's name. Please keep this checklist on file at the district.
- ❑ *District and School Checklists* will provide a list of all bar codes sent and blank columns to record information regarding the location (school or classroom) of the test book.
- ❑ The checklists are included in the DTC kit. A copy may also be found in the *Test Administration Manual* and/or online.

# Test Security

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- All secure test materials (test books and answer documents) must be returned to the contractor after the completion of testing.
- Keep a copy of all security forms for your records. Originals must be returned.

# Test Security

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- ❑ Security forms will be provided in the DTC kits.
- ❑ District and Building Security Forms are pre-slugged with your county, district, and site code (CDS code) below barcode.
  - Be sure to sign the forms using a No. 2 pencil.

# Test Security

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- *District Level Test Security Form*
  - Scannable—Originals must be signed in pencil and returned.
  
- *Building Level Test Security Form*
  - Scannable—Originals must be signed in pencil and returned.
  
- *Test Administrator and Test Proctor Security Form*
  - May be copied- Originals must be signed in pencil and returned.

Keep a copy for your district and then package and send Test Security Forms to contractor.

# Test Security

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- Late materials may result in:
  - cost,
  - invalidations, and/or
  - deficiency on the district accreditation report.

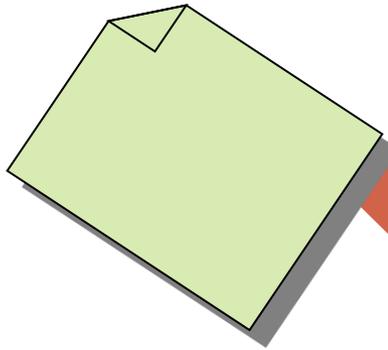
# Calculator Use

EOI (OCCT and OMAAP)		Grades 3 – 8 (OCCT)*
Scientific Calculator	Graphing and/or Scientific Calculator	Basic four function nonscientific calculator
Algebra I Geometry Biology I	Algebra II	Used only as an accommodation on Math tests and Grade 8 Science

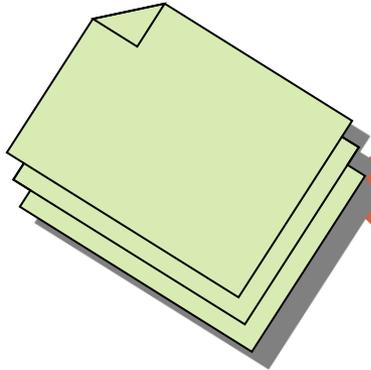
\* Used **ONLY** as an approved accommodation

# Testing: Use of Scratch Paper

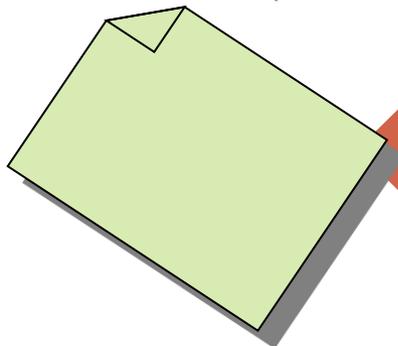
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All OCCT online assessments.



ALL paper/pencil Math assessments,  
Grade 8 Science, and Biology I



All EOI OMAAP retesters are allowed  
scratch paper, even though students  
can mark in the test books.

# Academic Assessment Monitoring Program (AAMP)

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- ❑ To meet federal requirements, Oklahoma established and implemented the AAMP to evaluate school district implementation of both federal and state required academic assessments.
- ❑ Monitoring rules have been established and can be accessed in Subchapter 13. Student Assessment 210:10-13-21.
- ❑ All public school districts will be monitored at least once during the established five-year cycle.

# AAMP

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- ❑ An electronic version of the five-year monitoring cycle is updated on a yearly basis and is posted to the SDE Web site.
- ❑ All monitoring resources are posted to the SDE Web site.

# Oklahoma Academic Standards

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- ❑ Oklahoma Academic Standards (OAS) is the name that has been adopted for all subjects with academic standards such as English, math, social studies, science, world languages, art, and physical education (PE).
- ❑ The Oklahoma Academic Standards are the locally written standards for English, math, science, social studies, world languages, art, and PE as well as the adopted College and Career Standards in English/language arts, literacy, and math, which will be fully implemented in 2014 – 2015.

# College and Career Readiness Standards

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What are the College and Career Readiness Standards?

- ❑ Common standards which been developed for English/Language Arts for Grades K – 12, Mathematics for Grades K – 12, and Literacy in History/Social Studies and Science for Grades 6 – 12.
- ❑ State adopted these standards in 2010 to be fully implemented by 2014 – 2015. New assessments aligned to these standards will begin in 2014 –2015.
  - ❑ Science and Social Studies/History assessments will continue to be aligned to the Oklahoma Academic Standards.

# OSTP

## DTC Instructions and Information

# DTC Instructions and Information

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## 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 citing specific demographic designations, invalidating assessments, and/or ordering Equivalent Tests.
- ❑ Ensure that all personnel assigned to testing are adequately trained in proper test administration and test security.
- ❑ All personnel who have been trained must sign-in for the training sessions. The sign-in forms should be kept on file by the DTC or BTC and must indicate the date of training.

# DTC Instructions and Information

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- ❑ Check that all Wave data for Grades 3 – 8 and uploaded EOI Precode files for your district and schools are current .
- ❑ Confirm all boxes are received for each building and distribute materials accordingly. Inventory materials immediately upon receipt.
- ❑ If any discrepancies are found during the inventory, contact the contractor immediately.

# DTC Instructions and Information

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- ❑ Order any additional testing materials through the contractor's online Additional Orders Window.
- ❑ Distribute *Parent, Student, and Teacher Guides* to BTCs who distribute to TAs. **(These are required for classroom use for 1<sup>st</sup> Time Testers.)**
- ❑ Secure test materials and Test Coordinator kits arrive in districts 2 – 3 weeks prior to testing.
  - ❑ Secure testing materials may be delivered to schools one week before testing but may not be passed out to teachers until the day of testing.

# DTC Instructions and Information

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## District and Building Site Overages

- ❑ Districts and buildings will receive an overage of standard testing materials. (10% districts/ 5% buildings)
- ❑ Once the building overage is exhausted, the BTC needs to contact the DTC for district materials.
- ❑ Once the district overage is exhausted, the DTC may order materials through Additional Orders in the contractor's online system.

# DTC Instructions and Information

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## Collection and Return:

- Confirm that each scorable answer document or scannable test book has a label or demographic page has been completed.
- Verify all non-scorable secure materials as they are received from each BTC.
- Confirm that *scorable* materials are returned in separate boxes from *non-scorable* secure materials.

# DTC Instructions and Information

## Collection and Return:

- ❑ Instructions for return shipments are outlined in the *Test Preparation Manual* and on the *Returning Test Materials* poster in the DTC kit.
- ❑ All test materials must be packaged, sealed, and received by contractor by scheduled dates.

**OSTP**

**BTC Instructions and  
Information**

# BTC Instructions and Information

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## General Responsibilities:

- ❑ Train the TAs and TPs using the SDE's *Training for Test Administrators and Test Proctors* PowerPoint which is available on the Web site.
- ❑ Distribute 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 in every testing session before testing begins.
- ❑ Collect all test materials from the TAs upon completion of testing each day.

# BTC Instructions and Information

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## General Responsibilities:

- ❑ Download practice tests located on the contractor's Web site for online tests.
- ❑ Direct the entire testing procedure at the specified building site and serve as the contact for the DTC.
- ❑ Inventory all test materials upon receipt from the DTC and manage the BTC kit contents.
- ❑ Identify students who need special accommodations and/or alternate assessments.
- ❑ Complete *Group Identification Sheets* for paper/pencil tests in order to generate classroom or teacher level reports.

# BTC Instructions and Information

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## Collecting and Returning Materials:

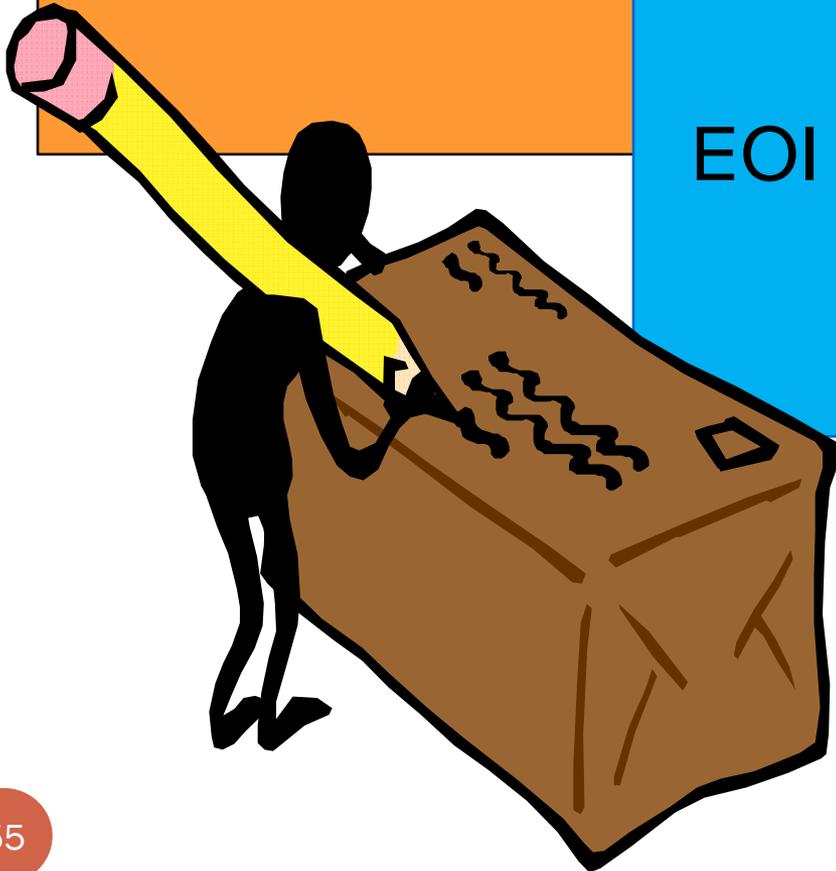
- Upon completion of testing, collect all signed *Test Security Forms, Classroom Security Checklists, and Nondisclosure Agreement Forms*. (Keep copies for your records and give the originals to your DTC.)
- All materials must be accounted for and returned to the DTC. Follow the step-by-step instructions on the Return Poster for assembling the test materials for return to the DTC.

# Shipping/Return Labels

Grades 3 – 8  
Scorables

EOI Scorables

Grades 3 – 8  
EOI  
Non-Scorables



# OSTP

## **Test Administrator (TA) Instructions and Information**

# TA Instructions and Information

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## General Responsibilities:

- Must be a certified employee of the district.
- Attend training conducted by the BTC.
- Review the *Parent, Student, and Teacher Guide* with students prior to the testing window.
- Confirm arrangements for students who require special accommodations or alternate tests.
- Review the *Test Administration Manual* for directions several days prior to testing.

# TA Instructions and Information

## General Responsibilities:

- Make sure students use a No. 2 pencil.
- Instruct students to put their names on the front cover of their answer documents and test books.
- Ensure all visual aids are removed or covered during all testing.

# TA Instructions and Information

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## General Responsibilities:

- Administer tests with a TP present.
- Follow the scripts in the *TAMs* **exactly**.
- Keep records of students who missed the test on the original test date.
- Administer make-up tests within the testing window.
- Keep a log of unusual student behavior or circumstances.
- Must sign the test Security Form.

# OSTP

## **Test Proctor (TP) Instructions and Information**

# TP Instructions and Information

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## TP General Responsibilities:

- Must be 18 years and approved by the building principal.
- Must attend training from the BTC.
- May assist the TA with certain duties (e.g., inventory test materials).
- Maintain the security of all test materials.
- Monitors entire testing session.
- Monitors read-aloud sessions, transcribing of tests, and checking of answer documents or test books for stray marks.
- May assist the TA after testing is completed.
- May not administer tests.**
- Must sign the test Security Form after each test.

**OSTP**

OMAAP

# OMAAP for 2013 - 2014

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- OMAAP tests will not be available for Grades 3 – 8. Students will need to participate in the OCCT tests with the appropriate accommodations or the OAAP assessment based on the determination of the IEP team.
- OMAAP EOIs will still be available for 2nd Time Testers with a previous score in order to show proficiency or to show improvement from the initial test attempt in order to apply a Modified Proficiency Score.
- All first time testers must participate in either the OCCT or the OAAP for accountability purposes.

# OMAAP

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- ❑ Students mark their answers directly in their test books which are then scanned and scored.
- ❑ Scratch paper for the multiple-choice tests is allowed but should be collected after testing and destroyed by the BTC.

# OSTP

Grades 3 – 8

# the **wave** Demographic Information

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- ❑ **All students** in Grades 3 – 8, including those taking the OAAP tests, will be uploaded by the Wave.
- ❑ It is important that all Wave data for your district and schools is current.
- ❑ For students without a state ID number, demographic pages must be hand-bubbled.

# Demographic Information

- ❑ Individual answer documents will be produced for each subject test.
- ❑ Students will receive a label for each subject answer document. (e.g., Grade 5 students will receive 1 label for Writing and 4 labels for multiple-choice tests.)
- ❑ OCCT Grade 3 test books will be separated into individual Math and Reading test books.
- ❑ For an OAAP student, place labels on answer documents and mark the student under the Not Tested Codes as State Alternate Testing (OAAP) on the back page of each subject answer document.
- ❑ A bubble is available on the back demographic page in order to mark students at the time of testing who are Grade Level Repeat Testers.

## Pre-Populated

Last Name  
First Name  
Middle Initial  
Grade Level  
Local ID  
Student Testing  
Number  
Date of Birth  
Gender  
Race/Ethnicity  
IEP  
Section504  
Alt Ed Academy  
Migrant  
Title X  
Free/Reduced Lunch  
ELL  
ELL 1<sup>st</sup> and 2<sup>nd</sup> Year  
Proficient

## Manually Entered on the Wave Web site

OAAP tester  
OCCT accommodated  
paper/pencil tests for  
Grades 6 – 8 Math  
Grades 6 – 8 Reading  
Grade 7 Geography  
Distance Learning  
IEP Braille



## Entered At the Time of Testing

NFAY  
Accommodations  
for IEP, 504, ELL  
Repeat Testers

# Demographic Information



## Grades 5 & 8 Writing

November 11 – December 11, 2013

## Grades 3 - 8 Multiple-Choice

January 6 – February 5, 2014

- If you need help with the Wave certification of data for Grades 3 – 8, contact:

[Helpdesk@osf.ok.gov](mailto:Helpdesk@osf.ok.gov) or call (405) 521-2444

# 2014 Testing Windows

## Grades 3 – 8 OCCT Assessments

Type of Administration	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
<b>Writing Test</b> <b>February 26</b> <b>make-ups through</b> <b>March 7</b>			Writing			Writing
<b>Multiple-Choice (Paper-Pencil) Tests</b> <b>April 10 – May 2</b>	<b>Math &amp; Reading</b> <b>April 10 – 23</b> <b>for scoring</b>	Math & Reading	Math, Reading, Science, & Social Studies			Science & U.S. History
<b>Multiple-Choice (Online) Tests</b> <b>April 10 – May 7</b>				Math & Reading	Math, Reading, & Geography	Math & Reading



# School/Group List

- The School/Group List is CTB's way of double-checking that all groups of answer documents have been received.
- Every Group Information Sheet (GIS) completed for your school should have an entry on this form.

## School/Group List

District Name: SAMPLE DISTRICT Site Name: SAMPLE HIGH SCHOOL  
 District Code: 77C88 Site Code: 999  
 Site Test Coordinator: \_\_\_\_\_  
 Phone Number: ( ) \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**GENERAL INSTRUCTIONS: Do not list more than one school on this form.**  
 The School/Group List is CTB's way of double-checking that we have received all your groups of answer documents. Every Group Information Sheet (GIS) completed for your school should have an entry on the lines below.

CTB Use	A										B	C	CTB Use			Comments	
	Teacher Name (IDENTICAL TO GIS) PRINT ONLY ONE LETTER PER BOX										Grade	Number of Students Testing	Did not receive	Gross under case count	Gross over case count		
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Thank you for providing us with your contact information. We will use this information only to fulfill your order. We store this information in a secure database at CTB/McGraw-Hill in the U.S. For more information on our privacy practices, send an email to the privacy official at [privacyoff@ctb.com](mailto:privacyoff@ctb.com) or call 1-800-36-4547. If you would like more information on The McGraw-Hill Companies' Customer Privacy Policy, please visit <http://www.mcgraw-hill.com/privacy>.

**CTB USE ONLY**

Organization Number: M012406 Operational Unit: \_\_\_\_\_ Structure Element: 02/0000501  
 Organization Name: OK EOI W/T 12-13 Element Name: SAMPLE DISTRICT SO Number: 60001

# Time Schedule and Test Sequence

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- ❑ Writing and Multiple-Choice tests are **not** timed. Students must be given additional time if needed.
- ❑ Estimated testing times for each test include distributing books, filling in student demographic information, and reading directions aloud to students.
- ❑ Any additional time is available as an **immediate extension** of the testing session. A TA and TP are required.

# Time Schedule and Test Sequence

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## Multiple-Choice

- ❑ Ideally, each subject test should be administered on a separate day.
- ❑ If more than one subject test is administered on the same day, students should be given a rest break between sessions.
- ❑ Under no circumstances should you begin a test unless you are sure there is enough time complete it.

# Time Schedule and Test Sequence

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## Multiple-Choice

- ❑ In Grades 3 - 5, each content area is broken into two (2) sections to allow students a break during each testing session.
  - Sections must be given in sequential order.
- ❑ In Grades 6 - 8, each content area is one (1) section.

# Grades 5 and 8 Writing

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- The Writing test for Grades 5 and 8 will be administered on Wednesday, February 26, 2014.
- Students who are absent on the statewide writing day may make-up the test through Friday, March 7.
- One passage-based prompt will be administered. Students will be asked to respond to the prompt writing in a specific mode.
- Students will write on the five (5) lined pages in their test books.
- Planning pages are included. No scratch paper is allowed.

# Grades 5 and 8 Writing

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- Grade 5- narrative, informational, or opinion
- Grade 8- narrative, informational, or argument
- Students with a reading accommodation for the Writing test may have the passage and prompt read to them.
- A read-aloud should be individual or to a group no larger than five (5) students. Mark the “Read-Aloud” bubble on the front of the answer document.

# Online Testing

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- ❑ OCCT tests are required for students in Grade 6 Math and Reading, Grade 7 Math, Reading and Geography, and Grade 8 Math and Reading.
- ❑ There is not an approved state accommodation for a paper/pencil test unless it is a large-print or Braille.
- ❑ OCCT practice tests will be available for students to become familiar with the online tools.

# Social Studies for Spring 2014

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- Grade 5 Social Studies and Grade 8 U.S. History will be administered a new operational test in Spring 2014 aligned to the new Oklahoma Academic Standards for Social Studies.
- Standard settings will take place next summer, and the new cut score recommendations will then be presented to the State Board of Education. Scores will be delayed.
- Grade 7 Geography will not have an operational test this spring.
- A Geography test will be given as an Oklahoma item tryout. No scores will be reported back for students or to the school.

# Geography for Spring 2014

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## Why is an item tryout important?

- Newly-developed items must be piloted before they can be used on a future test in order to ensure quality items that are valid and reliable.
- Items being piloted are usually embedded within an operational test, but they can also be administered in a stand-alone test format when standards have changed significantly.
- **Oklahoma owns all of its test items**, so piloting/trying out of items is a necessary and standard practice to keep a healthy pool of new items which will be used to build future assessments for Oklahoma students.

# Transitioning to the College and Career Readiness Standards

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- ❑ The 2013 – 2014 school year will be the final year to test the current Oklahoma Academic Standards for Reading, Writing, and Math.
- ❑ Beginning in 2014 – 2015, Oklahoma will begin accessing the new College and Career Readiness Standards in Grades 3 – 8 for English/language arts (Reading and Writing) and Math.
- ❑ Science and Social Studies standards will continue to be assessed under the current OAS standards.

# Transitioning to the College and Career Readiness Standards

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- ❑ Oklahoma has issued a Request for Proposal (RFP) to develop our own state assessments in English/language arts and Math for Grades 3 – 8 which will align to the College and Career Readiness Standards.

# Transitioning to the College and Career Readiness Standards

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- ❑ Oklahoma will be trying out items this Spring aligned to the new College and Career Readiness Standards for Math, Reading, and Writing in Grades 3 – 8.
- ❑ Items may be presented in a stand-alone format with students participating in one section of either Reading or Math items or a passage-based writing prompt.

# Reading Requirements for Driver's License

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- Persons under 18 applying for a license or permit must demonstrate a Proficient reading ability at the eighth grade level.
- Only students currently enrolled in eighth grade can take the OCCT Grade 8 Reading test.

# Reading Requirements for Driver's License

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- ❑ Public Schools must give an approved alternative Reading test four times per year to students who attend the public schools in the respective districts as well as nonpublic school students.
- ❑ The first alternative administration is free to all students but reimbursable to schools. Schools may charge students up to \$25 for subsequent test administrations.

# New Legislation

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## House Bill 1303

- ❑ Any person under the age of eighteen (18) who has previously completed and successfully passed a reading proficiency test from another state may submit the results of such test to the State Department of Education for verification and approval.
- ❑ The SDE shall have thirty (30) days from receipt of the reading proficiency results submitted by the person to verify that the reading proficiency requirements from the other state are equivalent or comparable to the reading proficiency requirements established for Oklahoma students.
- ❑ Upon verification and approval by the SDE, the Department shall furnish the person with the documentation needed for the driver license application in Oklahoma.

# Grade 3 Retention Law

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- In 2011, Oklahoma amended the Reading Sufficiency Act (RSA) to require schools to retain students who do not pass a Reading test and do not meet other criteria for exemptions by the end of the third grade. The first group of students affected by this policy will complete the third grade in 2014.
- SDE is requesting that schools complete Grade 3 Reading no later than April 23 and ship these tests immediately to CTB.
- Student Roster Reports for Grade 3 Reading will begin posting as tests are processed.

**OSTP**

**EOI**

**OCCT and OMAAP**

# EOI Overview

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- ❑ In order to meet federal NCLB requirements, students must test once in high school in Math (Algebra I), Reading (English II), and Science (Biology I).
- ❑ All students, who have completed instruction over the specified competencies of the course, regardless of the name of the course, will participate in the EOI tests unless exempt by law.

# EOI Overview

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- ❑ Completion of instruction means the student was enrolled for the entire length of the course up to the time of the test.
- ❑ Completion of instruction may also be accomplished by passing a proficiency test for proficiency-based promotion.
- ❑ Some IEP students receiving instruction on specified competencies will not complete instruction in one year. They will test when they have completed instruction or at the last available testing date prior to graduation, whichever comes first.

# Testing Exemptions and Exceptions

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- ❑ **Students who do not receive instruction in Oklahoma public schools** may demonstrate mastery in required subjects in one of the following ways.
  1. Submit documentation of proficiency on an equivalent state end-of-instruction test in the state in which instruction was received.
  2. Attain at least a Proficient /Satisfactory score on an Oklahoma EOI test.
  3. Meet the approved level of proficiency on a state approved alternate test.
  4. Demonstrate mastery through an end-of-course project.

# Testing Exemptions and Exceptions

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- ❑ A student may take more than one alternate test to meet the graduation requirement.
- ❑ One alternate test can be used to meet more than one test requirement.
- ❑ A proficient score on the EOI Algebra II test can also count for Algebra I, and a proficient score on the EOI English III test can count for English II.
  - ❑ Students receiving instruction in Oklahoma must have taken the Algebra I test and the English II test before applying a Proficient score for Algebra II and English III.
- ❑ Students with extenuating circumstances (circumstances which are unexpected, significantly disruptive, beyond a student's control, and which may have reasonably affected his/her academic performance) may appeal for a waiver for an individual EOI of specific steps or requirements from the Oklahoma State Board of Education.

# Testing Exemption-Demonstration of Mastery

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## New Legislation: Senate Bill 559

Students who score ten percent (10%) above the cut scores approved by the State Board of Education for the ACT, SAT, ACT PLAN or PSAT alternate tests shall be deemed to have satisfactorily demonstrated mastery of the state academic content standards in the subject areas for which alternative tests have been approved and shall be exempt from taking the EOI tests in the subject areas of Algebra II, English III, Geometry, or U.S. History .

# Testing Exemption-Demonstration of Mastery

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- ❑ Students who have a score that is equal to or above the cut scores approved by the State Board of Education for the Advanced Placement course exams, ACT Workkeys, College-Level Examination Program (CLEP) or International Baccalaureate (IB) alternate tests shall be deemed to have satisfactorily demonstrated mastery of the state academic content standards in the subject areas for which alternative tests have been approved and shall be exempt from taking the EOI tests in the subject areas of Algebra II, English III, Geometry, or U.S. History.
  - ❑ The State Board of Education shall adopt rules providing for the implementation. The rules shall provide for the designation of students as Proficient or Advanced based on the scores obtained.
  - ❑ An Exempt - Demonstration of Mastery bubble will be added to the Not Tested Codes beginning with Spring testing.
  - ❑ Districts will need to report scores to the SDE for accountability purposes.

# ACE Modified Proficiency Score for Students with Disabilities

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- ❑ The Modified Proficiency Score pertains to IEP students who did not achieve proficiency on an EOI assessment on their first attempt. Assessments include the OCCT or OMAAP EOIs.
- ❑ To be eligible to apply the Modified Proficiency Score the student must:
  - Participate in remediation of the course.
  - Participate in the same assessment.
  - Have an increase in the test score, on the same assessment, even though not attaining a proficient score.
    - **Increase of score must be compared to the first test attempt.**

# ACE Modified Proficiency Score for Students with Disabilities

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- ❑ The IEP team cannot issue a Modified Proficiency Score unless this additional criteria has also been met by the student:
  - The student must have a passing grade in the EOI course that was assessed;
  - The student must meet the district's attendance policy; and
  - The student's IEP team must recommend the student for graduation.

# ELL Read-Aloud Accommodation for English II Test

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- ELL students who have lived in the United States less than three (3) years prior to their proposed graduation date are allowed to retake the English II EOI with all regularly available accommodations and the additional accommodation of having passages and test items read aloud in English contingent on the following conditions:
- The student has already taken the English II EOI and scored Limited Knowledge or Unsatisfactory;
  - The student has participated in remediation;
  - The student has a passing grade in the English II course; and
  - The “read-aloud” accommodation is normally employed as part of classroom instruction on a regular basis.

## Transcripts

School Districts shall:

- Report **ALL** the student's performance levels on the EOI tests.
- Insert the sentence,  
“This student has met the graduation requirement of demonstrating mastery in the state academic content standards.”
- Transfer record to the new district if the student moves.

## Cumulative Record

School Districts shall:

- Record student's alternate test scores that meet at least a Proficient score.
- Document remediation or a student's failure to participate in remediation and to complete test retake opportunities.
- Document the application of the Modified Proficiency Score. (only IEP students are eligible).
- Transfer record to the new district if the student moves.

# EOI Retakes

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- ❑ According to state law (70 O.S. §1210.508 and 70 O.S. §1210.523), students who do not score at least at the proficient level shall be afforded the opportunity to retake each test up to **three** times each calendar year until at least a Proficient score is attained on the tests of Algebra I, English II, and two of the other tests required or an approved alternative test.
- ❑ Winter/Trimester, Spring, and Summer are the three options.

# Optional Online Retest Window

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**Senate Bill 1799: 7,C.1** “Each criterion-referenced test required in paragraph 6 of the subsection A of this section may be administered to students at a time set by the State Board of Education as near as possible to the end of the online course; provided, if a school district is unable to administer the tests online to all students taking the test for the first time and all students retaking the test during the testing window time set by the Board, the school district may elect to administer any of the tests to students retaking the test at any time not more than two weeks prior to the start of the testing window time set by the Board.”

# Optional Online Retest Window

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- ❑ This law allows only students **retaking (2<sup>nd</sup> Time Testers)** an ACE EOI online test to retest two weeks prior to the State Board of Education approved testing window.
- ❑ Purpose of the law is to allow adequate testing time in the computer labs for students testing for the first time at the end-of-course.
  - The regular Winter/Trimester or Spring testing windows may also be used for 2<sup>nd</sup> Time Testers.

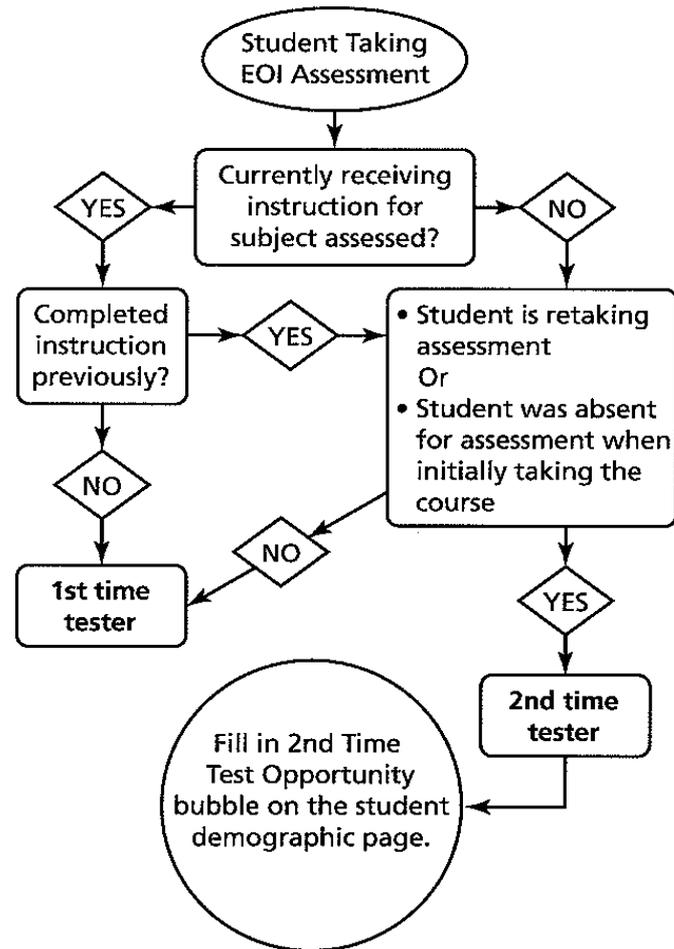
# Optional Online Retest Window

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- ❑ Students retesting online for the OCCT U.S. History EOI should use the Optional Retest Window to receive immediate results.
- ❑ For the Online Optional Retest Windows, English II and English III Writing will be administered online as Section 1.
- ❑ Students participating in an OCCT or OMAAP paper/pencil test as a 2<sup>nd</sup> Time Tester **must test** during the regular Winter/Trimester or Spring windows.

# 2<sup>nd</sup> Time Test Opportunity

- Applies if the student has missed the opportunity to take the EOI test while enrolled in the course or if this is a retake.



# 2013 – 2014 Testing Windows

## EOI OCCT and OMAAP\* Winter/Trimester

Administration	EOI Subjects				
	Writing	English II & III	Algebra I & II & Geometry	U.S. History	Biology I
Optional Online Retest	Administered online as Section 1	Online tests only for 2 <sup>nd</sup> Time Testers November 18 – 27, 2013			
Winter	December 10 - 11	Paper/Pencil: December 2 – 20, 2013 Online : December 2 , 2013 – January 10, 2014			
Trimester	January 28– 29	Paper/Pencil: January 20 – February 7, 2014 Online: January 20 – February 14, 2014			

\*OMAAP EOIs are only available for Algebra I, English II, Biology I, and U.S. History for 2<sup>nd</sup> Time Testers with a previous score. Optional Online Retest window does not apply for OMAAP or OCCT accommodated paper/pencil tests.

# 2014 Testing Windows

## EOI OCCT and OMAAP\* Spring and Summer

Administration	EOI Subjects				
	Writing	English II & III	Algebra I & II & Geometry	U.S. History	Biology I
Optional Online Retest	Administered online as Section 1	Online tests for 2 <sup>nd</sup> Time Testers March 31 – April 11, 2014			
Spring	April 23- 24	Paper/Pencil April 14– May 2, 2014 Online April 14 – May 9, 2014			
Summer	June 2 – August 1, 2014				

\*OMAAP EOI tests are only available for Algebra I, English II, Biology I, and U.S. History 2<sup>nd</sup> Time Testers with a previous score. Optional Online Retest Window does not apply for OCCT or OMAAP accommodated paper/pencil tests.

# Demographic Information

## Record Editing for Winter/Trimester

CTB	EOI OCCT and OMAAP
<p>Record Editing Window for corrections</p> <p>CTB will offer WebEx trainings</p>	<p><b>March 3– 14, 2014</b></p> <p>Make demographic updates for CTB</p> <p>Request additional approvals from SDE through the Testing Status Application by March 14.</p>

# Demographic Information

## Registration/Precode for Spring

CTB	EOI OCCT and OMAAP
Registration/Precode file upload into Precode Utility for student labels/rosters, PSTGs, paper/pencil tests, and Test Administration Manuals	<b>January 6 - 31, 2014</b> CTB Oklahoma web portal <a href="http://www.ctb.com/ok">www.ctb.com/ok</a>
<b>Batch upload into OAS</b> for online testers only through precode file layout (no ancillary materials provided)	<b>TBD</b> CTB Oklahoma web portal <a href="http://www.ctb.com/ok">www.ctb.com/ok</a> Online assessment link
Individual student upload into OAS	<b>TBD</b>
<b>Record Editing Window</b>	<b>TBD</b> <b>Request invalidations and exemptions through the Testing Status Application by the last day of corrections.</b>

# Testing

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- ❑ All seven (7) OCCT EOI Multiple-Choice assessments are **required to be tested online**.
- ❑ **Paper/pencil format is available only as an accommodation for students on an IEP, a 504 Plan, or an ELL accommodation.**
- ❑ Practice tests for all subjects are available for students to become familiar with the online format and procedures.
- ❑ Separate instructions in the *Online Test Administration Manual* are written for administering the tests in one continuous session or in two sessions.

# Testing

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- ❑ Section 1 (Writing Task) on the English II and III will be administered in a paper/pencil format in an answer document and must be administered on a statewide EOI Writing day. Students will respond to **one Writing prompt** this year.
- ❑ Sections 2 and 3 (Multiple-Choice) may be administered on any one day or two consecutive days before or after Section 1 within the testing window.
- ❑ The Writing section is part of the overall score for English II and III; therefore, if a student is absent for the Writing section of the English II or III test on the Statewide Writing Days during the regular testing windows that section must be made up during the remainder of the testing window.

# Testing

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## Remember

- ❑ Writing prompts are linked to the multiple-choice forms; therefore, if a student taking either an English II or English III assessment requires an Equivalent Test, the entire test must be completed.

# OCCT EOI U.S. History

## 2013 - 2014

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- A new EOI U.S. History test will become operational for the Winter/Trimester and Spring testing windows.
  - Standard settings will take place next summer and new cut scores will be recommended to the State Board of Education.
  - Scores will be delayed for both administrations.
- **OCCT 2nd Time Testers should utilize the Optional Online Retest Windows to receive immediate raw scores and performance levels.**
  - This test is based on last year's tested standards and does not require a standard setting.

# Immediate Online Testing Results

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- ❑ Optional Online Retest Windows: Students will receive a raw score and a performance level upon submission of an online test for Algebra I, Algebra II, Geometry, Biology I, and **U.S. History**.
  - English II and English III will receive raw scores only since Writing scores will need to merge.
  
- ❑ Winter/Trimester and Spring Windows: Students will receive a raw score and a performance level upon submission of an online test for Algebra I, Algebra II, Geometry, and Biology I.
  - English II and English III will receive raw scores only since Writing scores will need to merge.
  - U.S. History will receive raw scores only due to new standards being set in June.

# 48 Hour Test Results

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- ❑ Student Roster Reports with scores and/or performance levels will post on CTB's web portal 48 hours (2 full working days) after a window closes.
  - Online testers and multiple-choice paper/pencil tests which are processed will be included in these reports.
- Winter/Trimester Optional Retest- December 4
- Winter- January 15
- Trimester- February 19
- Spring Optional Retest- April 16
- Spring- May 14
- Summer- August 6

# Two Week Testing Results

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- ❑ Complete Student Roster Reports will post on CTB's web portal which includes raw scores, OPI scores, and performance levels for all tests, which includes English II/III and paper/pencil testers. (U.S. History will only contain a raw score since new standards will be set during the summer.)
- ❑ Preliminary Summary Reports post for review for the Record Editing Window.
  - Winter- **TBD**
  - Trimester- March 3
  - Spring- May 27
  - Summer- August 18

# Transitioning to College and Career Readiness Standards

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- ❑ The 2013 – 2014 school year will be the final year to test the current EOI English/language arts and Math content standards.
- ❑ Beginning in 2014 – 2015, Oklahoma will begin accessing the new College and Career Readiness Standards in English II, English III, Algebra I, Algebra II, and Geometry.
- ❑ Biology I and U.S. History standards will continue to be assessed under the current OAS standards.

# Transitioning to the College and Career Readiness Standards

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- The state is working with our current testing vendor to build new EOI tests for 2014 –15 which will align to these new standards and will reflect the significant instructional shifts and rigor of these standards.

# Transitioning to the College and Career Readiness Standards

- ❑ This spring, English II, English III, Algebra I, Algebra II, and Geometry tests will be piloting items which align to the new standards.
- ❑ Item types will include multiple-choice, evidence-based selected responses, technology enhanced, short constructed responses, and extended responses.
- ❑ All short constructed responses and extended responses will be written online.

# Transitioning to the College and Career Readiness Standards

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- ❑ Students taking the English II or English III assessment will have an online Section 4. Students will either read passages and answer items or respond to a passage-based online writing prompt.
  - ❑ Please allow up to 90 minutes for students to complete this section.
- ❑ Students taking the Algebra I, Algebra II, or Geometry assessments will have an online Section 3.
  - ❑ Please allow up to 45 minutes for students to complete this section.

# New Legislation

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## Senate Bill 226

- ❑ Students who have been denied a standard diploma by the school district in which the student is or was enrolled for failing to meet the testing graduation requirements may re-enroll in the school district that denied the student a standard diploma.
- ❑ The students shall be provided remediation or intervention and the opportunity to retake the test until at least a proficient score is attained on the test(s) necessary to obtain a standard diploma.
- ❑ Students who re-enroll in the school district shall be exempt from the hourly instructional requirements of the six-period enrollment.

# State Department Web Site

[www.sde.ok.gov](http://www.sde.ok.gov)

- ❑ Click on Services
- ❑ Click on Accountability and Assessment
  - Test Preparation In-service Presentation
  - Test Administrator and Test Monitor Presentation
  - Test/Item Specifications (with sample items)
  - Blueprints
  - Released Test Items
  - Frequently Asked Questions



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