



DEPARTMENT OF EDUCATION
OFFICE OF ASSESSMENTS

September 18, 2014

Dear District and Building Test Coordinators:

Staff from the Office of Assessments will be conducting the Oklahoma School Testing Program (OSTP) test preparation in-services for the 2014-15 school year beginning in October. These in-services will be presented in multiple formats and segments this year for increased efficiency and your convenience.

The October and November in-services will only cover the Winter/Trimester End-of-Instruction (EOI) test window material, but should not be as long as previous trainings. All District Test Coordinators (DTCs) and Building Test Coordinators (BTCs) that are involved in giving Winter/Trimester tests are required to attend one of these trainings. The test preparation in-services in January 2015 will be required for all DTCs and BTCs and will cover all Spring and Summer testing.

Attendance at these sessions is required each school year by Oklahoma law 70 O.S. §1210.505. The State Board of Education rules for the OSTP require school districts to send at least one representative from each school site to this in-service. DTCs must ensure that all BTCs have attended a test preparation in-service session and that each test administrator and test proctor has been trained prior to testing. DTCs will need to forward this communication to each BTC. The trainings will focus on an overview of the OSTP, administration of the OSTP Oklahoma Core Curriculum Tests (OCCT) and the Oklahoma Modified Alternate Assessment Program (OMAAP), and the specific responsibilities of the DTCs, BTCs, test administrators, and test proctors.

We will be offering on-site trainings, video conferences, and WebEx sessions to help meet your needs. The test preparation in-service schedule that lists dates, locations/format, and times is attached. If you are planning to attend one of our on-site trainings, please consider attending an afternoon session; maximum seating capacity of rooms will be enforced by the hosting site.

If you have any questions, please call the Office of Assessments at 405.521.3341.

Sincerely,
Sonya Fitzgerald
Executive Director of State Testing
Office of Assessments

cc: Superintendent