OKLAHOMA SCHOOL TESTING PROGRAM (OSTP)

FREQUENTLY ASKED QUESTIONS (FAQs)

2015-16 OSTP FAQs

Table of Contents

Section I. Requirements 4

1) What types of assessments are included in the Oklahoma School Testing Program (OSTP)? 4
2) What are the requirements of the Oklahoma School Testing Program (OSTP)? 4

Section II. Test Administration (OCCT Grades 3-8) 5

3) Who is the testing company for the general assessment in the Grades 3-8 program? 5
4) Do Grade 3 students use separate answer documents for recording their answers? 5
5) Do the multiple-choice tests in Grades 3-8 include or allow section breaks? 5
6) Which tests are schools required to administer online? 5
7) How many writing prompts are administered in Grades 5 and 8? 5
8) What is the date for administering the Grades 5 and 8 Writing tests? 5
9) What is the testing window for Grades 3-8 testing for Spring 2016? 6
10) How many times may a student retest in Grades 3-8? 6
11) Can a student retake the Grade 8 Reading test in order to get a driver's license? 6
12) How do districts address students on an IEP who do not have a proficient score on the Grade 8 Reading OCCT and wish to apply for a driver' license or permit, and are performing satisfactorily in reading according to their IEP? 6
13) Will all social studies tests be operational? 6

Section III. Test Administration [OCCT End-of-Instruction (EOI)] 6

14) Who is the testing company for the OCCT EOI testing program? 6
15) What are the EOI testing windows for 2015-16? 7
16) Which content areas are tested for EOI? 7
17) How many prompts will be administered this year? 7
18) How is the Writing portion of the ACE English II and ACE English III test scored? 7
19) How many days does it take to complete ACE English II and ACE English III test administration? ... 7
20) What do sections of the ACE English II and the ACE English III test include? 7
21) If a student takes summer school for an EOI tested subject, does he/she take the test in the next testing window? 8
22) If a student transfers into an Oklahoma public school from a private school or from out of state, and has already taken certain EOI courses, is the student required to take the EOI exams for those courses? 8
23) If an Oklahoma student does not receive a Proficient score, what are the options for retesting? 8
24) What is the ELL testing accommodation that allows a read-aloud in English on the English II EOI? .. 8
25) In order to graduate from high school, do students have to take all seven EOI tests? 9
26) Can students testing in certain subjects be exempt from taking an EOI at the end of the course? 9
27) Is the district required to track students' mastery of the ACE EOI tests? 9

Version 11.10.15

Section IV. Special Education Testing Requirements 10

28) Who is the testing vendor for special education alternate assessments? 10
29) Are special education students required to take state tests? 10
30) What testing options are available for special education students? 10
31) How should IEP teams decide whether the OCCT or the OAAP is the appropriate assessment for a student with a disability? 10
32) Are accommodations available to students who take the OAAP? 10
33) Are accommodations available to students who take the OCCT? 10
34) How should an IEP team determine a Modified Proficiency Score on the state End-of-Instruction assessment(s)? 11
35) What type of certification does a teacher need to administer the OAAP? 11
36) Are OAAP assessments available in versions to accommodate visually impaired students? 11
37) Are OAAP assessments required to be given online? 11
38) How does the 1% cap, with regard to special education testing, affect our schools and districts? 12
39) Where can I find more information about the OAAP? 12

Section V. Online Testing 12

40) What assessments are required to be administered online? 12
41) Are there any exceptions? 12
42) What are the system requirements for online testing for Measured Progress? 12
43) Will technical trainings be available for setting up computer labs for online testing? 12
44) Will online administration trainings be available before testing? 12
45) What if something, such as a power outage or tornado warning, occurs during online testing? 12
46) Can a student who needs a read-aloud accommodation test online? 13
47) Can students taking online assessments use scratch paper? 13
48) Can students taking math and science assessments use a calculator? 13
49) What tools are available for the online assessments? 13
50) Are there online practice tests available? 13
51) Will students receive an immediate score? 13

Section VI. General Questions 13

52) Are students in their first year of entering the United States required to take state tests? 13
53) Are the Oklahoma Core Curriculum Tests (OCCT), including the Writing tests, timed? 14
54) Do schools have to go in the order of the *Test Administration Manual* as far as test sequence and time schedule? 14
55) Is there a separate testing window for junior high schools on block schedules? 14
56) Is a student required to make-up a test if he/she is absent or suspended? 14
57) Can a student make-up the Grades 5, 8, ACE English II, and ACE English III Writing if he/she is absent? 14
58) Can students who finish the test early leave the room? 14
59) What are condition codes with regard to Writing tests? 15
60) When should a student's test be invalidated? 15
61) What is the procedure for invalidating tests? 15
62) Can students use a pen on state tests? 15

Version 11.10.15

63) Can students use highlighters in their testing books during the tests? ... 15
64) What Performance Levels are considered passing? ... 15
65) Are there sample items to help students prepare for the state tests? ... 15
66) What is OSDE's response to students opting out of state testing? ... 16

Section VII. Demographics ... 17

67) How is coding ethnicity/race completed? ... 17
68) What are the not tested codes? ... 17
69) What is the definition of Full Academic Year (FAY)? ... 17
70) Is regular foster care or therapeutic foster care considered Other Placement? ... 17
71) What is the definition of Other Placement? ... 17
72) When is it necessary to notify the Office of Assessments to request permission for special programs or not tested codes? ... 18
73) Does the "Free and Reduced" box on the demographic sheet have to be filled out on every student in a Title I school? ... 18
74) Will precode be available from the testing company? ... 18
75) Can districts make corrections to student demographic information online? ... 18
76) When do you mark a student as a 2nd time test opportunity for an EOI test? ... 18
77) I have a student who transferred in from another district. The student's transcript shows completion of an EOI course, but there is no indication that the student took the EOI assessment for that subject. Does the student have to be tested for graduation requirements? ... 18

Section VIII. Test Security and Confidentiality ... 19

78) What is a Test Preparation In-service? ... 19
79) Who should be present during test administration? ... 20
80) Can a small group of students be moved to another room to finish their tests? ... 20

Section IX. Contact Information ... 21

Version 11.10.15

Section I. Requirements

What types of assessments are included in the Oklahoma School Testing Program (OSTP)?

In an attempt to meet the needs of the students of the state of Oklahoma, the OSTP encompasses two different assessment types:

The first is the Oklahoma Core Curriculum Tests (OCCT), which are intended for the majority of students. These assessments are given to regular education students, students who are on an Individualized Education Program (IEP) or a 504 Plan, and English Language Learners (ELLs). They may be given either with or without approved accommodations.

The second is the Oklahoma Alternate Assessment Program (OAAP), which is intended for students with the most severe cognitive disabilities. It may be given only to students who are on an IEP and who meet the specified criteria on the Criteria Checklist, which is available through the Office of Special Education Services. The Special Education Department oversees the implementation of this assessment.

The Oklahoma Modified Alternate Assessment Program (OMAAP) is no longer available for IEP students in grades 3-8 and may only be administered at the End-of-Instruction level for IEP students who are 2nd Time Testers with a previous OMAAP score in the same subject. This assessment is no longer used for accountability but can be used to meet graduation testing requirement(s) to show proficiency or to apply a Modified Proficiency Score. The OMAAP test will no longer be available for any student after the 2015-16 school year.

What are the requirements of the Oklahoma School Testing Program (OSTP)?

Oklahoma state tests are used to assess student achievement; target student, classroom, and program improvement; and inform parents of student progress. The administration of the OCCT and OAAP tests fulfills federal and state mandates for testing math, reading, and science, and are used for federal accountability. The scope and general administration of the OSTP is outlined in state law, 70 O.S. § 1210.505. Rules that govern the specifics of test administration and other details are available under Oklahoma Administrative Code (OAC) 210:10-13.

Oklahoma public schools administer the Oklahoma Core Curriculum Tests (OCCT) and the Oklahoma Alternate Assessment Program (OAAP) in Grades 3 through 8 and after completion of specific high school courses. All state tests are aligned to the Oklahoma Academic Standards.

The Office of Special Education oversees the implementation of the OAAP, or Portfolio & DLM assessments, which include all of the Grades 3-8 content areas and End-of-Instruction for Algebra I, Algebra II, Geometry, English II, English III, Biology I, and U.S. History.

Though schools and teachers should be remediating students who are not mastering grade level skills as part of their routine duties, the ACE legislation formally began requiring remediation for students not scoring Proficient/Satisfactory in Grade 7 Reading and Math beginning with 2006-2007 results, and in Grade 8 Reading and Math beginning with 2007-2008 results. ACE legislation further requires students, beginning with the

incoming freshman class of 2008-2009, to score Proficient or better on the ACE Algebra I and ACE English II and two of the other five EOI tests (or alternate tests approved by the State Board of Education) as part of their graduation requirements. ACE law further stipulates that students who do not score at least at the Proficient/Satisfactory level on the EOI tests, shall be offered remediation and the opportunity to retake each test until a proficient score is obtained.

Section II. Test Administration (OCCT Grades 3-8)

Who is the testing company for the general assessment in the Grades 3-8 program?

Measured Progress is the testing vendor for Grades 3-8 Reading/Math/Science/Social Studies/Writing.

Do Grade 3 students use separate answer documents for recording their answers?

No, the third grade Reading and Mathematics tests are consumable booklets, meaning that students mark answers in their test booklets, and the entire booklets are scanned during scoring. Students may mark or highlight (ink-based only) passages and test questions in the consumable booklets but must be careful that no stray marks appear around the item response bubbles within the test item boxes. Stray marks around the response bubbles may interfere with scoring.

Do the multiple-choice tests in Grades 3-8 include or allow section breaks?

Tests in Grades 3-5 include a section break that allows the test to be given on one day (with lunch or a break between sections) or on two consecutive days during the testing window. The tests in Grades 6-8 do not include a section break, and each test is administered in a single testing session online.

Which tests are schools required to administer online?

All Grades 6-8 OCCTs (except Grade 8 Writing) must be administered online. A paper/pencil version of these tests is available for students who need an alternate format or are unable to access computer-based tests in both classroom assessments and OSTP assessments.

How many writing prompts are administered in Grades 5 and 8?

In February 2016, Grades 5 and 8 will have one writing prompt with two reading passages to which the students must respond. The prompts are aligned to PASS. Students will first read a selected passage set and will then respond to a writing task that relates to both passages. Students may be asked to write to one of three modes of writing: a narrative text, an informative text, or an persuasive in Grades 5/8.

What is the date for administering the Grades 5 and 8 Writing tests?

The statewide Writing dates are February 23-25, 2016. All students in attendance should be administered the test one of these days. For students who are absent, a make-up test may be administered through Friday, March 4, 2016.

What is the testing window for Grades 3-8 testing for Spring 2016?

Grade	Paper/Pencil Testing Window	Online Testing Window	Assessments
Grade 3	April 11 - 22, 2016		• Reading
	April 11 - May 6, 2016		• Mathematics
Grade 4	April 11 - May 6, 2016		• Mathematics / Reading
Grade 5	February 23 - 25, 2016		• Writing
	April 11 - May 6, 2016		• Mathematics / Reading / Science / Social Studies
Grade 6	April 11 - May 6, 2016 *	April 11 - May 13, 2016	• Mathematics / Reading
Grade 7	April 11 - May 6, 2016 *	April 11 - May 13, 2016	• Mathematics / Reading / Geography
Grade 8	February 23 - 25, 2016		• Writing
	April 11- May 6, 2016 *	April 11- May 13, 2016	• Mathematics / Reading / Science / U.S. History

How many times may a student retest in Grades 3-8?

Assessments in Grades 3-8 are administered based on the enrolled grade-level of the student. Retained students must participate in grade-level appropriate assessments even if they have taken the test in previous years. **All accountability provisions apply to these students**

Can a student retake the Grade 8 Reading test in order to get a driver's license?

No, a student may not retake the OCCT Grade 8 Reading test to meet this requirement. A list of alternate assessments for this requirement is available here.

How do districts address students on an IEP who do not have a proficient score on the Grade 8 Reading OCCT and wish to apply for a driver' license or permit, and are performing satisfactorily in reading according to their IEP?

Districts may provide a letter on school letterhead stating the student is meeting his or her goals/objectives in accordance with their IEP.

Will all social studies tests be operational?

Yes, students will take an operational test this year in Grade 5 Social Studies, Grade 8 U.S. History, and Grade 7 Geography.

Section III. Test Administration [OCCT End-of-Instruction (EOI)]

Who is the testing company for the OCCT EOI testing program?

Measured Progress is the testing vendor.

What are the EOI testing windows for 2015-16?

End-of-Instruction (EOI)	Paper/Pencil Testing Window	Online Testing Window	Assessments
Optional Retest		Nov 16 - Nov 25, 2015	Algebra I / Algebra II / Geometry / English II / English III / Biology I / U.S. History
Winter	Nov 30 - Dec 18, 2015	November 30, 2015 - January 8, 2016	
Trimester	Jan 18 - Feb 5, 2016	Jan 18 - Feb 12, 2016	
Optional Retest		March 28 - April 8, 2016	Oklahoma Modified Alternate Assessment Program (OMAAP) *(only for repeat testers with previous OMAAP scores in the same subject)* Algebra I / English II / Biology I / U.S. History
Spring	April 11 - May 6, 2016	April 11 - May 13, 2016	
Summer	May 30 - July 29, 2016	May 30 - July 29, 2016	

Which content areas are tested for EOI?

Seven EOI tests are administered: ACE Algebra I, ACE Algebra II, ACE Geometry, ACE English II (including writing), ACE English III (including writing), ACE Biology I, and ACE U.S. History.

How many prompts will be administered this year?

All 2015-16 English II/III tests will have one writing prompt.

How is the Writing portion of the ACE English II and ACE English III test scored?

The Writing test is one portion of the ACE English II and ACE English III test. Each writing response receives two types of scores. First, a series of analytic scores focus on specific writing traits. These traits receive scores of 1-4. Next, a composite score is derived by providing a differential weight or percentage to the score in each of the analytic traits and applying a formula to obtain the final Writing score, which ranges from 1 to 6 for ACE English II and from 1 to 10 for ACE English III. Condition codes are used if the student's writing response is unscorable. Students do not receive separate ACE English II and ACE English III Writing reports; the results are reported with the multiple-choice results.

How many days does it take to complete ACE English II and ACE English III test administration?

Multiple-choice sections may be administered any day (both on the same day or each on consecutive days) within the testing window and given in sequential order. However, the Writing portion of ACE English II and ACE English III does not have to be given before the multiple-choice portions.

What do sections of the ACE English II and the ACE English III test include?

The ACE English II and ACE English III tests contain an online prompt. Section 1 contains the writing prompt, sections 2 and 3 are multiple choice sections.

If a student takes summer school for an EOI tested subject, does he/she take the test in the next testing window?

Summer administrations are available for students who complete courses during summer school or who need to retest. If the student does not finish the coursework in time to take test during the summer administration, he/she will take the test in the next available testing window. Even if a school does not offer summer school, the school will need to utilize the summer testing window for students who require retests.

If a student transfers into an Oklahoma public school from a private school or from out of state, and has already taken certain EOI courses, is the student required to take the EOI exams for those courses?

Transfer students may receive a waiver from EOI requirements on courses already completed if they meet at least one of the following criteria:

- Documented (on a cumulative record) proficiency of an equivalent state end-of-instruction test in the state in which instruction was received.
- Meet the approved level of proficiency on an alternate test.
- Demonstrate mastery of the subject matter through an end of course project.

Please see the ACE resource page for more information

If an Oklahoma student does not receive a Proficient score, what are the options for retesting?

- Students will be provided remediation opportunities and will either:
  - Retake the EOI test; or
  - Score Satisfactory/Proficient on a State Board of Education approved alternate test which can be taken prior to or subsequent to the EOI test; or
  - Demonstrate mastery of the subject matter through an end-of-course-project designed by the State Department of Education (SDE) and approved by the State Board of Education.

What is the ELL testing accommodation that allows a read-aloud in English on the English II EOI?

English Language Learner (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 the passages and test items being read aloud in English contingent on **all** of the following conditions:

(1) The student has already taken the English II EOI and scored Limited Knowledge or Unsatisfactory.

(2) The student has participated in remediation as provided or approved by the local school district.

(3) The student has a passing grade in the English II course.

(4) The read-aloud accommodation is normally employed as part of classroom instruction on a regular basis.

In order to graduate from high school, do students have to take all seven EOI tests?

Students must take all EOI exams for which they have completed coursework within the state unless qualifying for an exemption. Students are required to pass four of seven tests in order to graduate. Two of the four tests required are the ACE Algebra I and ACE English II tests.

Can students testing in certain subjects be exempt from taking an EOI at the end of the course?

According to legislation, students who score ten percent (10%) above the cut scores approved by the State Board of Education for the ACT, SAT, ACT Aspire, or PSAT alternate tests are considered 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. Likewise, 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.

Exemptions must be reported to the State Department of Education through the Accountability (A-F) Application on Single Sign-On

Please see the Demonstrated Mastery Guide for more information.

Is the district required to track students' mastery of the ACE EOI tests?

Yes, districts must track all EOI performance levels on students' transcripts and maintain an ACE Demonstration of Mastery Cumulative Record for students who meet the testing requirements using alternate tests and methods. All school districts shall use this cumulative record uniform document or all information required on this document must be contained within the district's student information system. The cumulative record will accompany students when transferring to new districts. For each student who meets the graduation requirements, the student's transcript will read: This student has met the graduation requirement of demonstrating mastery in the state academic content standards.

Section IV. Special Education Testing Requirements

Who is the testing vendor for special education alternate assessments?

The testing vendors for the Oklahoma Alternate Assessment Program (OAAP) are Pearson (Portfolio) and Dynamic Learning Maps (DLM) and are maintained by the Office of Special Education Services.

Are special education students required to take state tests?

Yes, all students, including special education students, are required to participate in state testing according to No Child Left Behind.

What testing options are available for special education students?

Students with disabilities may participate in the regular assessment with or without accommodations or they may, if they are eligible, participate in the Oklahoma Alternate Assessment Program (OAAP). The OAAP is an alternate assessment based on Alternate Achievement Standards (AA-AAS) for students with the most significant cognitive disabilities. The IEP team determines annually how the student will participate in state and district wide assessments - with or without accommodations, or by means of an alternate assessment.

How should IEP teams decide whether the OCCT or the OAAP is the appropriate assessment for a student with a disability?

The OAAP measures academic achievement of alternate achievement standards; these standards differ in complexity from the standards of the state curriculum. Students accessing these standards will have an IEP containing rigorous and measurable goals; the student's IEP will also contain objectives/short-term benchmarks. The OAAP is intended for a very small population of students with the most significant intellectual disabilities who meet the state-established Criteria Checklist for Assessing Students with Disabilities on Alternate Assessments.

Are accommodations available to students who take the OAAP?

The Portfolio is an individualized assessment comprised of student work accumulated throughout the school year, so no assessment accommodations are necessary. For DLM, accessibility features and supports are built within the system.

Are accommodations available to students who take the OCCT?

Yes, students may use approved state accommodations in accordance with the OSTP IEP/504 Accommodations Manual . These accommodations must be documented on the student's IEP.

How should an IEP team determine a Modified Proficiency Score on the state End-of-Instruction assessment(s)?

Students who have an Individualized Education Program (IEP) may demonstrate mastery in required subject areas through a Modified Proficiency Score on the state assessment(s) as established by the IEP team. In order to apply a Modified Proficiency Score, all of the following must be considered:

(1) The student has a passing grade in the end of instruction course for which the IEP team is considering a modified score.

(2) The student has met the district's attendance requirements.

(3) The student has displayed progress in the end of instruction exam from the previous attempt at the same exam.

(4) The IEP team recommends the student for graduation. The IEP team should determine the appropriate amount of progress for the individual child in order to state that the child has demonstrated mastery in the required subject areas.

Please see the Modified Proficiency Score Worksheet.

What type of certification does a teacher need to administer the OAAP?

The appropriate certification is Severe-Profound. The OAAP is intended for a very small population of students with the most significant cognitive disabilities and significant adaptive behavior deficits who could not participate in the general assessment, even with accommodations. Due to the severity of the disabilities of this population of students, alternate achievement of standards is required in daily core academic subjects, taught by highly qualified teachers. The Severe-Profound Certification meets the requirement for a teacher to be highly qualified to teach alternate achievement of standards.

Are OAAP assessments available in versions to accommodate visually impaired students?

Yes. Because the Portfolio assessment is comprised of student work accumulated throughout the school year, a student with a visual impairment would complete the components utilizing large-print or Braille materials, as needed.

For DLM, accessibility to the assessment is provided via the Personal Learning Profile (PLP). The PLP is comprised of information about the student. The system selects the appropriate accessibility features and supports within the system to tailor each student’s experience based on individual need. These accessibility features and supports include display enhancements, language and Braille, audio and environment support.

Are OAAP assessments required to be given online?

No--the Portfolio assessment is an individualized assessment comprised of student work accumulated throughout the school year, there is no online testing requirement. DLM testlets are delivered in two general ways: direct student interaction via computer, or administered by the educator, with the administrator recording responses in the system.

How does the 1% cap, with regard to special education testing, affect our schools and districts?

Districts and IEP teams are advised to appropriately assess each special education student in their program, regardless of a cap. There is not a limit to the number or percentage of students who can participate in these options. The 1% federal cap refers to the percentage of the entire tested student population, that can both take the OAAP **AND** count as proficient or advanced for accountability in math and reading/language arts.) More information regarding the federal cap and details on how the cap affects accountability are available via the Office of Accountability.

Where can I find more information about the OAAP?

Information about the OAAP is available at http://ok.gov/sde/assessment. Updates are sent to Directors of Special Education and District Test Coordinators for dissemination to staff in their districts.

Section V. Online Testing

What assessments are required to be administered online?

Students are required to take all Grades 6-8 (except Grade 8 Writing) and all EOI's online.

Are there any exceptions?

Students unable to access computer-based tests in both classroom assessments and OSTP assessments may receive a paper & pencil format. Please see the IEP/504 Accommodations Manual for more information.

What are the system requirements for online testing for Measured Progress?

The systems requirements for online testing through Measured Progress are available at http://www.measuredprogress.org/static/OK/index.html

Will technical trainings be available for setting up computer labs for online testing?

Yes, Measured Progress will conduct these trainings.

Will online administration trainings be available before testing?

Yes, Measured Progress will conduct these trainings.

What if something, such as a power outage or tornado warning, occurs during online testing?

Test administrators may continue the test if the interruption lasts for less than 20 minutes and if the students are kept in a secure testing environment (e.g., no talking allowed). If a testing interruption lasts for more than 20 minutes or if a secure testing environment is not maintained during the interruption, the tests must be invalidated through the Testing Status Application and Equivalent tests ordered and administered. Call the SDE, (405) 521-3341, for further directions, as needed.

Can a student who needs a read-aloud accommodation test online?

Yes, a student who needs a read-aloud accommodation may test online using headphones or if the computer is in an isolated place, a test administrator with a test monitor present can read the test from the student's computer screen. An online text-to-speech function is available for all online testing. **Text-to-speech functionality is not supported on tablet devices or Linux devices**.

Can students taking online assessments use scratch paper?

Yes, students are allowed to have scratch paper available for all online assessments. The scratch paper must be collected by the test administrator as soon as the student completes the test and returned to the Building Test Coordinator. The Building Test Coordinator is responsible for destroying all scratch paper. This should be done without looking at what the student has written on the scratch paper.

Can students taking math and science assessments use a calculator?

The approved calculator policies are available on the SDE Web site and in the back of the testing manuals. For Grades 3-8 Mathematics or Grade 5 Science, a basic four-function calculator may only be used as an accommodation for students with disabilities and it must be included on the student's IEP. For the EOI Mathematics, Biology I, and Grade 8 Science assessments, all students on all sections of the tests may use an approved calculator. Additionally, calculators are available as online tools during the EOI tests. For the ACE Biology I, ACE Algebra I, and ACE Geometry, a scientific calculator is available; for ACE Algebra II, both a scientific calculator and graphing calculator is available online.

What tools are available for the online assessments?

Several tools are available for the online assessments. The OCCT EOI Biology I and EOI Mathematics assessments have online scientific calculators. In addition, an online graphing calculator for ACE Algebra II is available. Please see the OCCT Universal Tools and Accommodations Guide on the Measured Progress Help & Support site for more information.

Are there online practice tests available?

Online practice tests are available for each online assessment. Practice tests for the Grades 6-8 and EOI assessments are available throughout each administration. Directions for accessing the online practice tests are on the SDE and Measured Progress Help & Support site.

Will students receive an immediate score?

Yes, students testing online receive an immediate raw score for all Multiple Choice tests.

Section VI. General Questions

Are students in their first year of entering the United States required to take state tests?

Students entering the United States and going to public schools for the first year are required to take the English Proficiency exam and any applicable state tests in subjects other than Reading/Writing. Students may be exempt

from the Grades 3-8 Reading test, Grades 5 and 8 Writing test, as well as the EOI English II and ACE English III test if they have tested into the ELL category. Exemptions must be submitted through the SDE Single sign-on Testing Status Application for approval. Please refer to the OSTP ELL Accommodations Manual.

Are the Oklahoma Core Curriculum Tests (OCCT), including the Writing tests, timed?

No. These criterion-referenced tests are not strictly timed. Approximate times are included in the manuals for scheduling and planning purposes; however, students must be given the opportunity to complete the assessments, even if actual testing times are greater than those given for scheduling purposes. **Keep in mind this doesn't mean students have unlimited time to complete**.

Do schools have to go in the order of the *Test Administration Manual* as far as test sequence and time schedule?

Test sections (e.g., Sections 1, 2, and 3) within a single subject area test MUST be administered in sequential order. The one exception, however, is Section 1, Writing, for English II and ACE English III, which may be given before or after Section 2 and 3.

Is there a separate testing window for junior high schools on block schedules?

For Grades 3-8 testing, test administrations must occur during the regular Grades 3-8 testing window. However, block schedule junior high schools testing EOI subjects should administer EOI tests in the Winter/Trimester Window for students finishing courses at the end of the first semester or Spring Window for students completing instruction at the end of the second semester.

Is a student required to make-up a test if he/she is absent or suspended?

An enrolled student must make-up a test during the testing window once he or she returns to school. The school should administer the regular test received for that student following all the necessary procedures for administration and test security. If the student does not return during the testing window, then the student's test should be marked as absent. If the student never returns or enrolls in another district, then the student's test should be marked as No Longer Enrolled.

Can a student make-up the Grades 5, 8, ACE English II, and ACE English III Writing if he/she is absent?

Grades 5 and 8 Writing tests may be made up through Friday, March 4, 2016. The ACE English II and ACE English III tests are required for graduation. The Writing portion of these assessments is included as part of the overall score, so students must take the Section 1 Writing portion upon their return to school as long as it is within the testing window.

Can students who finish the test early leave the room?

Students who finish the test may leave the room when they finish if it does not cause a disruption to other students taking the test.

What are condition codes with regard to Writing tests?

A condition code is assigned if the writing response is illegible, incomprehensible, off-topic, written in a language other than English, or there is no response at all. For grades 5 and 8, student responses receiving a non-scorable condition code will count as an Unsatisfactory performance level. If writing assessments that were not administered are not marked with a Not Tested Code (e.g., NLE), they will be scored as a non-response condition code and given a performance level of Unsatisfactory.

When should a student's test be invalidated?

Tests can be invalidated for a number of reasons, including cheating, not completing a test, a student becomes ill, test security or administration procedures not followed, etc. Reasons for testing invalidations are provided in the *Test Preparation Manual*. Schools must obtain permission from the Office of Assessments before any invalidation can occur.

What is the procedure for invalidating tests?

Requests for invalidations must be submitted through the Testing Status Application located on the SDE Single Sign-on. Depending on the reason for invalidations, schools must document and submit reasons for the invalidation requests, evidence (if applicable), and any measures for preventing the error in the future (if applicable). After the invalidation has been approved, the testing company will provide detailed directions to administer an online equivalent (EQ) version or a paper-based equivalent (EQ), as appropriate.

Please follow the directions precisely when assigning a student an online EQ.

Can students use a pen on state tests?

No. The student must fill out the demographic sheet and answer document with a #2 pencil as required. If a pen is used, the scanner will not pick it up, and it will be scored as Unsatisfactory.

Can students use highlighters in their testing books during the tests?

Yes, students can use **ink-based highlighters** (no graphite) in all OCCT and OMAAP tests. Special care should be taken when marking in the OCCT Grade 3 or all EOI OMAAP booklets. Students may mark or highlight passages and test questions in the consumable booklets but must be careful that no stray marks appear around the item response bubbles within the test item boxes. Stray marks around the response bubbles may interfere with scoring.

What Performance Levels are considered passing?

Each assessment has four Performance Levels. A Performance Level of Proficient/Satisfactory or Advanced is considered passing.

Are there sample items to help students prepare for the state tests?

Sample items can be found on the SDE website under Assessments by clicking on the Assessment Materials link.

What is OSDE's response to students opting out of state testing?

Please see the official letter here.

Section VII. Demographics

How is coding ethnicity/race completed?

States and districts are required to follow the standards in collecting individual-level ethnicity and race data and in reporting aggregated data to the U.S. Department of Education (USDE). The standards separate ethnicity and race into two categories. A two-part question is mandatory, with the ethnicity part asked first.

- Ethnicity (Choose one):
  - Hispanic/Latino
  - Not Hispanic/Latino
- Race (Choose one or more, regardless of ethnicity):
  - American Indian or Alaskan Native
  - Asian
  - Native Hawaiian or Other Pacific Islander
  - Black or African American
  - White

What are the not tested codes?

1. ABS – Absent
2. DNA – Did Not Attempt
3. DNR – Do Not Report
4. DNR-D – Do Not Report - Duplicate
5. EE – Emergency Medical Exemption
6. ELL1 – ELL 1st Year in US Exemption
7. INV – Invalidated
8. MDE – Demonstrated Mastery
9. NLE – No Longer Enrolled in School
10. OAAP – Taking an Alternate Assessment
11. PP – Previously Passed (EOI or Alternate Assessment), 2nd time testers only

What is the definition of Full Academic Year (FAY)?

The definition for FAY has changed for the 2015-16 SY. Please see the accountability website for more information: http://ok.gov/sde/accountability-assessments

Is regular foster care or therapeutic foster care considered Other Placement?

No.

What is the definition of Other Placement?

This applies if a student from outside of your district has been placed by state or court order in a facility (i.e., a full time residential treatment facility or a juvenile detention facility) within your district. When tested by your district, these students will receive an individual Parent/Student Report of their scores and will appear on class/school lists. However, their scores will not be summarized and reported with the class, school, or district. Instead, they will be placed within a virtual district at the state level, and the state will be accountable.

When is it necessary to notify the Office of Assessments to request permission for special programs or not tested codes?

It is necessary to request permission for Other Placement, Emergency Exempt, ELL 1st Year in U.S. Exempt, and Invalidations through the Testing Status Application located on the SDE Single Sign-on. If permission is not received, the tests will be scored and counted for accountability purposes.

Does the "Free and Reduced" box on the demographic sheet have to be filled out on every student in a Title I school?

Yes, all districts and all schools must mark the box on every applicable student, regardless of school Title I status.

Will precode be available from the testing company?

Precode is required for all assessments. Precode information for Grades 3-8 will be collected from the WAVE. For Winter/Trimester EOI, a manual Precode file will be submitted by the district to Measured Progress during the specified precode windows. For Spring EOI, an automated precode will pull the information from the WAVE based on accreditation subject codes.

Can districts make corrections to student demographic information online?

Students that participate in an online assessment can have their demographic information updated through the Measured Progress OCCT Portal during the testing windows or through the Post Code Corrections after the testing windows have closed. This includes correcting Paper/Pencil tester information.

When do you mark a student as a 2nd time test opportunity for an EOI test?

Students who were previously enrolled in an assessed subject and did not take the state test at that time because of absence or for any other reason are considered as students who have had their first opportunity to take the test. When those students do take the test to fulfill graduation requirements, they would be marked as 2nd time test opportunity.

Also, students who are retaking an assessed subject and students opting to retake an EOI test in any subject would be considered 2nd time testers. If the student is taking a required test for the third time or beyond as a graduation requirement, the student should be marked as 2nd time test opportunity.

I have a student who transferred in from another district. The student's transcript shows completion of an EOI course, but there is no indication that the student took the EOI assessment for that subject. Does the student have to be tested for graduation requirements?

If the completed course showing on the transcript is Algebra I, English II, or Biology I, then the student must take the assessment as a 2nd time tester. For Algebra II, Geometry, English III, or U.S. History the student must either take the test or be eligible for an exemption from the test due to an approved score or a state approved alternate test.

Section VIII. Test Security and Confidentiality

What is a Test Preparation In-service?

Test Preparation In-services are provided by State Department of Education personnel in the Fall for Winter/Trimester and Spring test administrations. All aspects of state testing are discussed, including updates to testing for the current year, ordering tests, administration, shipping and receiving, confidentiality and security, scoring, and reporting. In-services are provided at many locations in the state, and by videoconference and Webex as well, giving school and district faculty several options for convenient attendance. It is mandatory for District and Building Test Coordinators (DTCs and BTCs) to attend a Test Preparation In-service every school year.

Who should be present during test administration?

One education-certified test administrator and one adult proctor approved by the principal are required to be in the classroom at all times during testing. The proctor must be 18 years or older and have graduated from high school. The State Department of Education requires one monitor for every 25 - 35 students. Violation of this test security requirement is very serious and would automatically result in invalidation of all students' tests. Do not administer any portion of any state test without the appropriate personnel present.

Can a small group of students be moved to another room to finish their tests?

Yes, they can be moved to another room in order to finish their tests as long as there is a test administrator and monitor present and all other security measures are taken.

Section IX. Contact Information

Office of Assessments

Email: Assessments@sde.ok.gov

Phone: (405) 521-3341

- Elise Kauffman, Administrative Assistant
- Samantha Sheppard, Administrative Assistant III
- Molly Brown, Administrative Assistant III
- Sonya Fitzgerald, Executive Director of State Testing
- Craig Walker, Assistant Executive Director of State Testing
- Amy Nicar, ELA/Social Studies Assessment Specialist
- Angela Bilyeu, Mathematics Assessment Specialist
- Tony Cortez, Science Assessment Specialist
- Rebecca Logan, Executive Director of National & International Assessments

Office of Special Education Services

Email: Special.Ed@sde.ok.gov

Phone: (405) 521-3351

Office of Accountability

Email: Accountability@sde.ok.gov

Phone: (405) 522-5169

Version 11.10.15