



JOY HOFMEISTER

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT OF EDUCATION

Dear District and Building Test Coordinators:

Staff from the Office of Assessments will be conducting the Oklahoma School Testing Program (OSTP) Test Preparation In-service trainings for the 2015-16 school year during October and November 2015. These in-service presentations will be delivered in multiple formats for increased efficiency and convenience.

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. District Test Coordinators (DTCs) must ensure that all Building Test Coordinators (BTCs) have attended a Test Preparation In-service and that all Test Administrators and Test Proctors have been trained prior to testing. Trainings will focus on an overview of the OSTP; administration of the OSTP Oklahoma Core Curriculum Tests and the Oklahoma Modified Alternate Assessment Program; and the specific responsibilities of the DTCs, BTCs, Test Administrators, and Test Proctors.

We will be offering on-site trainings as well as video conferences and WebEx trainings to accommodate your schedule. The Test Preparation In-service schedule that lists dates, locations, 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. To ensure we do not exceed these capacities, we will be utilizing Eventbrite to facilitate the sign-up process for each session. The links are provided on the attached schedule.

District Test Coordinators will need to forward this communication to each Building Test Coordinator. If you have any questions, please call the Office of Assessments at 405.521.3341 or email Assessments@sde.ok.gov.

Sincerely,

Sonya Fitzgerald
Executive Director of State Testing
Office of Assessments