

2016-17 OSTP FAQs

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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 School Testing Program (OSTP), which is 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 Office of Special Education Services oversees the implementation of this assessment.

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 OSTP and OAAP tests fulfills federal and/or state mandates for testing math, reading, science, and U. S. History, 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 School Testing Program (OSTP) and the Oklahoma Alternate Assessment Program (OAAP) in Grades 3 through 8, Grade 10, and after completing the high school U. S. History course. All state tests are aligned to the Oklahoma Academic Standards.

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

General Information

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 English Language Arts, mathematics and science.

What is the Grades 3 – 8 testing window for 2016-17?

GRADE	PAPER/PENCIL TESTING WINDOW	ONLINE TESTING WINDOW	ASSESSMENTS
Grade 3	April 3 - April 21, 2017		ELA Mathematics
Grade 4	April 3 - April 21, 2017		ELA Mathematics
Grade 5	April 3 - April 21, 2017		ELA Mathematics Science
Grade 6	April 3 - April 21, 2017*	April 3 - April 28, 2017	ELA Mathematics
Grade 7	April 3 - April 21, 2017*	April 3 - April 28, 2017	ELA Mathematics
Grade 8	April 3 - April 21, 2017*	April 3 - April 28, 2017	ELA Mathematics Science

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

No, the third grade English Language Arts (ELA) 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/non-graphite pens 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 machine scoring.

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

Tests in Grades 3-8 include a section break that allows the test to be given on one day (with lunch or a break between sections) or on consecutive instructional days during the testing window.

Which tests are offered through computer-based testing?

All Grades 6-8 OSTPs must be administered online. Paper/pencil versions of these tests are available for students who need an alternate format or because they are unable to access computer-based tests in both classroom assessments and OSTP assessments.

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.

English Language Arts

Do students have writing prompts as part of the OSTP in Grades 5 and 8?

Students in Grades 5 and 8 will respond to writing prompts as part of the ELA assessment. The students will write an essay in response to a paired-passage based writing prompt.

When will the constructed response/writing portion of the Grades 5 and 8 ELA assessments be administered?

The writing portion will be administered in April during the spring testing window. It is section 1 of the ELA assessment.

What do sections of the Grades 5 and 8 ELA test include?

The Grades 5 and 8 ELA tests are made up of three sections. Section 1 is the constructed response/writing prompt; sections 2 and 3 are multiple choice sections. All sections of the Grade 5 ELA test are paper/pencil; all sections of the Grade 8 ELA test are offered online.

Do the sections of the Grades 5 and 8 ELA assessments have to be administered in any specific order?

Test within a single subject area MUST be administered in sequential order. The one exception, however, is Section 1, constructed response/writing prompt, for Grades 5 and 8, which may be given before Section 2 or after Section 3. Sections 2 and 3, however, must be administered in sequential order.

What are the modes of writing being assessed during the Spring of 2017 for Grades 5 and 8 ELA assessments?

The assessed mode of writing for Grade 5 is informative. The assessed mode for Grade 8 is argumentative. Both grades 5 and 8 will include two passages and a writing task.

Will the Grade 8 constructed response/writing prompt portion of the ELA test be online or paper/pencil?

The 8th grade writing test will be offered through computer-based administration.

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

No, a student may not retake the Grade 8 ELA 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 ELA Assessment 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 reading goals/objectives in accordance with his/her IEP.

Mathematics

Which calculators are students on an IEP allowed to use?

3rd - 5th grade students who are on an IEP are allowed to use a basic four function calculator meeting the requirements of the calculator policy. The calculator policy for grades 6-8 and 10 apply to all students, those on IEP and those who are not.

Why is the +/- button not allowed for 6th and 7th grade?

The mathematics curricula for Grades 6 and 7 introduce students to integers and integer operations. By disallowing the +/- button, we are able to assess student mastery of integer operations. Otherwise, assessment of these standards would not be possible.

What assessment do students enrolled in advanced math courses take?

Students must take the math assessment for the grade they are classified, regardless of their course enrollment.

Social Studies

Will students in Grades 3 – 8 be tested in social studies?

No, House Bill 3218 has eliminated the social studies assessments in Grades 3 - 8.

Science

Will students in Grades 3 – 8 be tested in science?

Only students in Grades 5 and 8 will take a state science assessment.

Section III. Test Administration [OSTP Grade 10 and U. S. History]

Who is the testing company for the High School OSTP testing program?

Measured Progress is the testing vendor for Grade 10 English Language Arts, Grade 10 Mathematics, Grade 10 Science, and U. S. History.

What is the High School OSTP testing window for 2016-17?

HIGH SCHOOL	PAPER/PENCIL TESTING WINDOW	ONLINE TESTING WINDOW	ASSESSMENTS
Grade 10	April 3 - April 21, 2017*	April 3 - April 28, 2017	ELA Mathematics Science ²
US History ¹	April 3 - April 21, 2017*	April 3 - April 28, 2017	US History

¹ Students enrolled in a high school US History course.

² Students with any Biology EOI performance level score may be exempt from the Grade 10 science test.

No Retesting Required for 2016 - 17 School Year
DLM Testing Window: March 15 - May 12, 2017 | OAAP Portfolio Testing Window – To Be Determined

*Under Special Circumstances Only

How many testing windows are scheduled in the 2016-2017 school year for high school?

There is one testing window for the high school OSTP testing program. It is in the month of April 2017.

Which content areas are tested for the Grade 10 assessment suite?

All 10th Grade students will take assessments in English Language Arts, mathematics, and science (unless exempt from science).

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

If students complete U. S. History for the first time during summer school and have not taken the OSTP U. S. History assessment, schools will administer that test to them during the next available testing window.

If a student completes 10th grade prior to the testing window, does he/she take the 10th grade assessment?

Any student enrolled in the 10th grade at any point within the 2016-17 school year, will take the 2017 Grade 10 assessment.

If a student transfers into an Oklahoma public school from a private school or from out-of-state after his/her junior year, is the student required to take the OSTP High School assessments?

The Oklahoma State Board of Education has adopted rules to allow for a student transferring to an Oklahoma public school from an out-of-state or from a private school after his/her junior year of high school not to be denied a diploma based on testing participation.

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

While high school students must participate in the Grade 10 and U.S. History assessments, achieving a certain performance level is not a state graduation requirement, and; therefore, retesting is not required.

In order to graduate from High School, do students have to take all High School assessments?

Beginning with students entering the 9th grade in the 2017-18 school year, each student must take the OSTP High School assessments prior to graduation. Each local school board must have a graduation policy regarding state assessments for 2016-17 9th-12th grade students.

Can students testing be exempt from any of the Grade 10 subject assessments or the U. S. History assessment?

Students who have previously taken a Biology I EOI and have a valid score may be exempt from the Grade 10 science assessment. Students are not required to have passed the test; they just need to have a performance level from a Biology I EOI.

At this time, there is no provision in the law exempting students from the U. S. History assessment, Grade 10 mathematics assessment, or Grade 10 ELA assessment.

Is the district required to track students' mastery of the Grade 10 assessments and/or U. S. History assessment?

Districts are required to track student participation in the high school assessments; however, because state legislation does not require assessments for graduation, it is not necessary to track student performance.

English Language Arts

What is the mode of writing being assessed in the Spring of 2017 for the Grade 10 ELA assessment?

The mode for Grade 10 is argumentative. Students will read two passages and respond to a writing task.

How many writing prompts will be administered this year?

All Grade 10 ELA assessments will have one writing prompt.

Do the sections of the Grade 10 ELA assessment have to be administered in any specific order?

Test sections within a single subject area test **MUST** be administered in sequential order. The one exception, however, is Section 1, constructed response/writing, for Grade 10, which may be given before or after Sections 2 and 3. However, Sections 2 and 3 must be given in sequential order.

How is the constructed response/writing portion of the Grade 10 ELA test scored?

The Writing section is one portion of the of the Grade 10 ELA assessment. The 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. Condition codes are used if the student's writing response is unscorable. Students will not receive separate Grade 10 ELA assessment Writing reports; the results are reported with the multiple-choice results.

How many days does it take to complete Grade 10 ELA test administration?

The administration can take one to three consecutive instructional days. Each section may be administered on separate dates or multiple sections can be taken on one day, as long as a rest break is given to students between sections.

What do sections of the Grade 10 ELA assessment include?

The Grade 10 ELA assessment contains three sections. Section 1 is an online paired passage based prompt; sections 2 and 3 are multiple choice sections.

Mathematics

If a student has already taken the Algebra I EOI, is he/she exempt from the Grade 10 mathematics assessment?

At this time, there is no provision in law exempting students from the Grade 10 mathematics assessment. The assessment is a combination of Algebra I and Geometry and is created in alignment with the OAS, which has not been assessed in the past.

Science

If a student has already taken the Biology I EOI, is he/she exempt from the Grade 10 science assessment?

Yes. Students who have previously taken a Biology I EOI and have a valid score may be exempt from the Grade 10 science assessment. Students are not required to have passed the test; they just need to have a performance level from a Biology I EOI.

Social Studies

Will Social Studies be tested in high school?

Yes, students enrolled in U. S. History course (OCAS 5410, 5415) during the 2016-17 school year will be tested in the Spring 2017 testing window.

If a student has already taken the U. S. History EOI, is he/she exempt from the current U. S. History assessment?

No, students enrolled in U. S. History course (OCAS 5410, 5415) during the 2016-17 school year must be tested in the Spring 2017 testing window.

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 assessments?

Yes, all students, including special education students, are required to participate in state testing according to Every Student Succeeds Act (ESSA).

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). 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 OSTP 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. To access the criteria checklist, click [here](#).

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 OSTP?

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 or 504 Plan. You may access the Accommodations Manual [here](#).

What is the maximum number of students that can be included in small group testing?

A total of 8 – 10 students may be included in small group testing.

How many students can be included in the separate location accommodation?

There is no limit on the number of students who can be included in this setting accommodation.

What is the amount of time allowed for frequent breaks?

The maximum amount of time for frequent breaks is 10 – 15 minutes.

Are there any specifications as to who can be a Test Proctor during a read-aloud accommodation by Human Reader?

The Test Proctor in a Human Reader testing environment must be employed by the district. This is a new requirement this year in order to remain in compliance with FERPA regulations.

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

House Bill 3218 requires that all high school students must participate in the state testing assessments; however, achieving a certain performance level is not a state graduation requirement. Therefore, determining modified proficiency is no longer necessary.

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 Access Profile, or Personal Needs Profile (PNP) The PNP 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 [here](#).

Where can I find more information about the OAAP?

Information about the OAAP is available at Office of Special Education – Assessments. You may access this information [here](#). Updates are sent to Directors of Special Education and District Test Coordinators for dissemination to staff in their districts.

Section V. Online Testing

Which assessments are offered through a computer-based administration?

All Grades 6 – 8, 10, and U. S. History assessments are offered through a computer-based administration including writing sections.

Are there any exceptions?

Students unable to access online in both classroom assessments and OSTP assessments may receive a paper & pencil format. Please click [here](#) to 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 [here](#).

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

Yes, Measured Progress will conduct these trainings in conjunction with the SDE's mandatory DTC trainings scheduled in February 2017. Please register [here](#).

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 15 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 15 minutes, the building test coordinator must document the irregularity through the Test Irregularity Form and contact the SDE at (405) 521-3341 for a proctor password to reenter the testing session. If a secure testing environment is not maintained during the interruption, the tests must be invalidated through the Testing Status Application, and Breach tests ordered and administered. Call the SDE, (405) 521-3341, for further directions, as needed.

What if a student is found cheating (checking a cell phone, looking at another’s test, etc.) during a testing session?

The District or Building Test Coordinator will request an invalidation through the TSA. Measured Progress will issue a Breach form to be administered to the student to document the cheating event.

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, except Grades 8 and 10 ELA, which must be done using a Human Reader. **Text-to-speech functionality is not supported on tablet devices or Linux devices.**

Read-aloud accommodations for English Language Arts multiple-choice sections must be approved by the SDE using the Non-standard Accommodation Application.

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 students complete 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 students have written on the scratch paper.

For paper-based testing writing assessments, planning pages are provided in the test book.

What tools are available for the online assessments?

Several tools are available for the online assessments. The OSTP High School science and mathematics assessments have online calculators. Please see the Global Universal Tools and Accommodations Guide under the Guides tab 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, Grade 10 and high school U. S. History assessments will be available in late January 2017. When open, directions for accessing the online practice tests will be available on the [SDE](#) and [Measured Progress Help & Support site](#).

Will students receive immediate scores?

No. Because this year Oklahoma has adopted new state standards and the assessments must align with the new standards, all tested subjects must undergo standard setting. This process will delay scores until fall 2017, except for Grade 3 reading scores.

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 time are required to take the English Language Proficiency exam (ACCESS 2.0) and any applicable state assessments in subjects other than ELA. Students may be exempt from the Grades 3-8 and 10 ELA tests if they have tested into the ELL category. ELL 1st Year Exemptions for ELA assessments populate automatically through Precode. However, if ELL 1st Year Exemptions were not picked up through Precode, they may be requested through the SDE Single sign-on Testing Status Application for approval. Please click [here](#) to access the OSTP ELL Accommodations Manual.

Are the tests within the Oklahoma State Testing Program (OSTP) including the Writing tests, timed?

The tests are not timed. Students should be given additional time if needed as an immediate extension of the current session. A Test Administrator and Test Proctor are required for the duration of testing. This is not to be construed as unlimited time. Additional time **must** be an immediate extension of the testing session **not** to exceed double the amount of recommended time per section/session.

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 Grades 5, 8, and 10, which may be given before Section 2 or after Section 3. However, Sections 2 and 3 must be given in sequential order.

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

Students enrolled in block schedule classes (Grade 10 ELA, mathematics, and science, or U. S. History) will take assessments during the spring testing window, even if they were enrolled in classes during the fall 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 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 (no points applied) is assigned if the constructed/writing response is illegible, incomprehensible, off-topic, written in a language other than English, or there is no response at all. The student's overall ELA score will be impacted.

When should a student's test be invalidated?

Tests can be invalidated for a number of reasons, the most prevalent reason being cheating. 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. Measured Progress will issue a Breach Form to be used to document the cheating event. After the invalidation has been approved, the testing company will provide detailed directions to administer an online Breach version or a paper-based Breach version, as appropriate.

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

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 up the responses, which will result in a score of Unsatisfactory.

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

Yes, students can use **ink-based highlighters**/no graphite in all OSTP tests. Special care should be taken when marking in the OSTP Grade 3. 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 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 | Oklahoma State Department of Education](#)

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

Please see Superintendent Hofmeister's response letter on requests to remove a student from testing [here](#).

When can I expect my students' test scores?

Because all assessments must undergo standard settings, the preliminary reports will be delayed until late summer. The Preliminary Reading Sufficiency Act (RSA) reports are scheduled to be available in late July, 2017. All other assessment reports will be available in Fall 2017.

When must my paper/pencil tests be ready for return to Measured Progress?

In order to expedite the Grade 3 ELA assessments, Measured Progress will schedule pickup for those tests on April 14, 2017. All other paper/pencil tests must be returned by April 26, 2017.

When packing paper/pencil tests, are the Class Header/Identification sheets required for teacher identification?

Yes. Though teachers' names will be included in uploads based upon the OCAS codes found in the local SIS, we are still requiring Class Header/Identification sheets in order to ensure accuracy in reporting.

Where can I locate the Test Blueprints and Test/Item Specifications?

Both resources can be found on the OSDE's Assessment Material page, which may be accessed [here](#).

Will juniors be given an opportunity to take a College-and-Career Readiness test?

Yes. The Oklahoma State Department of Education (OSDE) is pleased to announce the choice of either the ACT or SAT for the College & Career Readiness Assessment (CCRA) free of charge to high school juniors. The initial testing date for ACT is set for March 21 with a make-up date of May 3. The initial testing date for SAT is April 5 with a make-up date of April 25.

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. NLE – No Longer Enrolled in School
8. OAAP – Taking an Alternate Assessment
9. Biology EOI Exempt – Students have previously taken a Biology I EOI and have a valid score of advanced, proficient, limited knowledge, or unsatisfactory.
10. Additional not tested codes will be forthcoming for Test Security Breach.

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

The definition for FAY for the 2016-17 SY is calculated according to a student's entry date for the current school year. A student is considered FAY if he/she was enrolled within the first *twenty (20) instructional days* of the school's instructional year through and including the date of the administration of the exam and has not experienced an enrollment lapse of ten (10) or more consecutive instructional days. Please click [here](#) to access the accountability website for more information.

What is the definition of Other Placement?

This category applies to a student from outside of your district who 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.

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

No.

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. Exemption, and Test Security Breaches 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.

Will Precode be available from the testing company?

Precode is required for all assessments and will be open to schools for verification in early January 2017. The deadline for confirming and certifying the student information is January Student information will be uploaded from the school's Student Information System (SIS) January 19, 2017. A second upload for changes and/or additions will occur on March 13, 2017. For paper/pencil testing, student labels will be sent to schools with their testing materials. A second run of student labels for paper/pencil testing will be provided for new students and students with a change of site location from the initial Precode in late March 2017.

Can districts make corrections to student demographic information online?

Student demographic information must be corrected through the district's Student Information System, which will then be picked up through the WAVE and reflected in the student's testing demographic data. Additional trainings on the new demographic overall report will be forthcoming.

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 for the Spring 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 five locations in the state and by Webex, giving school and district faculty several options for convenient attendance. It is mandatory for District Test Coordinators (DTCs) to attend a Test Preparation In-service every school year. It is also strongly encouraged for Building Test Coordinators (BTCs) to attend this training, though the DTC may opt to train the BTCs in their district.

What are the dates of the mandatory District Test Coordinator training for spring testing?

The SDE will offer three modes of training: Webex, On-Site, and Recorded. The dates and locations are below. You may register for Webex and On-Site trainings [here](#).

Webex Trainings

February 2 , 2017 – 1:00 P.M.

February 3, 2017 – 9:00 A.M.

On-Site Trainings

Monday, February 6, 2017 – Woodward – 9:00 A.M. or 1:00 P.M.

Tuesday, February 7, 2017 – Lawton – 9:00 A.M.

Wednesday, February 8, 2017 – Atoka – 9:00 A.M.

Thursday, February 9, 2017 – Tulsa – 9:00 A.M. or 1:00 P.M.

Friday, February 10, 2017 – Oklahoma City – 9:00 A.M. or 1:00 P.M.

Recorded Training

Recorded trainings will be available after Monday, February 13, 2017. A link will be available on the State Department of Education Assessment page.

If you do not attend a Webex or On-Site training, please contact the SDE (405-521-3341) to verify DTC training attendance via recorded training.

Who should be present during test administration?

One education-certified Test Administrator and one adult Test Proctor approved by the principal are required to be in the classroom at all times during testing. The proctor must be 18 years old or older and have graduated from high school. The Test Administrator and Test Proctor may neither be related to each other nor related to any student in the testing environment. The State Department of Education requires one proctor for every 25 – 35 students. Violation of this test security requirement is very serious and will automatically result in invalidation of all students' assessments. Do not administer any portion of any state assessment without the appropriate personnel present and actively engaged in the test administration and/or monitoring.

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

Yes, they can be moved to another location in order to finish their tests as long as they are escorted by a test administrator or a test monitor and, when they arrive at the new location, a test administrator and a test proctor are present. All other test security measures must also be followed. This also applies to online testing on laptops.

Section IX. Contact Information

Office of Assessments

Email: Assessments@sde.ok.gov

Phone: (405) 521-3341

- [Craig Walker](#), Executive Director of State Assessments
- [Angela Bilyeu](#), Assistant Executive Director of State Assessments
- vacant, Director of Assessment and Data Literacy
- [Maria Harris](#), Science Assessment Specialist
- [vacant](#), ELA/Social Studies Assessment Specialist
- [Sarah Owen](#), Mathematics Assessment Specialist
- [Elise Kauffman](#), Administrative Assistant
- [Samantha Sheppard](#), Administrative Assistant III
- [Molly Brown](#), Administrative Assistant III
- [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