

To: Oklahoma Test Coordinators and Test Administrators

Date: September 11, 2012

Re: OAAP 2012-2013 User Account Responsibilities and Important Dates

Last month, Pearson distributed the memo below. Please review the changes noted in **bold, red** font.

In preparation for the upcoming 2012-2013 OAAP test administrations, please review the following information and reminders.

PearsonAccess User Account Responsibilities

Test Coordinators (District/Building) are responsible for:

- Making sure the Test Coordinator names and contact information in PearsonAccess are current each test administration.
- Adding OAAP role/access for their own user accounts.
- Adding and removing OAAP Test Administrator user accounts that will upload OAAP student evidence. For all current OAAP Test Administrator accounts, Pearson has set the account end date as 12/31/14. Please use this end date for any newly created accounts.

OAAP user accounts will provide access only to the OAAP administration within PearsonAccess.

Trainings and General Dates

August 16	District Test Coordinators begin updating OAAP PearsonAccess User Accounts as needed.
August 21	2012-2013 OAAP Portfolio Administration Manual available in PearsonAccess (hard copies will be distributed at SDE trainings)
August 31 – September 14, 2012	SDE OAAP Portfolio Administration Trainings (details to be distributed separately)
September 17 – 25, 2012	Pearson OAAP Portfolio technical trainings (details to be distributed separately)

Winter 2012 EOI Administration (seniors and second time testers only)

September 17- 24 – December 21, 2012	District Test Coordinators register OAAP students in PearsonAccess via Student Data Upload (SDU) or manually. Prior to September 24, Test Coordinators may prepare the SDU file using the template in PearsonAccess.
September 24 – *December 21, 2012	Testing window. Submit OAAP portfolios in PearsonAccess. *Note: The Winter 2012 testing window will close at midnight on December 21, 2012. No student information, test assignments, or portfolio evidence may be submitted in PearsonAccess after this time.

Spring 2013 Grades 3-8 and EOI Administration

September 17- 24 , 2012 – May 3, 2013	District Test Coordinators register OAAP students in PearsonAccess via Student Data Upload (SDU) or manually. This includes all grades 3-8 and EOI students for the Spring 2013 administration. Prior to September 24, Test Coordinators may prepare the SDU file using the template in PearsonAccess.
September 24 ,2012 – May 3, 2013	Testing window. Submit OAAP portfolios in PearsonAccess. *Note: The Spring 2013 testing window will close at midnight on May 3, 2012. No student information, test assignments, or portfolio evidence may be submitted in PearsonAccess after this time.

Important Note to Test Coordinators:

- **The Student Data Upload (SDU and RSDU) template has been updated for 2012-2013.** When creating files, please be sure to use the latest SDU template and layout posted to PearsonAccess: www.okassessments.com/templates

Thank you for your support and cooperation in this matter. If you have additional questions/concerns, please contact Pearson at 866-294-9970 or email us at okhelp@support.pearson.com.