

To: Oklahoma Test Coordinators and OAAP Test Administrators

Date: March 29, 2013

Re: OAAP Spring 2013 Reminders

Please review the important information below regarding:

1. OAAP Spring testing end date is May 3, 2013.
2. OAAP Technical Training – resources available online
3. PearsonAccess User Accounts: Do not share login information!

1. OAAP Spring testing end date is May 3, 2013.

The OAAP Spring 2013 grades 3-8 and EOI administration window will close at midnight on Friday, May 3. All student information, test assignments, and portfolio evidence must be entered in PearsonAccess prior to the closing. No student information, test assignments, or portfolio evidence may be entered in PearsonAccess after midnight on Friday, May 3.

Technical Requirements/System Check:

Districts participating in the OAAP Spring administration should review the technical requirements and perform a system check immediately to allow time to resolve any technical issues. Please see the 2012-2013 Technical Tips for Technology Coordinators and Test Administrators available at:

www.okassessments.com/OAAP

If you are experiencing technical problems, please contact Pearson. **Portfolios must be submitted by May 3, 2013, with no exceptions for technical issues.**

2. OAAP Technical Training – resources available online

Pearson provided technical training in September 2012. If you did not attend training or need a refresher in how to register students/tests, assign a teacher to each test, and/or upload portfolio evidence, please see the Technical Training PowerPoint and recorded WebEx presentation posted here:

www.okassessments.com/Training

If you still have questions after reviewing the training materials, please contact Pearson.

3. PearsonAccess User Accounts: Do not share login information!

Please note: There have been a few recent cases of technical failure due to multiple PearsonAccess users sharing log-in information.

PearsonAccess users should NOT share usernames/passwords. The system was intended to support one user per username. Two or more users logging in with the same username at the same time may experience technical difficulties/failure. For example, two OAAP Test Administrators logging in with the same username at one time may not be able to upload evidence. Resulting issues require Pearson technical assistance and time to resolve. Please note that the OAAP Spring testing window closes on May 3, 2013, and will not be extended due to user technical issues.

As a reminder, 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 for users who will upload OAAP student evidence.

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.