Revised 11/12/2014

OKLAHOMA SCHOOL TESTING PROGRAM (OSTP)

OKLAHOMA STATE DEPARTMENT OF EDUCATION

Test Preparation In-service 2014-15

Winter/Trimester End-of-Instruction (EOI)

Agenda

- Testing Overview
- General Information
  - Testing Updates
  - Invalidations and Equivalent Forms
  - Test Security and Related Information
  - Instructions and Information
- Oklahoma Modified Alternate Assessment Program (OMAAP)
- End-of-Instruction (EOI) OCCT and OMAAP
- Resources and Contact Information

Testing Overview

- The purpose of the OSTP is to assess students' mastery of the Oklahoma Academic Standards.
- Reading, Mathematics, and Science are accountability tests required by the federal legislation No Child Left Behind (NCLB).
- All operational tested subjects are used for state accountability on the A-F Report Card.

Testing Overview

- All End-of-Instruction assessments must be taken once the corresponding course of instruction has been completed.

- All students will be administered either:
  - An OCCT general assessment with or without accommodations or
  - An Oklahoma Alternate Assessment Program (OAAP) test
    - Portfolio or
    - Dynamic Learning Map (DLM)

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General Information

Testing Contractors

- Measured Progress will serve as Oklahoma's testing contractor for the 2014-15 Winter/Trimester EOI testing window.
  - OCCT EOI, or
  - OMAAP EOI (only for 2nd Time Testers with a previous score in the same subject)

- Oklahoma Alternate Assessment Program (OAAP)
  - Math and English/language arts will be assessed through Dynamic Learning Maps Alternate Assessment System.
  - Science and social studies will be assessed through Portfolio/PearsonAccess.

Measured Progress Contact Information

- Website: http://www.measuredprogress.org/web/occt/1
- Support: Measured Progress Help & Support
  - Phone: 866-629-0220
  - Email: servicedesk@measuredprogress.org
  - Fax: 603-749-6398

Online Assessment System

- Usernames and passwords are supplied by the testing vendor for accessing the online OCCT portal.
- District Test Coordinators (DTCs) will be able to assign user names and levels of access for Building Test Coordinators (BTCs) and Assessment Technology Coordinators (ATCs) through this system.
- Future training webinars will be announced through memos emailed to DTCs and posted on the Measured Progress Oklahoma Help & Support webpage.

Students Who Receive Instruction Away from Sites of Official Enrollment

Students Testing at Alternative Sites

- This includes:
  - Special education consortiums;
  - Alternative education cooperatives and interlocals;
  - Hospital placement;
  - Homebound placement; and
  - Technology Centers.
- All paper/pencil test materials will be ordered by and sent to the district where the students are officially enrolled.
- Students may be tested at their sites of instruction, following the procedures outlined in the *Test Preparation Manual*.

Students Who Receive Instruction Away from Sites of Official Enrollment

- EOI Online Assessments
  - Site of residence: submits the student precode or manually uploads, places student in a testing session, prints test ticket, and delivers the test ticket to the site of instruction.
  - Site of instruction tests the student.
  - Site of residence receives scores.

Students Who Receive Instruction Away from Sites of Official Enrollment

Students Testing at Alternative Sites

- The official site of residence district remains accountable for the test scores.
- Score reports will be sent to the districts where the students are officially enrolled.
- The Test Administrator (TA) and the Test Proctor (TP) at the site of instruction sign a Test Security Form. TAs must be employees of the school district.
- All test books, answer documents, test tickets, and security forms are returned to the site of residence.

Distance Learners

- Schools must account for all students. This includes Distance Learners, who are taking classes via the Internet.
- The student should be marked as a Distance Learner in the Precode file.
- School districts offering online courses or programs will provide at least one testing location for these students.
  - Note: This is different for Distance Learners in a Statewide Virtual Charter School.

Statewide Virtual Charter Schools

- Schools must account for all students. This includes Distance Learners, who are taking classes via the Internet.
- The student should be marked as a Distance Learner in the Precode file.
- The statewide virtual charter school that is offering the online course or program will provide, and is responsible for the cost of, at a minimum, six alternative testing locations.
  - At least one testing site will be located in each quadrant of the state.
  - One testing site will be located in each of the two metropolitan areas of the state.
  - The alternate location and testing plan must be submitted to the SDE for approval.

Demographic Information

- EOI precode file layout and template are available on the Measured Progress Oklahoma Help & Support webpage.
- Students successfully submitted through a Precode file will be automatically uploaded into the OCCT portal or will receive labels for paper/pencil tests.
- If any student demographic details are incorrect on the student label, still use the label unless there is a mistake in the three main identifiers (First name, last name, or STN)
  - **Note: this is different from previous years. The DTC/BTC will make the corrections during the correction window.**
- Student labels are to be affixed to the front of the answer document.

Demographic Information

- All students uploaded for testing must be accounted for at the time of testing.
- All students will be in the OCCT portal, whether they are testing online or paper/pencil. Update all enrollment information in the student's demographic page throughout the testing window.
- Incorrect or incomplete information will result in inaccurate student data and may have a negative impact on the final reports.
- Districts will be able to make online corrections during the Record Editing Window. Training will be provided for corrections.

Demographic Information

- ELL applies to any student who has not passed the English Proficiency test.
- ELL 1st and 2nd Year Proficient indicates an ELL student that has attained proficiency and has exited the program within the last one or two years.
  - A student must be marked as either ELL 1st Year Proficient or ELL 2nd Year Proficient.
- Do not mark both ELL and ELL 1st or 2nd Year Proficient.
- The ELL enrollment date is the date the student first enters any school in the United States.

Demographic Information

- The definition for FAY/NFAY has changed and is calculated through the WAVE.

"Full Academic Year (FAY)/Not Full Academic Year (NFAY): A student is considered Full Academic Year (FAY) for a particular exam if s/he has been continuously enrolled from the first day of October of the school year to the date of the test administration and has not experienced an enrollment lapse (dropped from enrollment) of 10 or more consecutive school days throughout that timeframe. Please note that depending on when tests are administered, it is possible for a student to be FAY for some exams but not others. Students who are not FAY are considered NFAY for either the site, district, or state."

Testing Accommodations

Accommodations for IEP and Section 504 students must be:

- Specified in an IEP or Section 504 Plan;
- Selected from the list of state approved accommodations; and
- Marked on the back of the answer document or uploaded in the Precode file.
  - Setting
  - Presentation
  - Timing/Scheduling
  - Response

Testing Accommodations

There are new guidelines for both standard accommodations and new non-standard accommodations.

Please refer to the Accommodations Manual posted online: http://ok.gov/sde/sites/ok.gov.sde/files/documents/files/IEP_504%20OSTP%20Accommodations_0.pdf .

All Non-standard accommodations require SDE approval.

Non-standard accommodations may include (but are not limited to)

- Unique accommodations
- ELA read-aloud accommodation

Testing Accommodations

ELL accommodations must be:

- Selected from the approved list of state accommodations; and
- Marked on the answer document or uploaded in the Precode file.
  - Translator
  - Transcribe
  - Clarification/Read-aloud
  - Grouping/Multiple Sessions
  - Word-to-Word Dictionary

ELL Read-Aloud Accommodation for English II Test

- ELL students who have lived in the United States less than 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 having passages and test items read aloud in English contingent on the following conditions:
  - The student has already taken the English II EOI and scored Limited Knowledge or Unsatisfactory;
  - The student has participated in remediation;
  - The student has a passing grade in the English II course; and
  - The “read-aloud” accommodation is normally employed as part of classroom instruction on a regular basis.

Testing Accommodations

- Audio features are available for read-aloud accommodations on all online tests where appropriate or approved.
- Headphones must be used.
- The online testing client will allow testing over several sessions (except Writing). Students will not be able to view/answer items viewed in a previous test session.

Alternate Formats

- Large-print and Braille versions of each test are available for students with visual impairments.
- Large-print and Braille responses must be transcribed to a scannable standard test book or answer document.
- The *Test Preparation Manual* includes transcribing information and procedures.
- When a Braille test is ordered, you will receive a packet with the following:
  - 1 Braille test
  - 1 answer document
  - 1 regular test booklet
  - 1 *Test Administration Manual*
  - 1 set of instructions
  - Braille notes
- When a student's Braille response is transcribed into a scannable answer document, the Braille bubble must be completed on the answer document.

Emergency Accommodations (All Students)

- Form EA:
  - If prior to or during testing, the school principal or designee determines that a student requires an emergency accommodation, Form EA must be completed and submitted to the DTC for approval.

SDE Approval Required

- SDE approval is required for the following:
  - ELL 1st Year in the U.S. Exempt (English II and III assessments only);
  - Emergency Exemptions;
  - Non-standard Accommodations;
  - Other Placement; and
  - Invalidations.
- Request approvals on the SDE Single Sign-on
  - Complete the online Testing Status Application form; or
  - Complete the online Non-Standard Accommodations Application.

Test Invalidation

- Reasons for possible test invalidations include, but are not limited to:
  - Cheating;
  - Security violation;
  - Presence of a cell phone in the testing environment;
  - Improper test administration;
  - Technical problems; or
  - Testing outside the test window.
- If the SDE approves the invalidation, the student must be considered as a nonparticipant unless an Equivalent Test is administered.

Equivalent Tests

- In situations when a test must be invalidated, the DTC must enter the invalidation request on the Testing Status Application.

- Once the invalidation is approved, the SDE will order the Equivalent Test.
  - The Equivalent Test must be administered to the student within the remainder of the testing window.
  - In the case of a paper/pencil test, all completed answer documents for Equivalent Tests as well as the invalidated tests must be returned with the scorable answer documents.

Test Security

Who should be trained on Test Security and administration procedures?

- DTCs
- BTCs
- Test Administrators (TAs)
- Test Proctors (TPs)

Test Security

- Additional, important information regarding test security and validity is included throughout the *Test Preparation Manual* and its appendices.
- Test materials should be kept secure at all times and should not be left in open or unattended areas.
- Test books are not to be opened prior to or after any test sessions. Only the students testing are allowed to view the contents of a test book or an online test and only at the time of testing.
- All secure test materials must be returned to the contractor after the completion of testing.

Test Security

- Nondisclosure Agreement forms must be signed and dated by each TA who reads test items to students as an accommodation and by the Test Proctor. The completed form must be returned to the BTC.

- Note: English II and III tests can only be read aloud as an SDE approved non-standard accommodation.

Test Security

- Classroom Security Checklists must be completed, signed, and dated by the TA and the BTC. Please keep this checklist on file at the district.
- District and School Checklists will provide a list of all bar codes sent and will have blank columns to record information regarding the location (school or classroom) of the test books.
- District and Building Security Forms are pre-slugged with the county, district, and site code (CDS code).

Test Security

- Security forms will be provided in the DTC kits.
  - District Level Test Security Form
  - Building Level Test Security Form
  - Test Administrator and Test Proctor Security Forms
- Keep a copy for your district, and package and send original Test Security Forms to contractor.
- Late materials may result in:
  - Fees charged to the district,
  - Invalidations, and/or
  - Deficiency on the district accreditation report.

Calculator Use

- Scientific Calculator
  - Algebra I
  - Geometry
  - Biology I

- Graphing and/or Scientific Calculator
  - Algebra II

Scratch Paper

Students are allowed scratch paper for:

- All online assessments,
- Online Writing tests, and
- All paper/pencil accommodated forms.
- All EOI OMAAP re-testers are allowed scratch paper, even though students can mark in the test book.

Scratch paper should be collected after testing and destroyed by the BTC.

Academic Assessment Monitoring Program (AAMP)

- To meet federal requirements, Oklahoma's AAMP evaluates school district implementation of both federal- and state-required academic assessments.
- Monitoring rules can be accessed in Subchapter 13. Student Assessment 210:10-13-21.
- All public school districts will be monitored at least once during the established five-year cycle.
- An electronic version of the five-year monitoring cycle is updated on a yearly basis and posted on the SDE website.
- All monitoring resources are posted on the SDE website.

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DTC Instructions and Information

DTC Instructions and Information

General Responsibilities:

- Serve as the SDE's contact for all testing activities.
- Note: E-mail is often the quickest and most efficient way for the SDE or testing vendors to contact DTCs, so please access your account regularly.
- Request permission from the SDE for citing specific demographic designations and/or invalidating assessments.
- Ensure that all personnel assigned to testing are adequately trained in proper test administration and test security.
- Verify that all personnel trained sign in for the training session. The sign-in forms should be kept on file by the DTC or BTC and must indicate the date of training.

DTC Instructions and Information

- Ensure uploaded EOI Precode files for your district and schools are current.
- Confirm all boxes are received for each building, and distribute materials accordingly. Inventory materials immediately upon receipt.
- If any discrepancies are found during the inventory, contact the contractor immediately.
- Order additional testing materials through the contractor's portal.
- Confirm that secure materials are properly returned from BTCs.
- Make certain all test materials are packaged, sealed, and received by contractor by scheduled dates.

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BTC Instructions and Information

BTC Instructions and Information

General Responsibilities:

- Train the TAs and TPs using the SDE's *Training for Test Administrators and Test Proctors* PowerPoint.
- Distribute the PSTGs and *Test Administration Manuals.*
- Check testing materials out to TAs the day of testing using the Security Checklist.
- Verify the presence of a TP in every testing session before testing begins.
- Collect all test materials from the TAs upon completion of testing each day.
- Direct the entire testing procedure at the specified building site.
- Serve as the contact for the DTC.

BTC Instructions and Information

- Inventory all test materials upon receipt from the DTC.
- Identify students who need special accommodations and/or alternate assessments, and make the appropriate testing arrangements for these students.
- Complete Class Header Sheets for paper/pencil tests.
- Upon completion of testing, collect all signed Test Security Forms, Classroom Security Checklists, and Nondisclosure Agreement forms. (Keep copies for your records and give the originals to your DTC.)
- All materials must be accounted for and returned to the DTC.

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Test Administrator (TA) Instructions and Information

TA Instructions and Information

General Responsibilities:

- Must be a certified employee of the district.
- Attend training conducted by the BTC.
- Confirm arrangements for students who require special accommodations or alternate tests.
- Review the *Test Administration Manual (TAM)* for directions several days prior to testing.
- Make sure students use No. 2 pencils.
- Ensure all visual aids are removed or covered during testing.

TA Instructions and Information

- Administer tests with a TP present.
- Follow the scripts in the *TAM*s exactly.
- Keep records of students who missed the test on the original test date.
- Administer make-up tests within the testing window, if needed.
- Keep a log of unusual student behavior or circumstances.
- Must sign the Test Security Form.

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Test Proctor (TP) Instructions and Information

TP Instructions and Information

General Responsibilities:

- Must be at least 18 years old and approved by the building principal.
- Must attend training from the BTC.
- May assist the TA with certain duties (e.g., inventory test materials).
- Maintain the security of all test materials.
- Monitors entire testing session.
- Monitors read-aloud sessions, transcribing of tests, and checking of answer documents or test books for stray marks.
- May assist the TA after testing is complete.
- May NOT administer tests.
- Must sign the Test Security Form after each test.

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OMAAP (2nd Time Testers with a previous score ONLY)

OMAAP

- OMAAP EOIs are only available for 2nd Time Testers with a previous score on the same subject test. This is to allow a Modified Proficiency Score to be applied, by the student showing an improvement from the initial test attempt.
  - All first time testers must participate in either the OCCT or the OAAP/DLM for accountability purposes.
- Students mark their answers directly in their test books, which are then scanned and scored.
- Scratch paper for the multiple-choice tests is allowed but should be collected after testing and destroyed by the BTC.

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EOI OCCT and OMAAP

EOI Overview

- In order to meet federal NCLB requirements, students must test once in high school in Math (Algebra I), Reading (English II), and Science (Biology I).
- All students, who have completed instruction over the specified competencies of the course, regardless of the name of the course, will participate in the EOI tests unless exempt by law.
- Completion of instruction means the student was enrolled for the entire length of the course up to the time of the test.
- Completion of instruction may also be accomplished by passing a proficiency test for proficiency-based promotion.

EOI Overview

- Some students on IEPs receiving instruction on specified competencies will not complete instruction in one year.
- They will test when they have completed instruction or at the last available testing date prior to graduation, whichever comes first.

Testing Exemptions and Exceptions

- Students who do not receive instruction in Oklahoma public schools may demonstrate mastery in required subjects in one of the following ways:
  - Submit documentation of proficiency on an equivalent state end-of-instruction test in the state in which instruction was received.
  - Attain at least Proficient/Satisfactory score on an Oklahoma EOI test.
  - Meet the approved level of proficiency on a state approved alternate test.
  - Demonstrate mastery through an end-of-course project.

Testing Exemptions and Exceptions

- A student may take more than one alternate test to meet the graduation requirements.
- One alternate test can be used to meet more than one test requirement.
- A proficient score on the EOI Algebra II test can also count for Algebra I, and a proficient score on the EOI English III test can count for English II.
  - Students receiving instruction in Oklahoma must have taken the Algebra I test and the English II test before applying a Proficient score for Algebra II and English III.
- Students with extenuating circumstances may appeal to the Oklahoma State Board of Education for a waiver for an individual EOI.

Testing Exemption – Demonstration of Mastery

- Students who score ten percent (10%) above the cut scores approved by the State Board of Education for the ACT, SAT, ACT PLAN, or PSAT 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, and/or U.S. History*.
- www.ok.gov/sde/achieving-classroom-excellence-act-ace

* There is no section of the ACT, SAT, ACT PLAN, or PSAT that corresponds to U.S. History to apply for an exemption. See next slide for a listing of tests that can be utilized for an exemption of the U.S. History EOI.

Testing Exemption – Demonstration of Mastery

- 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 area for which alternate tests have been approved and shall be exempt from taking the EOI tests in the subject areas of Algebra II, English III, Geometry, and/or U.S. History.
  - In order to apply an exemption, the student must be enrolled in the class and assigned to take the test.
  - Districts must apply for the exemption through the Mastery Demonstrated Application on the State Department's Single Sign-On.

ACE Modified Proficiency Score for Students with Disabilities

- The Modified Proficiency Score pertains to IEP students who did not achieve proficiency on an EOI assessment on their first attempt. Assessments include the OCCT or OMAAP EOIs.
- To be eligible to apply the Modified Proficiency Score, the student must:
  - Participate in remediation of the course.
  - Participate in the same assessment.
  - Have an increase in the test score, on the same assessment, even though not attaining a proficient score.
  - Increase of score must be compared to the first test attempt.

ACE Modified Proficiency Score for Students with Disabilities

- The IEP team cannot issue a Modified Proficiency Score unless this additional criteria has also been met by the student:
  - The student must have a passing grade in the EOI course that was assessed;
  - The student must meet the district's attendance policy; and
  - The student's IEP team must recommend the student for graduation.

Student Records

Transcripts

School Districts shall:

- Report all of the student's performance levels on the EOI tests.
- Insert the sentence,

  "This student has met the graduation requirement of demonstrating mastery in the state academic content standards."
- Transfer record to the new district if the student moves.

Cumulative Record

School Districts shall:

- Record student's alternate test scores that meet at least a Proficient score.
- Document remediation or a student's failure to participate in remediation.
- Document students failure to participate in test retake opportunities.
- Document the application of the Modified Proficiency Score. (Only IEP students are eligible.)
- Transfer record to the new district if the student moves.

EOI Retakes

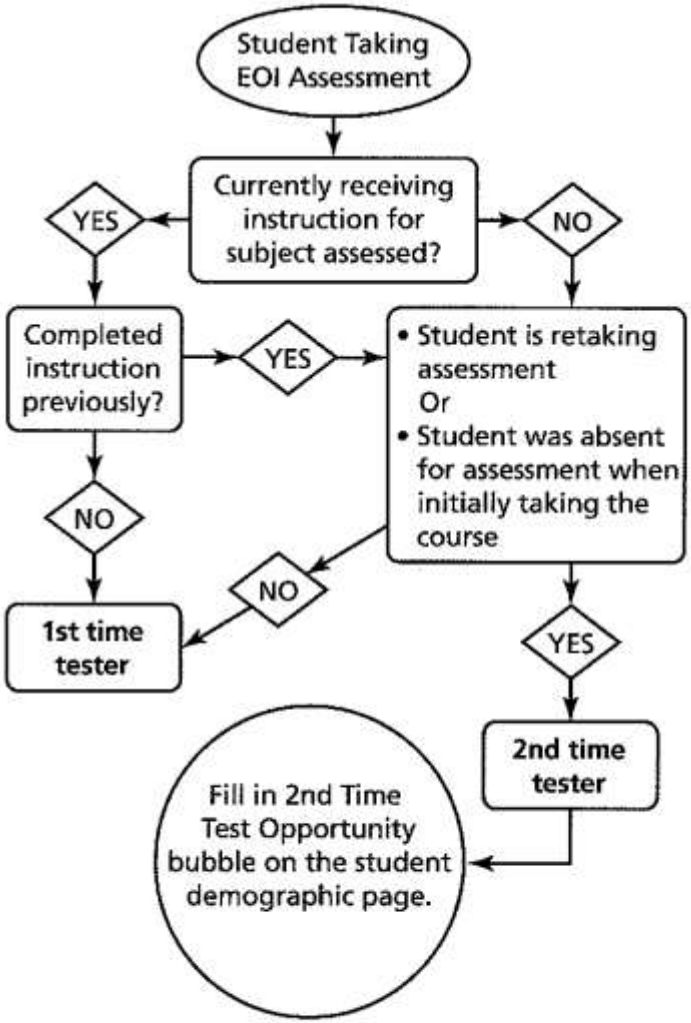
- According to state law (70 O.S. § 1210.508 and 70 O.S. § 1210.523), students who do not score at least at the proficient level shall be afforded the opportunity to retake each test up to three times each calendar year until at least a Proficient score is attained on the tests of Algebra I, English II, and two of the other tests required or an approved alternative test.
- Winter/Trimester, Spring, and Summer are the three opportunities.

Optional Online Retest Window

- Senate Bill 1799: 7,C.1 allows only students retaking (2nd Time Testers) an ACE EOI online test to retest up to two weeks prior to the State Board of Education approved testing window.
- Purpose of the law is to allow adequate testing time in the computer labs for students testing for the first time at the end of the course.
- The regular Winter/Trimester or Spring testing windows may also be used for 2nd Time Testers.
- Students participating in an OCCT or OMAAP paper/pencil test as a 2nd Time Tester must test during the regular windows.

2nd Time Test Opportunity

- Applies if the student has missed the opportunity to take the EOI test while enrolled in the course or if this is a retake.



Winter/Trimester Testing Window

End-of-Instruction (EOI)	Paper/Pencil and Writing Testing Window	Online Testing Window	Assessments
Optional Retest		December 1 - 5, 2014	Algebra I / Algebra II / Geometry / English II / English III / Biology I / U.S. History
Winter	December 8 - 19, 2014	December 8, 2014 - January 9, 2015	
Trimester	January 19 - February 6, 2015	January 19 - February 13, 2015	
Optional Retest		March 30 - April 10, 2015	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 13 - May 8, 2015	April 13 - May 15, 2015	
Summer	June 1 - July 31, 2015	June 1 - July 31, 2015	

Updated October 17, 2014:
Optional Retest EOI window and Winter EOI window are condensed.
Winter/Trimester EOI English II and III writing will be Section 1 and may be completed any day during the online window.
Winter/Trimester EOI OMAAP English II and III writing may be completed any day during the paper/pencil window.

Testing

- All seven (7) OCCT EOI assessments are required to be tested online.
- Paper/pencil format is available only as an accommodation for students on an IEP, a 504 Plan, or an ELL accommodation. Students unable to access an OSTP computer-based test must also receive classroom assessments, benchmark assessments, and district-wide assessments in paper/pencil format.
- Practice tests for all subjects are available for students to become familiar with the online format and procedures.
- Separate instructions in the *Online Test Administration Manual* are written for administering the tests in one continuous session or in separate sessions.

Testing

- Section 1 (Writing Task) on the English II and III will be administered online for all Winter/Trimester tests; therefore, it may be administered any day during the writing window.
- Sections 2 and 3 (Multiple Choice) may be administered on any one day or two consecutive days within the testing window.
- The Writing section is part of the overall score for English II and III; therefore it must be taken during the regular testing window.
- Writing prompts are linked to the multiple-choice forms; therefore, if a student taking either an English II or English III assessment requires an Equivalent Test, the entire test must be completed.

Test Results

Immediate Online Results

- Students will receive a raw score upon submission of all online multiple choice assessments.

48 Hour Results

- Student Roster Reports with scores and performance levels for all online multiple choice tests will post on Measured Progress's portal 48 hours after a window closes.

Test Results

Two Week Results

- Complete Student Roster Reports will be posted on the OCCT portal and will include raw scores, OPI scale scores, and performance levels for all tests, including English II and III and paper/pencil testers.
- Preliminary Summary Reports will be posted for review for the Record Editing Window.

Contact Information

Website: www.sde.ok.gov

Office of Assessments: (405)521-3341 Fax: (405)522-6272

Special Education Services: (405)521-3351

ACE Counselor, Melissa White: (405)521-3549

Office of Assessments

Lisa Chandler – Assistant State Superintendent

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

Rebecca Logan – Executive Director of National and International Assessments (NAEP)

Connie Holt – Division Support Coordinator

Molly Brown – Administrative Assistant

Elise Kauffman – Administrative Assistant