

# Oklahoma School Testing Program (OSTP)



**Test Preparation In-service  
2012 – 2013**

# 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)**
- **Grades 3 – 8 Oklahoma Core Curriculum Tests (OCCT) and OMAAP**
- **End-of-Instruction (EOI) OCCT and OMAAP**
- **Resource and Contact Information**

# Testing Overview

---

- The purpose of the OSTP is to assess students' mastery of the Oklahoma College, Career, and Citizen Ready (C<sup>3</sup>) Standards.
- Reading and Mathematics are accountability tests required by the 2001 federal legislation No Child Left Behind (NCLB).
- All subjects are used for state accountability on the A-F Report Card.

# Testing Overview

---

## Who Participates?

- **Every** student enrolled in a tested grade level in an Oklahoma public school must participate in testing.
- All students will be administered either:
  - An OCCT general assessment with or without accommodations; or
  - An alternate assessment.
    - OMAAP
      - With or without accommodations
    - Oklahoma Alternate Assessment Program (OAAP or Portfolio)

# OSTP

## General Information

# Testing Contractors

---

- ❑ CTB/McGraw-Hill will serve as Oklahoma's testing contractor for the 2012 – 2013 school year for the following grade levels.
  - OCCT Grades 3 – 8
  - OMAAP Grades 3 – 8
  - OCCT EOI
  - OMAAP EOI
  
- ❑ Pearson will continue to serve as the contractor for the Special Education Office.
  - OAAP Grades 3 – 8 and EOI

# CTB Contact Information

---

- ❑ Web site [www.ctb.com/ok](http://www.ctb.com/ok)
- ❑ Support: Oklahoma Help Desk
  - Phone: (888) 282-2010
  - Fax: (800) 282-0266
  - E-mail: [OK\\_Helpdesk@ctb.com](mailto:OK_Helpdesk@ctb.com)

# CTB Online Assessment System (OAS)

---

- ❑ User names and passwords are supplied by the testing vendor for accessing the online systems.
- ❑ District Test Coordinator (DTC) will be able to assign user names and levels of access for Building Test Coordinators (BTC) through OAS.
- ❑ Future training webinars and on-site trainings will be announced through memos and posted on [www.ctb.com/ok](http://www.ctb.com/ok).

# Guidelines for Students Who Receive Instruction Away from Sites of Official Enrollment

---

## Students Testing at Alternative Sites

□ This includes:

- Special education consortiums;
- Alternate education cooperatives and interlocals;
- Hospital placement;
- Homebound placement;
- **Technology Centers**; and
- Students enrolled at Oklahoma School for the Blind or Oklahoma School for the Deaf.

# Guidelines for Students Who Receive Instruction Away from Sites of Official Enrollment

---

## Students Testing at Alternative Sites

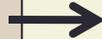
- ❑ All paper/pencil test materials will be ordered by and sent to the district where the students are officially enrolled.
- ❑ Students may be tested at their sites of instruction following the procedures outlined in the *Test Preparation Manuals*.

# Guidelines for Students Who Receive Instruction Away from Sites of Official Enrollment

## Flowchart for EOI Online Assessments

### Site of residence:

- Submits the student precode or manually uploads.
- Places student in a testing session.
- Prints test ticket and access codes.
- Delivers the test ticket and access codes to the site of instruction.



- Site of instruction tests the student. *(Do not upload into a session.)*



- Site of residence will see when student has finished testing.
- Site of residence receives scores.

# Guidelines for 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 an employee of a 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 students taking classes via the internet.
- ❑ The student should be marked as a Distance Learner either in the Wave for Grades 3 – 8, on the Precode file for EOI.

# Distance Learners from Outside of Local District

---

- ❑ The school district 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 in the state.
  - The alternative location and testing plan must be submitted to the SDE for approval.

# Demographic Information

---

**Registration/Precode is required for all students taking assessments.**

- ❑ Every district that successfully submits Wave data for Grades 3 – 8 or a Precode file for EOI will receive a student roster and student labels. (A clean file must be received within the noted Registration/Precode window.)
- ❑ EOI precode file layout and template are available at [www.ctb.com/ok](http://www.ctb.com/ok) and the SDE Web site.

# Demographic Information

---

- ❑ **Verify student label information for the following:**
  - Student name
  - Birth date
  - Ethnicity/Race (refer to student roster report)
  - Gender
  - State Student ID
  
- ❑ If any of these student demographic details are incorrect on the student label, DO NOT use the student label.
  
- ❑ Student Precode labels are to be affixed only on the front of the answer document.

# Demographic Information

---

## New for 2012 – 2013

- ❑ Additional demographic information is on the back of the answer documents/scannable test books.
- ❑ All students receiving labels must be accounted for at the time of testing. If a student has moved from the site or is absent for the duration of the testing window, attach the label and bubble the appropriate Not Tested Code on the back page.
- ❑ Students uploaded into the online system must be accounted for also. If they do not test, mark the Not Tested Code on the online demographic page associated with each test.

# Demographic Information

---

- ❑ Place answer documents/scannable test books for students identified as ELL 1<sup>st</sup> Year in U.S. Exempt, Emergency Exempt, Other Placement, and Invalidated, with scorables. SDE will send an approval file to the contractor after testing.
- ❑ 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 Windows.
- ❑ Webinar trainings will be provided.
  - **The SDE will not be making corrections that should have been made during the correction windows.**

# Demographic Information

---

- ELL applies to any student who has not passed the English Proficiency test.
- ELL 1<sup>st</sup> and 2<sup>nd</sup> 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 1<sup>st</sup> Year Proficient or ELL 2<sup>nd</sup> Year Proficient.
- Do not mark both ELL *and* ELL 1<sup>st</sup> or 2<sup>nd</sup> Year Proficient.
- The ELL enrollment date is the date the student first entered any United States school.

# Teacher Certification Number

---

- ❑ Teacher certification numbers are **NOT** being collected this year.
  - Last year, numbers were collected for simulation studies required by the USDE.

# FAY/NFAY Flowchart

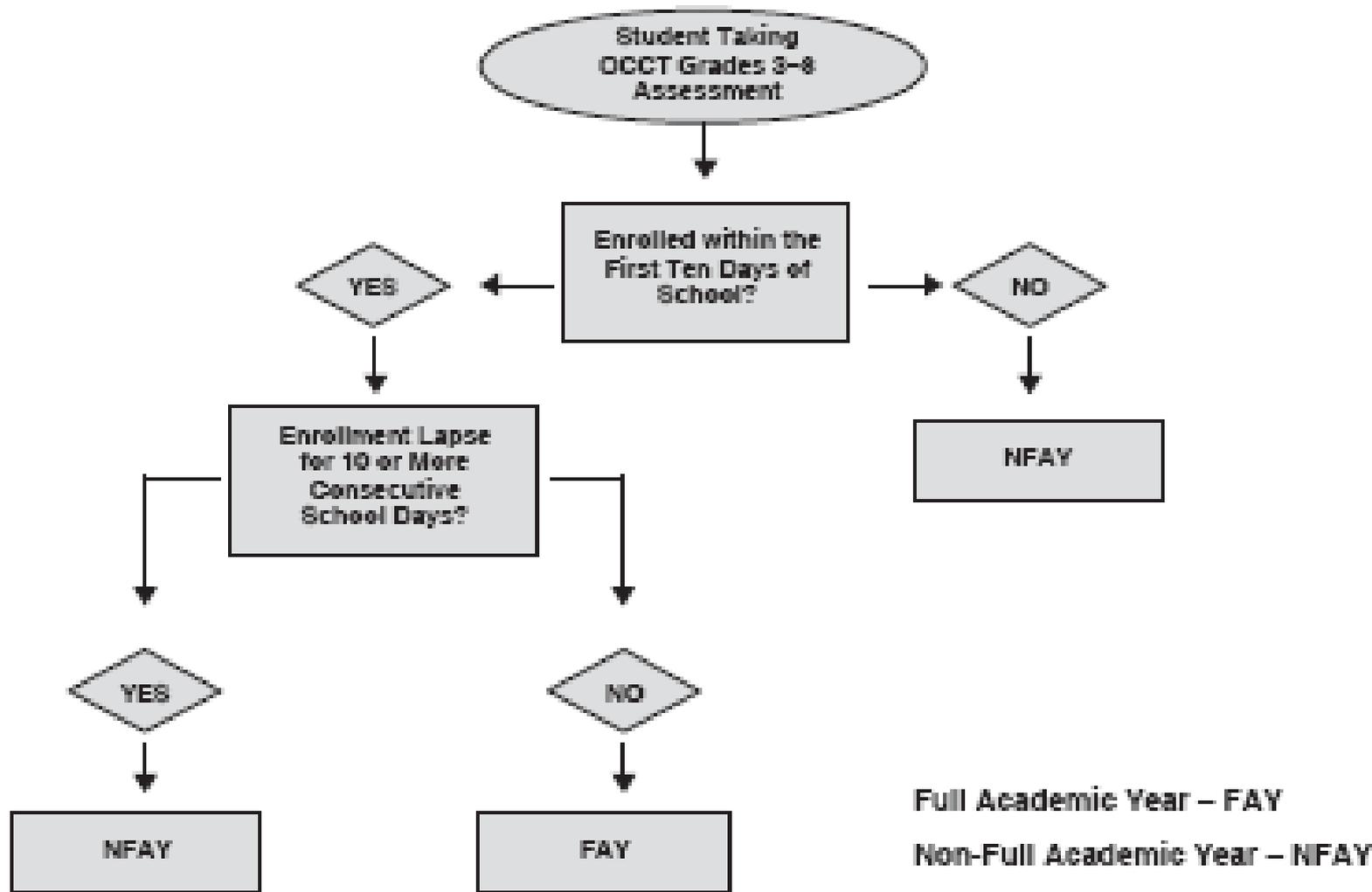


Figure 1. Non-Full Academic Year Flowchart

# Testing Accommodations

---

Accommodations for IEP and Section 504 students must be:

- ❑ specified in an IEP or Section 504 Plan;
- ❑ selected from the list of approved accommodations; and
- ❑ marked on the back of the answer document by subject (Grades 3-8) or uploaded in a Precode file(EOI).
  - Setting
  - Presentation
  - Timing/Scheduling
  - Response

# Testing Accommodations

---

ELL accommodations must be:

- ▣ selected from the approved list of accommodations; and
- ▣ marked on the back of the answer document by subject (Grades 3 – 8) or uploaded in a Precode file or marked online at the time of testing (EOI).
  - Translator
  - Transcribe
  - Clarification/Read-aloud
  - Grouping/Multiple Sessions
  - Word-to-Word Dictionary

# Testing Accommodations

---

- ❑ Large-print and Braille versions of each test are available for visually impaired students.
- ❑ Large-print and Braille responses must be transcribed to a scannable standard test book (OCCT Grade 3 and all Modified) or scannable standard answer document (Grades 4 – EOI).
- ❑ The *Test Preparation Manual* includes transcribing information and procedures.

# Testing Accommodations- Braille

---

- 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
- When a student's Braille response is transcribed into a scannable answer document, the Braille bubble must be completed on the answer document.

# Testing Accommodations- Audio

---

- ❑ Audio features are available for read-aloud accommodations on all online tests except for OCCT Grades 6, 7, and 8 Reading, ACE English II, and ACE English III.
- ❑ Earphones must be used.

# SDE Approvals Required

---

- SDE approval is required for the following:
  - ELL 1st Year in U.S. Exempt (Writing, Reading, and English II & III assessments only);
  - Emergency Exempt;
  - Other Placement; and
  - Invalidations.
  
- Request approvals on the School District Reporting Site.
  - Complete the Testing Status Application form.
  - Fax letters on a school letterhead to the SDE for emergency exemptions and invalidations.

# Test Invalidations

---

- ❑ Reasons for possible test invalidations include, but are not limited to, the following:
  - (1) cheating;
  - (2) security violation;
  - (3) improper test administration; or
  - (4) testing outside the testing 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 where a student becomes ill and cannot finish a test, test security has been compromised, improper test administration has occurred, or technical difficulties have interrupted the testing experience, the DTC must contact the SDE for an invalidation and instructions on obtaining an Equivalent Test.
  - Any Equivalent Test must be administered to the student within the remainder of testing window.

# Equivalent Tests

---

Equivalent Tests are available for all tests  
With the exception of the following:

- Grades 5 and 8 Writing,
  - Grade 5 Social Studies (field test),
  - Grade 7 Geography (field test), and
  - Grade 8 U.S. History (field test).

Note: 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 and in the appendices of each *Test Preparation Manual*.
- 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 session. Only the students tested are allowed to view the contents of a test book or an online test and only at the time of testing.

# Test Security

---

## *Nondisclosure Agreement Forms*

- ❑ *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: OCCT and OMAAP Grades 3 – 8 Reading and English II and III tests may **not** be read to any student as an accommodation. This includes passages and items.
- ❑ This form is included in the BTC kit. A copy may also be found in the *Test Administration Manual* and/or online.

# Test Security

---

## *Classroom Security Checklists*

- Classroom Security Checklists* must be completed, signed, and dated by the TA and the BTC. It is critical that each security barcode be matched to a student's name. Please keep on file at the district.
- District and School Checklists* will provide a list of all bar codes sent and blank columns to record information regarding the location (school or classroom) of the test book.
- The checklists are included in the DTC kit. A copy may also be found in the *Test Administration Manual* and/or online.

# Test Security

---

- ❑ All secure test materials (test books, answer documents, and accommodated materials) must be returned to the contractor after the completion of testing.
- ❑ Keep a copy of all security forms for your records. Originals must be returned.

# Test Security

---

- ❑ Security forms will be provided in the DTC kits.
- ❑ District and Building Security Forms are pre-slugged with your county, district, and site code (CDS code) below barcode.
  - Be sure to sign the forms.

# Test Security

---

- District Level Test Security Form*
  - Scannable—Originals must be signed in pencil and returned. May be copied.
  
- Building Level Test Security Form*
  - Scannable—Originals must be signed in pencil and returned. May be copied.
  
- Test Administrator and Test Proctor Security Form- May be copied*

Keep a copy for your district and then package and send Test Security Forms to contractor.

# Test Security

---

- Late materials may result in:
  - cost,
  - invalidations, and/or
  - deficiency on the district accreditation report.
  
- Ensure that all student information is handled according to FERPA guidelines. Contact USDE Family Policy Compliance Office at (202) 260-3887 for more information.

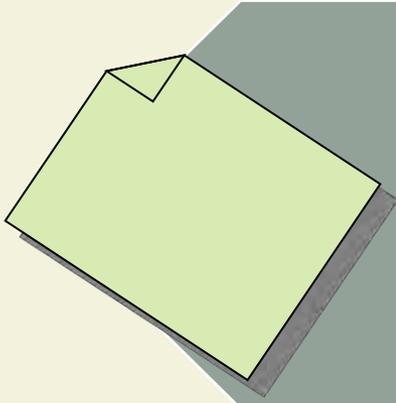
# Calculator Use

EOI (OCCT and OMAAP)		Grades 3 – 8 (OCCT and OMAAP)*
Scientific Calculator	Graphing and/or Scientific Calculator	Basic four function nonscientific calculator
Algebra I Geometry Biology I	Algebra II	Used only as an accommodation on Math tests and Grade 8 Science

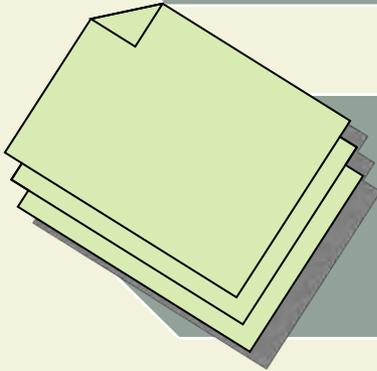
\* Used **ONLY** as an approved accommodation

# Testing: Use of Scratch Paper

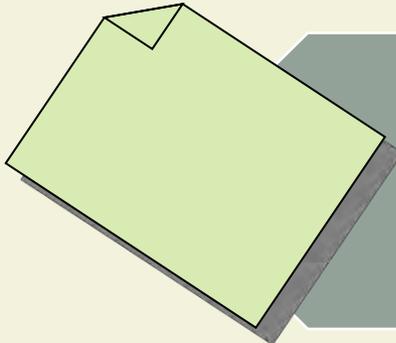
---



All OCCT online assessments, including Grade 6 Math and Reading, 7 Math, Reading, and Geography, Grade 8 Math and Reading, and the seven EOIs.



All OCCT Math Grades 3 – 8 paper/pencil assessments and paper/pencil OCCT Biology I



All OMAAP testers are allowed scratch paper, even though students can mark in the test books.

# Academic Assessment Monitoring Program (AAMP)

---

- ❑ To meet federal requirements, Oklahoma established and implemented the AAMP to evaluate school district implementation of both federal and state required academic assessments.
- ❑ Monitoring rules have been established and 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.

# AAMP

---

- ❑ An electronic version of the five-year monitoring cycle is updated on a yearly basis and is posted to the OSDE Web site.
- ❑ All monitoring resources are posted to the OSDE Web site.

[http://ok.gov/sde/sites/ok.gov.sde/files/Monitoring\\_12-13.v4.pdf](http://ok.gov/sde/sites/ok.gov.sde/files/Monitoring_12-13.v4.pdf)

# Oklahoma College, Career, and Citizen (C<sup>3</sup>) Ready Standards

---

- ❑ The *Priority Academic Student Skills (PASS)* have been renamed and are now identified as the Oklahoma C<sup>3</sup> Standards.
- ❑ These standards should not be confused with the Common Core State Standards (CCSS) which were adopted by Oklahoma in 2010.

# Common Core State Standards (CCSS)

---

What are the Common Core State Standards?

- ❑ These are the standards and expectations developed and/or revised by the National Governors Association Center for Best Practices and the Council of Chief State School Officers.
- ❑ Standards have been developed for English/Language Arts for Grades K – 12, Mathematics for Grades K – 12, and Literacy in History/Social Studies and Science for Grades 6 – 12.

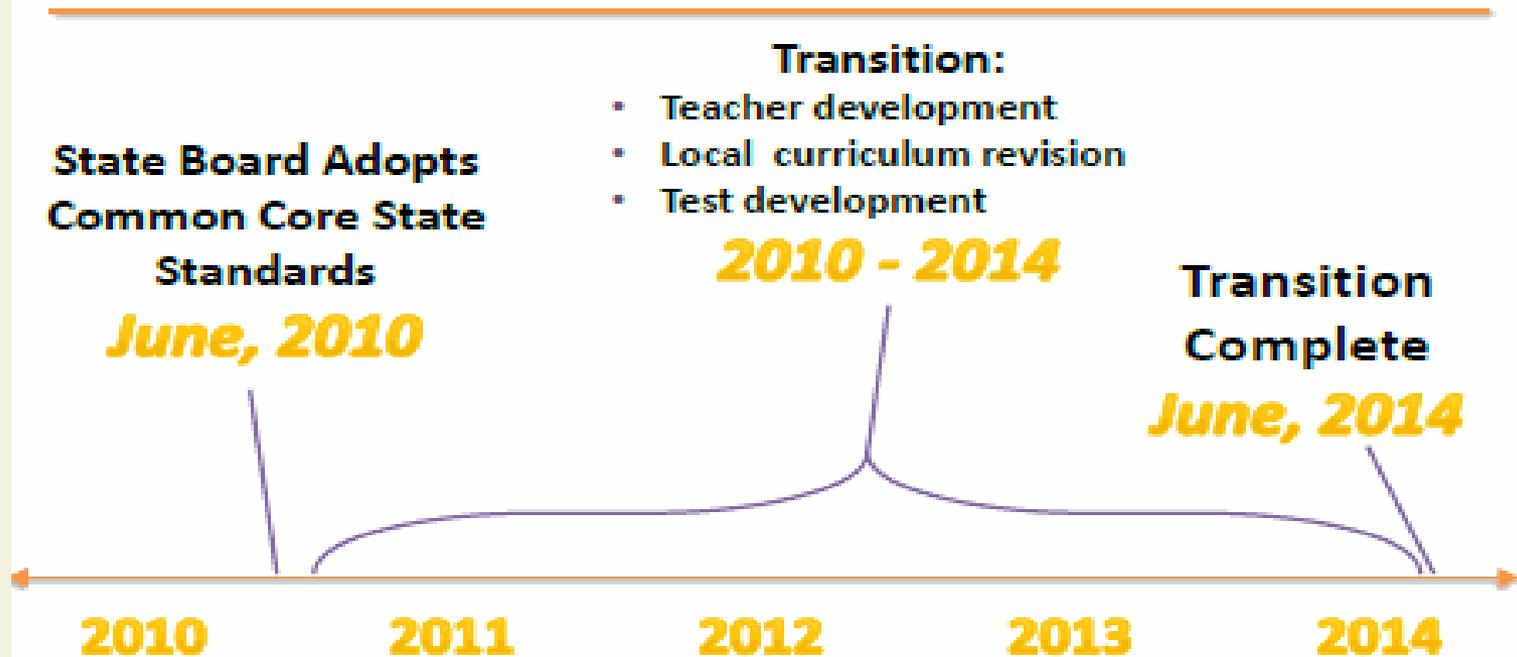
# Common Core State Standards (CCSS)

---

- ❑ Forty- six states plus the District Columbia have adopted the CCSS.
- ❑ Two state-led consortiums are developing the next generation of assessments for Math and Reading in Grades 3 – 11.

# CCSS Timeline

## IMPLEMENTATION TIMELINE



# OSTP

## 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, invalidating assessments, and/or ordering Equivalent Tests.
- ❑ Ensure that all personnel assigned to testing are adequately trained in proper test administration and test security.
- ❑ All personnel who have been trained must sign-in for the training sessions. 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

---

- ❑ Check that all Wave data for Grades 3 – 8 and 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.

# DTC Instructions and Information

---

- ❑ Order any additional testing materials through the contractor's online system.
- ❑ Distribute *Parent, Student, and Teacher Guides* to BTCs who distribute to TAs. **(These are required for classroom use).**
- ❑ Secure test materials and Test Coordinator kits arrive in districts 2 – 3 weeks prior to testing.
- ❑ Secure testing materials may be delivered to schools one week before testing but may not be passed out to teachers until the day of testing.

# DTC Instructions and Information

---

## District and Building Site Overages

- ❑ Districts and buildings will receive an overage of standard testing materials. (10% districts/ 5% buildings)
- ❑ Once the building overage is exhausted, the BTC needs to contact the DTC for district materials.
- ❑ Once the district overage is exhausted, the DTC may order materials through Additional Materials in the contractor's online system.

# DTC Instructions and Information

---

## Collection and Return:

- Confirm that each scorable answer document or scannable test book has a label or demographic page has been completed.
- Verify all non-scorable secure materials as they are received from each BTC.
- Confirm that *scorable* materials are returned in separate boxes from *non-scorable* secure materials.

# DTC Instructions and Information

## Collection and Return:

- ❑ Instructions for return shipments are outlined in the *Test Preparation Manual* and on the *Returning Test Materials* poster in the DTC kit.
- ❑ All test materials must be packaged, sealed, and received by contractor by scheduled dates.

**OSTP**

**BTC Instructions and  
Information**

# BTC Instructions and Information

---

## General Responsibilities:

- Train the TAs and TPs using the SDE presentation available on the Web site.
- 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.

# BTC Instructions and Information

---

## General Responsibilities:

- ❑ Download practice tests located on the contractor's Web site for online tests.
- ❑ Direct the entire testing procedure at the specified building site and serve as the contact for the DTC.
- ❑ Inventory all test materials upon receipt from the DTC and manage the BTC kit contents.
- ❑ Identify students who need special accommodations and/or alternate assessments.
- ❑ Complete *Group Identification Sheets* for paper/pencil tests in order to generate classroom or teacher level reports.

# BTC Instructions and Information

---

## Collecting and Returning Materials:

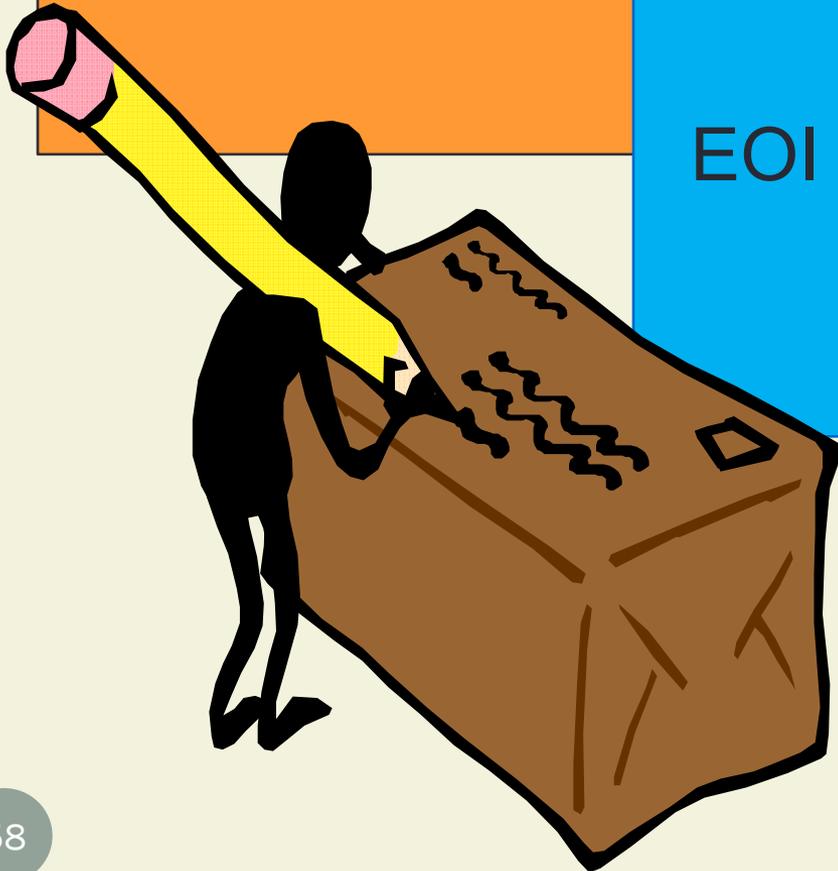
- Upon completion of testing, collect all signed *Test Security Forms, Classroom Security Checklists, and Nondisclosure Agreement Forms*. (Keep copies for your records and give the originals to your DTC.)
- All materials must be accounted for and returned to the DTC. Follow the step-by-step instructions on the Return Poster for assembling the test materials for return to the DTC.

# Shipping/Return Labels

Grades 3 – 8  
Scorables

EOI Scorables

Grades 3 – 8  
EOI  
Non-Scorables



**OSTP**

**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.
- Review the *Parent, Student, and Teacher Guide* with students at least two weeks prior to the testing window.
- Confirm arrangements for students who require special accommodations or alternate tests.
- Review the *Test Administration Manual* for directions several days prior to testing.

# TA Instructions and Information

## General Responsibilities:

- Make sure students use a No. 2 pencil.
- Instruct students to put their names on the front cover of their answer documents and test books.
- Ensure all visual aids are removed or covered during all testing.

# TA Instructions and Information

---

## General Responsibilities:

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

# OSTP

## **Test Proctor (TP) Instructions and Information**

# TP Instructions and Information

---

## ☐ Test Proctors:

- must be 18 years and approved by the building principal.
- must receive training from the BTC.
- may assist the TA with certain duties, such as handling testing irregularities (e.g., inventory test materials).
- are to maintain the security of all test materials.
- may assist the TA after testing is completed.
- **may not administer tests.**
- must sign the test Security Form after each test.

OSTP

OMAAP

# OMAAP Overview

---

- ❑ Tests are intended for “gap” students for whom the OAAP and the general OCCT assessments are inappropriate.
- ❑ The goal is to provide a test that is comparable to the OCCT but is more accessible for this population.
- ❑ Eligible students must be determined using the Criteria Checklist for Oklahoma's Alternate Assessments located on the Office of Accountability and Assessments Web site [www.sde.ok.gov](http://www.sde.ok.gov).

# OMAAP

---

- **Modified assessments are given in a paper/pencil format only.**
- Modified assessments have different directions and sample items than the general assessments; therefore, **they cannot be administered with the general assessments.**
- However, Grades 3, 4, and 5 of the Modified and Grades 6, 7, and 8 of the Modified have the same directions and sample items and can be administered together by content area.
  - For example, Grades 3, 4, and 5 Math of the Modified may be administered together.

# OMAAP

---

- ❑ 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.

# OMAAP

---

- Districts are receiving notification regarding the future of OMAAP testing.
- This is the final year for OMAAP Grades 3 – 8.
- This is the final year for OMAAP EOIs for first time testers.
- OMAAP EOI Retakes will be available through 2015-2016 for 2<sup>nd</sup> Time Testers who received a score through the last year (2012-2013) of this test being administered for accountability.
- Projects have been developed for students who qualify in order to have an alternate pathway to show proficiency.

# OSTP

Grades 3 – 8  
OCCT and OMAAP

- ❑ **All students** in Grades 3 – 8, including those taking the OMAAP or OAAP tests, will be uploaded by the Wave.
- ❑ It is important that all Wave data for your district and schools be current.
- ❑ For students without a state ID number, demographic pages must be hand-bubbled.

- ❑ The Wave data will be used to produce labels which will be affixed to the OCCT Grade 3 scannable test book, Grades 4 – 8 answer documents, and the OMAAP Grades 3 – 8 scannable test books.
- ❑ Districts will receive labels for all students uploaded from the Wave. A student will receive the number of labels associated with subjects tested at that grade level.

## Pre-Populated

Last Name  
First Name  
Middle Initial  
Grade Level  
Local ID  
Student Testing  
Number  
Date of Birth  
Gender  
Race/Ethnicity  
IEP  
Section504  
Alt Ed Academy  
Migrant  
Title X  
Free/Reduced Lunch  
ELL  
ELL 1<sup>st</sup> and 2<sup>nd</sup> Year  
Proficient

## Manually Entered on the Wave Web site

OAAP tester  
OMAAP Reading  
OMAAP Math  
OMAAP Science  
OCCT  
accommodated  
paper/pencil tests for  
Grades 6 – 8 Math  
Grades 6 – 8 Reading  
Grade 7 Geography  
Distance Learning  
IEP Braille



## Entered At the Time of Testing

NFAY  
Accommodations  
for IEP, 504, ELL  
Repeat Testers





- ❑ All students in the Wave will receive student labels for paper/pencil tests. For an OAAP student, place labels on answer documents and mark the student as an alternate test taker (OAAP) on the back page of each subject answer document or mark online for online tested subjects.

# Demographic Information

---

- ❑ Individual answer documents will be produced for each subject test.
- ❑ Students will receive a label for each subject answer document. (e.g., Grade 5 students will receive 4 labels for Multiple-Choice tests and 1 for Writing).
- ❑ OCCT Grade 3 test books will be separated into individual test books.
- ❑ A bubble will be added this year to the demographics in order to mark students at the time of testing who are repeating a grade. This will allow growth to be calculated for the Report Card.



Grades 3 – 8 Multiple-Choice  
(paper/pencil and online)

Grades 5 & 8 Writing

**Monday, February 13, 2013**

- If you need help with the Wave registration/precode for the OCCT and OMAAP Grades 3 – 8, contact:

**[Helpdesk@osf.ok.gov](mailto:Helpdesk@osf.ok.gov)** or call **(405) 521-2444**

# 2013 Testing Windows

## Grades 3 – 8 OCCT and OMAAP\* Assessments

Type of Administration	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
Writing Test <b>April 3 – 4</b>			Writing			Writing
Multiple-Choice (Paper-Pencil) Tests <b>April 10 – 24</b>	Math & Reading	Math & Reading	Math, Reading, Science, & Social Studies			Science & U.S. History
Multiple-Choice (Online) Tests <b>April 10 – May 3</b>				Math & Reading	Math, Reading, & Geography	Math & Reading

\*3 – 8 OMAAP assessments are available in Math, Reading, and Science only.

# Demographic Information

<b>CTB</b>	<b>Grades 3 – 8</b>
Student Data File Uploading for Registration/ Precode Labels (Paper/Pencil and Online)	From the Wave Deadline for certifying student data <b>Wednesday, February 13, 2013</b>
Batch upload into OAS for online testers only through precode file layout (no ancillary materials provided)	<b>March 4 – March 15, 2013</b> <b>Individual student upload after 3/15 into OAS</b>
<b>Online Verification/Corrections will be handled through the Wave for Grades 3 – 8.</b>  <b>Training will be provided in March and April by the Wave.</b>	<b>May 20 - 31, 2013</b> Make demographic updates through the Wave and certify data. <b>Request approvals from SDE through the Testing Status Application by May 31.</b>



# School/Group List

- The School/Group List is CTB's way of double-checking that all groups of answer documents have been received.
- Every Group Information Sheet (GIS) completed for your school should have an entry on this form.

### School/Group List

District Name: SAMPLE DISTRICT Site Name: SAMPLE HIGH SCHOOL  
 District Code: 77C88 Site Code: 999  
 Site Test Coordinator: \_\_\_\_\_  
 Phone Number: ( ) \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**GENERAL INSTRUCTIONS: Do not list more than one school on this form.**  
 The School/Group List is CTB's way of double-checking that we have received all your groups of answer documents. Every Group Information Sheet (GIS) completed for your school should have an entry on the lines below.

CTB Use	A										B	C	CTB Use		Comments	
	Teacher Name (IDENTICAL TO GIS)										Grade	Number of Students Testing	Did not receive	Gross under case count		Gross over case count
	PRINT ONLY ONE LETTER PER BOX															
											UN					
											UN					
											UN					
											UN					
											UN					
											UN					
											UN					
											UN					
											UN					
											UN					
											UN					
											UN					
											UN					
											UN					

Thank you for providing us with your contact information. We will use this information only to fulfill your order. We store this information in a secure database at CTB/McGraw-Hill in the U.S. For more information on our privacy practices, send an email to the privacy officer at [privacy@ctb.com](mailto:privacy@ctb.com) or call 1-800-38-5547. If you would like more information on the McGraw-Hill Companies' Customer Privacy Policy, please visit <http://www.mh.com/privacy>.

**CTB USE ONLY**

Organization Number: M012406 Operational Unit: \_\_\_\_\_ Structure Element: 02/0000501  
 Organization Name: OK EOJ W/T 12-13 Standard Name: SAMPLE DISTRICT SO Number: 60001

# Time Schedule and Test Sequence

---

- ❑ Writing and Multiple-Choice tests are **not** timed. Students must be given additional time if needed.
- ❑ Estimated testing times for each test include distributing books, filling in student demographic information, and reading directions aloud to students.
- ❑ Any additional time is available as an **immediate extension** of the testing session. A TA and TP are required.

# Time Schedule and Test Sequence

---

## Multiple-Choice

- Ideally, each subject test should be administered on a separate day.
- If more than one subject test is administered on the same day, students should be given a rest break between sessions.
- Under no circumstances should you begin a test unless you are sure there is enough time complete it.

# Time Schedule and Test Sequence

---

## Multiple-Choice

- ❑ In Grades 3 - 5, each content area is broken into two (2) sections to allow students a break during each testing session.
  - Sections must be given in sequential order.
- ❑ In Grades 6 - 8, each content area is one (1) section.

# Reading and Mathematics

## Multiple-Choice Field Test Items

---

- ❑ OCCT Grades 3 – 8 will have 5 field test items linked to the Common Core State Standards in Math and Reading.
- ❑ Reading will include one short constructed response item. Students will write on the lined pages of their test book (Grade 3), answer document (Grades 3 – 5), or online (Grades 6 – 8).
  - Field test items are not scored as a part of a student's test score.

# Social Studies Field Testing

## Grades 5, 7, and 8

---

- ❑ New Oklahoma C<sup>3</sup> Standards in Social Studies were adopted in March 2012.
- ❑ Students in Grade 5 Social Studies, Grade 7 Geography, and Grade 8 U.S. History will participate in field tests over these new standards.
- ❑ Students will **NOT** receive scores this year.
  - Only data on the items will be collected and reviewed.
  - Next year (2014), an operational test will be administered with new standards set after testing.

# Science Grades 5 and 8

---

- ❑ New Oklahoma C<sup>3</sup> Standards in Science were adopted in Spring 2011.
- ❑ Field testing of items occurred in Spring 2012.
- ❑ New standards will be set after testing for Grades 5 and 8 tests.
  - Scores will be delayed until late July.

# Grades 5 and 8 Writing

---

- **Statewide writing days are April 3 – 4.**
  - Operational prompt is Wednesday, April 3.
  - Field test prompt may be given the same day or on April 4.
  - Make-ups will be allowed April 4 through the end of the paper/pencil testing window on April 24.
- Two prompts for Grades 5 and 8 Writing will be administered this year.
  - 1 operational prompt (scored)
  - 1 field test prompt (not scored)

# Grades 5 and 8 Writing

---

- ❑ Students should write only on the lined pages of the scannable test book
- ❑ Planning must be done on the planning pages within the test book. No scratch paper is allowed.

# Grades 5 and 8 Writing

---

- ❑ The writing prompts will be passage-based as part of the transition to writing to the Common Core State Standards.
- ❑ Students will be asked to write to a specific mode:
  - ❑ Grade 5- narrative, informational, or opinion
  - ❑ Grade 8- narrative, informational, or argument
  - Students with a reading accommodation for another test may have the passage and prompt read to them.
  - All students testing in a small group read-aloud (no more than five (5) students) should have the same test form.
  - Mark the “Read-Aloud” bubble on the front of the answer document.

# Grades 5 and 8 Writing

---

- ❑ New Transitional Analytic Rubrics have been developed for scoring and are posted on the SDE Web site.
  - Rubrics are mode specific for each grade level but continue to use the same 5 analytic traits as in the past.
  - Writing is dually aligned to the Oklahoma C<sup>3</sup> Standards and the CCSS.
  - Rubrics show alignment to the CCSS Writing and Language standards as part of the transition process.
- ❑ New standards will be set after testing with reports delayed until late July.

# Online Testing

---

## New for 2013

- ❑ OCCT Grade 6 Math and Reading will be administered online as the state continues transitioning to the CCSS.
- ❑ OCCT Grade 7 Math, Reading and Geography and Grade 8 Math and Reading tests will continue to be tested online.
- ❑ OCCT practice tests will be available for students to become familiar with the online tools in March.

# Reading Requirements for Driver's License

---

- Persons under 18 applying for a license or permit must demonstrate a Proficient reading ability at the eighth grade level.
- Only students currently enrolled in eighth grade can take the OCCT Grade 8 Reading test.
- A list of approved tests can be found on the State Department of Education (SDE) Web site at [www.sde.ok.gov/AcctAssess](http://www.sde.ok.gov/AcctAssess) under the Resource tab.

# Benchmark Assessments

---

- With the award of the new testing contract, Oklahoma is offering free Benchmark testing in Math and Reading in Grades 3 – 8 through CTB's Acuity system.
- Webinar training is currently being conducted for districts that responded to the CTB Acuity Welcome letter showing interest.
- The benchmark testing window is Monday, February 25 through Friday, March 15.

**OSTP**

**EOI**

**OCCT and OMAAP**

# EOI Overview

---

- ❑ In order to meet federal NCLB requirements, students must test once in high school in Math (Algebra I) and Reading (English II) for accountability.
- ❑ Students must also be assessed once in 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.

# EOI Overview

---

- ❑ 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.
- ❑ Some IEP students 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 a 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 requirement.
- ❑ 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 with extenuating circumstances (circumstances which are unexpected, significantly disruptive, beyond a student's control, and which may have reasonably affected his/her academic performance) may appeal for a waiver for an individual EOI of specific steps or requirements from the Oklahoma State Board of Education.

# 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.

# ELL Read-Aloud Accommodation for English II Test

---

- ❑ ELL students who have lived in the United States less than three (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.

## Transcripts

School Districts shall:

- Report **ALL** the student's performance levels on the EOI tests. (change in law)
- 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 and to complete 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 or Trimester, Spring, and Summer are the three options.

# Optional Online Retest Window

---

*Senate Bill 1799: 7, C. 1* “Each criterion-referenced test required in paragraph 6 of the subsection A of this section may be administered to students at a time set by the State Board of Education as near as possible to the end of the online course; provided, if a school district is unable to administer the tests online to all students taking the test for the first time and all students retaking the test during the testing window time set by the Board, the school district may elect to administer any of the tests to students retaking the test at any time not more than two weeks prior to the start of the testing window time set by the Board.”

# Optional Online Retest Window

---

- ❑ This law allows only students **retaking (2<sup>nd</sup> Time Testers)** an ACE EOI online test to retest 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-course.
  - The regular Winter/Trimester or Spring testing windows may also be used for 2<sup>nd</sup> Time Testers.

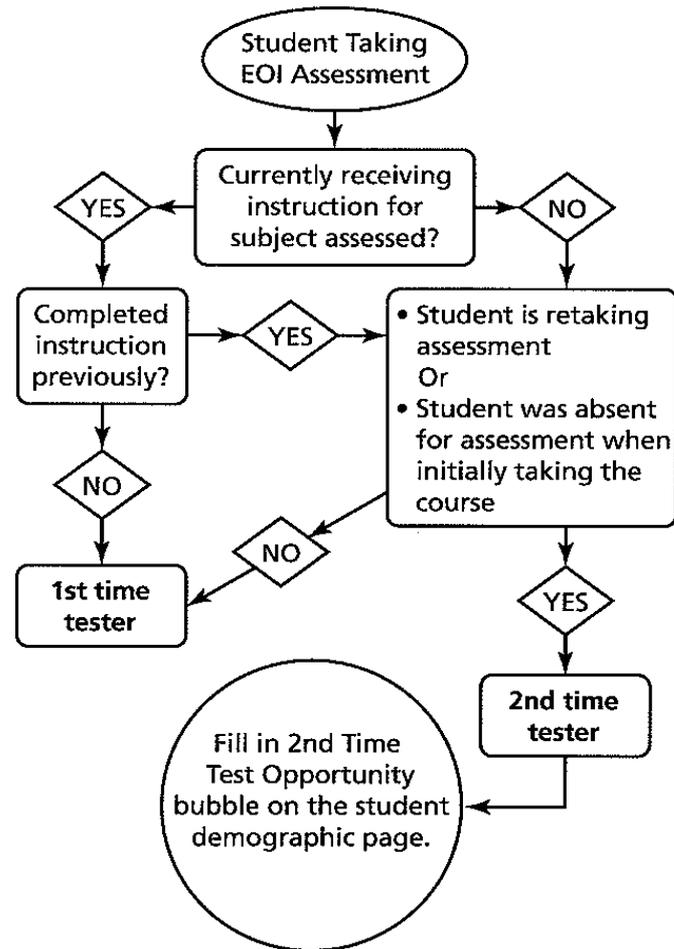
# Optional Online Retest Window

---

- ❑ Students retesting online for the OCCT Biology I and U.S. History EOIs should use the Optional Retest Window to receive immediate results.
- ❑ Students participating in an OCCT or OMAAP paper/pencil test as a 2<sup>nd</sup> Time Tester must test during the regular Winter/Trimester or Spring windows.

# 2<sup>nd</sup> 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.



# 2012 – 2013 Testing Windows

## EOI OCCT and OMAAP\* Winter/Trimester

Administration	EOI Subjects				
	Writing	English II & III	Algebra I & II & Geometry	U.S. History	Biology I
Trimester	January 29 – 30	Paper/Pencil: January 21 – February 8, 2013 Online: January 21 – February 15, 2013			

\*OMAAP EOI tests are available for Algebra I, English II, Biology I, and U.S. History only. Retest window does not apply for OMAAP or OCCT accommodated paper/pencil tests.

# 2013 Testing Windows

## EOI OCCT and OMAAP\* Spring and Summer

Administration	EOI Subjects				
	Writing	English II & III	Algebra I & II & Geometry	U.S. History	Biology I
Optional Online Retest	April Any day within the window	April 1 – 12, 2013 <b>Online OCCT ACE EOIs <u>ONLY</u></b> <b>English II/III paper/pencil Writing</b>			
Spring	April 23- 24	Paper/Pencil April 15– May 3, 2013 Online April 15 – May 10, 2013			
Summer	June 3 – August 2, 2013				

\*OMAAP EOI tests are available for Algebra I, English II, Biology I, and U.S. History only. Retest window does not apply for OMAAP or OCCT accommodated paper/pencil tests.

# Demographic Information

## Record Editing for Winter/Trimester

CTB	EOI OCCT and OMAAP
<p>Record Editing Window for corrections</p> <p>CTB will offer WebEx trainings</p>	<p><b>March 4 – 15, 2013</b></p> <p>Make demographic updates for CTB</p> <p>Request approvals from SDE through the Testing Status Application by March 15<sup>th</sup>.</p>

# Demographic Information

## Registration/Precode for Spring

CTB	EOI OCCT and OMAAP
<p>Registration/Precode file upload into Precode Utility for student labels/rosters, PSTGs, paper/pencil tests, and Test Administration Manuals</p>	<p><b>February 11– March 1, 2013</b>            CTB Oklahoma web portal  <a href="http://www.ctb.com/ok">www.ctb.com/ok</a></p>
<p>Batch upload into OAS for online testers only through precode file layout (no ancillary materials provided)</p>	<p><b>March 4 - March 15, 2013</b>            CTB Oklahoma web portal  <a href="http://www.ctb.com/ok">www.ctb.com/ok</a>            Online assessment link</p>
<p>Individual student upload into OAS</p>	<p><b>March 25 – May 15</b></p>
<p><b>Record Editing Window for corrections handled through the Wave. Training will be provided in March /April through the Wave.</b></p>	<p><b>May 28- June 10, 2013</b>            Make demographic updates through the Wave and certify data. Request approvals from SDE through the <b>Testing Status Application</b> by June 10.</p>

# Testing

---

- ❑ All seven (7) OCCT EOI Multiple-Choice 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.**
- ❑ 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 test in one continuous session or in two sessions.

# Testing

---

- ❑ Section 1 (Writing Task) on the English II and III will be administered in a paper/pencil format in an answer document and must be administered on a statewide EOI Writing day. Students will respond to **one Writing prompt** this year.
- ❑ Sections 2 and 3 (Multiple-Choice) may be administered on any one day or two consecutive days before or after Section 1 within the testing window.
- ❑ The Writing section is part of the overall score for English II and III; therefore, if a student is absent for the Writing section of the English II or III test, that section must be made up during the remainder of the testing window.

# Testing

---

## Remember

- 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.

# Standard Setting

---

- ❑ Due to changes to the academic curriculum or curriculum alignment, new standards will be set after Spring testing for the following subjects:
  - OCCT Biology I,
  - OMAAP Biology I,
  - OCCT U.S. History, and
  - OMAAP U.S. History.
  
- ❑ Student scores will be available after standard setting in late June with Student Roster Reports posted online.

# Districts Schedule Pick-ups

---

- ❑ Districts need to schedule materials to be picked up for shipment back to CTB scoring facilities by the following dates.
  - Spring Optional Retest- April 17
  - Spring Writing- April 29
  - Spring Multiple Choice- May 8

# Immediate Online Testing Results

---

## New for 2012 – 2013

- ❑ Retest Window: Students will receive a raw score and a performance level upon submission of an online test for Algebra I, Algebra II, Geometry, Biology I, and U.S. History.
  - English II and English III will receive raw scores only since Writing scores will need to merge.
  
- ❑ Winter/Trimester and Spring Windows: Students will receive a raw score and a performance level upon submission of an online test for Algebra I, Algebra II, and Geometry.
  - English II and English III will receive raw scores only since Writing scores will need to merge.
  - Biology I and U.S. History will receive raw scores only due to new standards being set in June.

# 48 Hour Test Results

---

- ❑ Student Roster Reports with scores and/or performance levels will post on CTB's web portal 48 hours (2 full working days) after a window closes.
  - Online testers and multiple-choice paper/pencil tests which are processed will be included in these reports.
- Spring Optional Retest- Wednesday, April 17
- Spring- Wednesday, May 15
- Summer- Wednesday, August 7

# Two Week Testing Results

---

- ❑ Complete Student Roster Reports will post on CTB's web portal which includes raw scores, OPI scores, and performance levels for all tests, which includes English II/III and paper/pencil testers.
- ❑ Preliminary Summary Reports post for review for the Record Editing Window.
  - Winter/Trimester- Monday, March 4
  - Spring- Tuesday, May 28
  - Summer- Monday, August 19

# Acuity Benchmark Testing

---

- ❑ The server installation at the SDE is nearing completion for the Acuity Benchmark testing offered by CTB for Algebra I, Algebra II, Geometry, English II, and English III.
- ❑ Districts that notified our office of your intention or interest in participating should be receiving information from the Acuity group in the near future.
- ❑ Webinar trainings were offered in December and January for teachers and coordinators on the use of this system.
- ❑ One (1) Benchmark test will be offered January 28 – **February 28**, with two (2) Benchmark tests available beginning in next year.

# State Department Web Site

[www.sde.ok.gov](http://www.sde.ok.gov)

- Click on Services
- Click on Accountability and Assessment
- Resources include
  - EOI Calculator Policy
  - Updated Criteria Checklist
  - Ethnicity Code Descriptions
  - Forms and Manuals
  - Modified Proficiency Score Flowchart and Guidelines
- Presentations
  - Test Preparation In-service Presentation
  - Test Administrator and Test Monitor Presentation
- OCCT or OMAAP
  - Blueprints
  - Test/Item Specifications (with sample items)
  - Released Tests (for certain subjects)
- Online Practice Test Information
- Frequently Asked Questions



# Contact Information

## **Office of Accountability and Assessments**

(405) 521-3341

Fax: (405) 522-6272

## **Special Education Services**

(405) 521-3351

## **Bilingual Education**

Melissa McGavock

(405) 521-3196

## **ACE Counseling**

Melissa White

(405) 521-3549

# Office of Accountability and Assessments

---

**Maridyth McBee - Assistant State Superintendent**

**Joyce DeFehr - Executive Director State Testing**

**Kurt Bernhardt – Executive Director Research and Development**

**Gaile Loving - Director of Monitoring/Science Assessment Specialist**

**Sonya Fitzgerald - Math Assessment Specialist**

**Judy Godwin - ELA/History Assessment Specialist**

**Rebecca Logan- NAEP Director**

**Matt Morgan – Data Analyst**

**Christy Hanshew – Division Support Coordinator**

**Molly Brown- Administrative Assistant**

**Elise Kauffman- Administrative Assistant**