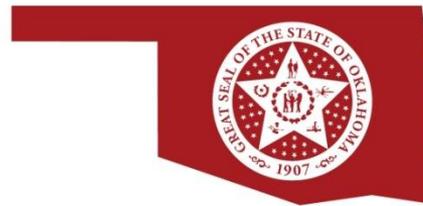


Test Preparation for Test Administrators and Test Proctors

2013 - 2014

OKLAHOMA

STATE DEPARTMENT *of* EDUCATION



JANET BARRESI

STATE SUPERINTENDENT
of PUBLIC INSTRUCTION



Agenda

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- ❑ **Grades 3 – 8 Updates**
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Test Security and Testing Violations



Test Security and Testing Violations

- ❑ Reproduction in any form of any copyrighted test materials including test documents, *Test Administration Manuals*, and student pretest material is a violation of federal copyright laws.
- ❑ Every test shall be administered by an education-certified professional employed by the school district.



Test Security and Testing Violations

- No person shall teach test items to students, change students' answers, or in any manner provide answers to test questions for students before, during, or after test administration.
 - **Violation of this regulation may result in revocation of the person's teaching, counseling, administrative, and/or other certificate(s).**



Test Security and Testing Violations

All of the following actions are prohibited and represent violations of test security:

- ❑ Using secured test items as an instruction tool or for student practice either verbatim or in reworded form.
- ❑ Deviating from any instruction provided in the *Test Administration Manual*.



Test Security and Testing Violations

- It is a violation to read secured test items orally to students at any time before, during, or after the test administration unless it is an Individual Education Program (IEP), Section 504 Plan, or English language learner (ELL) accommodation.
 - **The Grades 3 – 8 Reading test or multiple-choice sections of English II and English III may never be read aloud as an accommodation. This includes passages and items.**
- No one is allowed to view and/or read the Writing assessment before test administration or to view students' written responses after testing unless a transcription accommodation is allowed.



Test Security and Testing Violations

- ❑ Providing answers to secured test items, which includes provision of cues, clues, hints, and/or actual answers in any form.
- ❑ Changing students' responses to secured test items and/or influencing or encouraging students to change their answers to test items at any time.
- ❑ Viewing/reading the contents of the test, except for a legitimate reason (i.e., read-aloud, signing, transcription—Nondisclosure Form must be signed in these instances).



Test Security and Testing Violations

- All test administration sessions shall be conducted according to the standardized procedures described in the *Test Administration Manual* and monitored by an adult other than the Test Administrator.
- Violations in test administration and test security may invalidate the test and test results.



Test Security and Testing Violations

- Ensure that all student information is handled according to FERPA guidelines. Contact USDE Family Policy Compliance Office at (202) 260-3887 for more information.
- Example: A party can be given to celebrate the end of testing, but a party cannot be given to reward all students who pass the test. That would identify those who did not pass the test.



Oklahoma Academic Standards



Oklahoma Academic Standards

- The Oklahoma Academic Standards serve as the umbrella for all academic content standards in the state of Oklahoma. These include the current Mathematics, English/Language Arts, Science, Social Studies, Arts, PE, and World Languages (previously known as *PASS*) plus the adopted Common Core Standards for Mathematics and English, Language Arts, and Literacy in History/Social Studies and Science which will be fully implemented in 2014 – 2015.



OMAAP



OMAAP for 2013 - 2014

- OMAAP tests will not be available for Grades 3 – 8. Students will need to participate in the Oklahoma Core Curriculum Tests (OCCT) with the appropriate accommodations or the Oklahoma Alternate Assessment Program (OAAP) based on the determination of the IEP team.
- OMAAP EOIs will still be available for 2nd Time Testers with a previous score in order to show proficiency or to show improvement from the initial test attempt in order to apply a Modified Proficiency Score.
- All first time testers must participate in either the OCCT or the OAAP for accountability purposes.



Grades 3 – 8 Updates



Grades 5 and 8 Writing

- ❑ The Writing test for Grades 5 and 8 will be administered on Wednesday, February 26, 2014.
- ❑ Students who are absent on the statewide writing day may make-up the test through Friday, March 7.
- ❑ One passage-based prompt will be administered. Students will be asked to respond to the prompt writing in a specific mode.
- ❑ Students will write on the five (5) lined pages in their test books.
- ❑ Planning pages are included. No scratch paper is allowed.



Grades 5 and 8 Writing

- Grade 5- narrative, informational, or opinion
- Grade 8- narrative, informational, or argument
- Students with a reading accommodation for the Writing test may have the passage and prompt read to them.
 - A read-aloud should be individual or to a group no larger than five (5) students. Mark the “Read-Aloud” bubble on the front of the answer document.
 - Separate read-aloud instructions are provided in the *Test Administration Manual*.



Social Studies for Spring 2014

- Grade 5 Social Studies and Grade 8 U.S. History will be administered a new operational test this spring aligned to the new Oklahoma Academic Standards for Social Studies.
- Standard settings will take place next summer, and the new cut score recommendations will then be presented to the State Board of Education. Scores will be delayed.
- Grade 7 Geography will not have an operational test this spring.
- Geography items will be given as part of an Oklahoma item tryout. No scores will be reported back for students or to the school.



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 Grade 5 Social Studies
 - OCCT Grade 8 U.S. History
- Complete student scores will be available in the summer after standard setting.



Transitioning to the Common Core Standards

- ❑ The 2013 – 2014 school year will be the final year to test the current Oklahoma Academic Standards for Reading, Writing, and Math (previously known as *PASS*).
- ❑ Beginning in 2014 – 2015, Oklahoma will begin accessing the new Common Core Standards in Grades 3 – 8 for English/language arts (Reading and Writing) and Math.
- ❑ Science and Social Studies standards will continue to be assessed under the current OAS standards.



Transitioning to the Common Core Standards

- ❑ Oklahoma will be trying out items this Spring aligned to the new Common Core Standards for Math, Reading, and Writing in Grades 3 – 8.
- ❑ Items will be presented in a stand-alone format with students participating in one section of either Reading or Math items or a Writing sample.
- ❑ Online Geography will be handled in the same manner with students responding to a limited number of items.
- ❑ Students will NOT participate in more than one subject area per grade and then respond only to a limited number of items or a writing prompt.



EOI Updates



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 U.S. History- Winter/Trimester and Spring,
- Complete student scores will be available in the summer after standard setting.



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 (2nd 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 2nd Time Testers.

Optional Online Retest Window

- ❑ Students retesting online for the OCCT U.S. History EOI should use the Optional Retest Window to receive immediate results.
- ❑ For the Online Optional Retest Windows, English II and English III Writing will be administered online as Section 1.
- ❑ Students participating in an OCCT or OMAAP paper/pencil test as a 2nd Time Tester **must test** during the regular Winter/Trimester or Spring windows.



Immediate Online Testing Results

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



Transitioning to the Common Core Standards

- ❑ This spring, English II, English III, Algebra I, Algebra II, and Geometry tests will be piloting items which align to the new standards.
- ❑ Item types will include multiple-choice, evidence-based selected responses, technology enhanced, short constructed responses, and extended responses.
- ❑ All short constructed responses and extended responses will be written online.



Transitioning to the Common Core Standards

- ❑ Students taking the English II or English III assessment will have an online Section 4. Students will either read passages and answer items or respond to a passage-based online writing prompt.
- ❑ Students taking the Algebra I, Algebra II, or Geometry assessments will have an online Section 3.
- ❑ Students will **NOT** participate in more than one subject sampling of items.



Test Administrator Training



Test Administrator Requirements

- The Test Administrator (TA) must be an education-certified professional employed by the school district.

- The TA **must** sign-in and attend an in-service given by the District Test Coordinator (DTC) or the Building Test Coordinator (BTC) and be thoroughly trained and familiar with:
 - procedures provided in the *Test Administration Manual*
 - and test security and validity rules before administering the test.



Test Administrator Responsibilities

Before Testing

- Complete the *Parent, Student, and Teacher Guides* with students at least two weeks before testing.
 - End-of-Instruction second time testers will only receive PSTGs if they were ordered by the district.
- Confirm which students require accommodations or alternate tests.
 - Only approved accommodations may be used by students on an IEP, 504 Plan, or ELL students. Accommodations are located in the *Test Administrator Manual*, Appendix B and C.



Test Administrator Responsibilities Before Testing

- Review the *Test Administration Manual* and rules for test security and validity several days prior to testing. (Appendix A)
 - Be familiar with the scripted directions prior to testing.



Test Administrator Responsibilities Before Testing

- Know your building's plan in case of unforeseen emergencies (e.g., fire, tornado, lock down, power failure).
 - Example: If a tornado siren sounds, the TA collects test books and answer documents from students as they exit the room, test books and answer documents remain on the desks and the TA locks the door upon leaving, or students taking online tests Pause their tests.



Test Administrator Responsibilities Before Testing

- Receive all secure test materials and the Classroom Security Checklist from the BTC on the day of testing. Verify book numbers with the BTC; this will help account for all books.
- Document students' names next to the security barcodes on the Security Checklist for each test book.



Test Administrator Responsibilities Before Testing

- Remove or cover all visual aids and clues throughout the test administration, regardless of the content area being tested and the length of time the visuals have been up in the classroom. (Clocks may remain uncovered.)
 - **Posters**
 - **Maps**
 - **Charts**
 - **Timelines**
 - **Alphabet**
 - **Number lines**
 - **Etc.**



Test Administrator Responsibilities Before Testing

- ❑ Students will receive labels for their answer documents/scannable test books.
- ❑ Labels will be produced for the number of paper/pencil tests each student takes at his/her grade level.
- ❑ Anyone without a label will need his/her demographic information hand bubbled on the answer document or scannable test book.

Test Administrator Responsibilities During Testing

- Ensure test security.
- **Administer tests with a Test Proctor (TP) present. Both the Test Administrator and the Test Proctor must remain in the testing session at all times.**
 - **Scripts must be read verbatim—word-for-word.** Part of what makes a test “standardized” is the standardized directions being given by all TAs across the state. Do not deviate from the script.
 - Do not add to the directions.
 - Do not skip any portion of the directions, *even if the students have already taken an assessment during this testing window.*
- TAs and TPs should set their cell phones in a silent or off mode and should not make or receive calls or text messages unless it is an emergency.



Test Administrator Responsibilities During Testing

- Do not allow students to use extra materials, (e.g., overlay, extra paper as a guide, ruler, sticky notes, colored pencils) except as specified in a student's IEP, 504 Plan, or as an ELL accommodation.



Test Administrator Responsibilities During Testing

- The OCCT Grade 3 assessment is a scannable book. Students must be careful not to make any extra marks within the item boxes. Marking in other areas (e.g., on passages, in margins) should not interfere with scoring.



Test Administrator Responsibilities

During Testing

- Scratch paper or unmarked grid paper is allowed on the following assessments:
 - all OCCT online assessments, including Grade 6 Math and Reading, Grade 7 Math, Reading, and Geography, Grade 8 Math and Reading, and the seven EOIs,
 - all Math paper/pencil assessments Grades 3 – 8,
 - the paper/pencil Biology I EOI, and
 - all OMAAP EOI tests are allowed scratch paper, even though students can mark in the test books.

- All scratch paper must be handed out prior to the test administration and collected and destroyed at the completion of testing.



Test Administrator Responsibilities During Testing

□ Highlighters

- A highlighter used on an assessment needs to be the ink marker type of highlighter. Colored pencils, clear or colored tape, or other marking methods are not allowed.
 - If a student were to mistakenly mark the answer choice with a colored pencil rather than the #2 pencil, the scanner would not read the response.
 - Other methods may damage the document and make it impossible to be scored.



Test Administrator Responsibilities

During Testing

- During testing, desks must be completely cleared of any materials other than the test book, answer document, pencil, and scratch paper, if it is an assessment that allows scratch paper. No books, water bottles, candy, etc. should be allowed on the desk during testing.
 - Students are not allowed to have snacks during testing sessions or to leave for lunch before completing testing.
 - If a student has a water bottle during testing, it must be kept on the floor and not on the desk.
 - Nothing should be taped or otherwise attached to the desk.



Test Administrator Responsibilities During Testing

- ❑ 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.
- ❑ Keep records of students who missed the test on the original test date and need to make-up tests prior to the close of the testing window.
- ❑ If students need to go to the restroom during a testing session, they should only be allowed to go one at a time. Hall monitors can be used to make sure students return in a timely manner and do not make extra stops while out of the testing environment.



Test Administrator Responsibilities During Testing

- Keep a log of unusual student behavior or circumstances. For example:
 - Student has been ill;
 - Student just received life-changing news (e.g., family moving; parents divorcing; recent diagnosis of terminal illness in family member, friend, or student);
 - Student is making a picture/pattern with answer document bubbles rather than answering questions. (Only log behavior. Do not direct student to do otherwise.)
 - These logs can be helpful when individual test results are reviewed.



Test Administrator Responsibilities During Testing

- ❑ Ensure additional time is given to any student who is not finished by the end of the recommended testing administration time. Additional time **must** be an immediate extension of the testing session.
- ❑ Report any unforeseen emergencies and unexpected circumstances to the BTC.
- ❑ Contact the BTC to request a test invalidation.



Test Administrator Responsibilities

During Testing

Multiple Choice Testing

- In OCCT Grades 3 – 5 and all OCCT multiple-choice EOIs, 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.
 - If a student is absent for the first section, that student must complete the first section (with a TA and TP) before going on to the second section.
- In OCCT Grades 6 – 8, each content area is one (1) section.
- Students must complete a section before going to lunch or taking a break unless an IEP, 504 Plan, or ELL accommodation is being applied.



Test Administrator Responsibilities

During Testing

- 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.
- Sections **MUST** be given in sequential order and on the same day or sequential days.



Test Administrator Responsibilities

During Testing

- Under no circumstances should you begin a test unless you are sure there is enough time to complete it.
- Once a student has started the test (or test section), he or she must finish the test (or test section); otherwise, the test will need to be invalidated and an Equivalent Test administered.
- You do not want a student to feel rushed to finish before lunch or at the end of the day.



Test Administrator Responsibilities During Testing

- It is preferable for read-alouds to be administered individually; however, under **no** circumstances should a read-aloud be given to a group larger than 5 students.
 - Make sure to administer the same form number to students when a read-aloud is given to a small group.
- Do **not** administer different tests in the same session (e.g., different grade levels, different content areas, read-alouds/non-read-alouds).



Test Administrator Responsibilities After Testing

- ❑ Collect all secure answer documents and test books from students.
- ❑ Collect all scratch paper and turn in to the BTC to be destroyed.
- ❑ Remind students that they should not discuss the test with anyone, including their classmates and teachers.



Test Administrator Responsibilities After Testing

- Verify secure test books and answer documents are all accounted for by using the Classroom Security Checklist.
- If TA is checking for stray marks, or darkening bubbles, a Test Proctor **must** be present.



Test Administrator Responsibilities After Testing

- Check all scorable answer documents to confirm that appropriate labels are affixed or hand-bubbled information is complete.
- Notify the BTC if a testing violation occurs that requires an invalidation of the test.
 - If the invalidation is approved, an Equivalent Test will be ordered if one is available.
 - Administer the Equivalent Test within the testing window.



Test Administrator Responsibilities After Testing

- ❑ Transcribe student responses from a large-print or Braille test book to a scannable answer document for OCCT Grades 4 – 8 and EOI tests or a scannable **Form 1** test book for OCCT Grade 3.
- ❑ Transcribe typed responses for the Writing test into a regular answer document.
- ❑ **A Test Administrator must transcribe with a Test Proctor present.**
- ❑ **Both the Test Administrator and Test Proctor must sign a Nondisclosure Form following transcription of test responses.**



Test Administrator Responsibilities

After Testing

- ❑ Complete Group Information Sheets (GIS) with a teacher name if reports will be generated at a classroom level for Grades 3 – 8.
- ❑ Sign the TA Test Security Form. The Proctor must also sign a TP Security Form.
- ❑ Sign a Nondisclosure Form if a read-aloud accommodation has been provided.
- ❑ Deliver all secure test materials to the BTC after testing each day. Verify book numbers with BTC; this will help account for all books.

Mixed Group Make-up Testing Sessions

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- When administering make-up tests in the same room, the groups are to be spaced far enough apart that quietly reading directions for one group will not disturb another group.
 - Each tested group needs its own Test Administer to read the directions at the start of each session.
 - After the assessment is underway and students have begun answering questions, one TA can stay to supervise all make-up groups with an individual TP being assigned to each group of students.
 - No teacher read-aloud is to be conducted within a mixed group setting.



Additional Test Administrator Responsibilities for **Online** Testing



Test Administrator Responsibilities Before **Online** Testing

- Be familiar with the directions so that you do not mistakenly give out instructions before they are scripted, (e.g., going to testing site, scrap paper information).
- If administering an online assessment, develop a plan with the BTC for handling any technical problems that might occur.



Test Administrator Responsibilities Before **Online** Testing

- For students using personal calculators for the End-of-Instruction (EOI) Mathematics or Biology I tests, review the Calculator Policy located in the *Online Test Administration Manual*. (Appendix D)
- Check student calculators prior to testing that memory is cleared and appropriate calculator is being used.



Test Administrator Responsibilities Before **Online** Testing

- Online testing is required for these Oklahoma Core Curriculum Tests (OCCT):
 - **Grade 6 Mathematics and Reading**
 - **Grade 7 Mathematics, Reading, and Geography,**
 - **Grade 8 Mathematics and Reading, and**
 - **all seven OCCT EOI tests.**

- The Writing portion of English II and English III will remain in a paper/pencil format for the Winter/Trimester and Spring windows.



Test Administrator Responsibilities During **Online** Testing

- ❑ It is recommended that students' cell phones remain outside of the testing environment.
- ❑ Pass out test tickets to students. For EOI, give access codes as students complete a section, not all at once.
- ❑ Scratch paper/unmarked grid paper and pencils may be passed out to students taking Grades 6, 7, 8, and all EOI online tests.
- ❑ **Administer tests with a Test Proctor present.**



Test Administrator Responsibilities

During **Online** Testing

- Read the online directions to students, which includes a tutorial addressing the use of the online tools.
- **Scripts must be read verbatim—word for word. No adlibbing or extra comments allowed.**
 - Part of what makes a test “standardized” is the standardized directions being given by all TAs across the state. Do not deviate from the script in any way.



Test Administrator Responsibilities During **Online** Testing

- Monitor students throughout the session to ensure they are advancing through the questions, and they are observing only their own computer screens.
 - **Dividers or testing carrels are recommended for students testing in a close environment.**

- Individual tests can be paused up to 20 minutes for an individual emergency situation on all tests. After 20 minutes, the test will time out and administrators will not be able to restart a test.



Test Administrator Responsibilities

During **Online** Testing

- If a technical problem occurs, maintain an orderly and secure testing environment with students while the BTC makes any necessary calls to correct the problem.
 - Students must not be allowed to visit or leave the testing environment during this time.
 - Students must not be allowed to read, work puzzles, use cell phones, play games, etc. during this time.
- **A Test Administer and Proctor must remain in the testing session with students at all times.**



Test Administrator Responsibilities

After **Online** Testing

- ❑ After students complete their tests, make sure they submit their answers for scoring and exit the test.
- ❑ Remind students that they should not discuss the test with anyone, including their classmates and teachers.
- ❑ Collect test tickets and scratch paper before students leave the testing session. Give used scratch paper to the BTC to destroy.
- ❑ Ensure that memory has been cleared from all calculators used during Mathematics and Biology assessments.



Test Proctor Training



Test Proctor Requirements

- All Oklahoma State Testing Program (OSTP) test administration sessions shall be monitored by an adult other than the Test Administrator.

- This adult:
 - must be 18 years or older and not a student in the district;
 - must be approved by the building principal;
 - can be a member of the faculty or community; and
 - does not have to possess an Oklahoma Teaching Certificate.



Test Proctor Requirements

- This adult should not be:
 - a student, even if that student has already turned 19; or
 - a relative or significant other of the Test Administrator.



Test Proctor Responsibilities Before Testing

- ❑ Sign-in and attend training provided by the District Test Coordinator or the Building Test Coordinator.
- ❑ Review rules for test security and validity before assisting with test sessions.
- ❑ Become thoroughly knowledgeable of testing procedures and test security.



Test Proctor Responsibilities

During Testing

- ❑ Arrive 15 minutes before the first test is administered.
- ❑ Monitor the test administration sessions.
 - Test Proctors must remain engaged in the testing process throughout the entire session monitoring students and observing that all testing procedures and security are maintained.
 - Test Proctors and Test Administrators must not visit during the test sessions.
 - Test Proctors' and Test Administrators' cell phones must be set in a silent mode or turned off unless needed for an emergency.



Test Proctor Responsibilities During Testing

- The Test Proctor may assist **ONLY** with duties that include the following:
 - Distribute and retrieve test materials.
 - Achieve accuracy in coding of student, class, building, and district information on answer documents.
 - Assist with finding solutions to observed testing irregularities.



Test Proctor Responsibilities During Testing

- The main duties of the Test Proctor are
 - to help maintain the security of the test; and
 - to ensure that the assessments have been administered properly.
- Proctors must be present in all testing administrations for the entirety of the sessions.



Test Proctor Responsibilities During Testing

- The Test Proctor should observe:
 - that all visual aids (e.g., posters, maps, charts, timelines, alphabet, number lines) have been removed or covered, and
 - that student desks are completely cleared.
 - Nothing taped to or otherwise attached to the desk
 - No books, magazines, papers, etc. on the desks
 - No food or drinks on the desks (Students may have water bottles, but these must be placed on the floor.)
 - Only the test book, answer document, pencil, and scratch paper (for allowable assessments) should be on the desks.
 - Some students on an IEP, 504 Plan, or receiving an ELL accommodation may have approved assistive devices during testing.



Test Proctor Responsibilities

During Testing

- The Test Proctor should observe:
 - that students are working and do not have out any electronic devices, books, or papers,
 - that the directions are read from a script and that the Test Administrator is not veering from the script by giving additional instruction, and
 - that the Test Administrator is actively monitoring the testing session.
 - The Test Administrator is not giving any help to students.
 - The Test Administrator is watching the students and not involved in other activities (e.g., working on the computer, reading, etc).



Test Proctors Responsibilities

After Testing

- ❑ Test Proctors **may not** administer any tests (e.g., small group, individual, make-up, equivalent).
- ❑ Only Test Administrators may administer tests, but Test Proctors must be present.
- ❑ Test Proctors may assist the Test Administrator after completion of test sessions.
 - Test Proctor must monitor Test Administrator while he/she erases stray marks, transcribes responses to scannable documents, etc.
 - Test Proctor may help gather materials to return to the Building Test Coordinator.



Test Proctor Responsibilities

After Testing

- ❑ Sign the Test Proctor Test Security Form.
- ❑ Sign a Nondisclosure Form if monitoring a read-aloud session.
- ❑ Test Proctors who observe any deviation from the standardized testing procedures or a breach in test security should **NOT** sign the Test Security Form and should report the observation to the Building Test Coordinator.



Contact Information



Office of Accountability and Assessments

(405) 521-3341

Maridyth McBee, Assistant State Superintendent

Joyce DeFehr, Executive Director, State Testing

Michael Tamborski, Executive Director Accountability

Kurt Bernhardt, Executive Director Research and Evaluation

Sonya Fitzgerald, Assistant State Testing Director/Math

Melanie Ball, ELA/Social Studies Assessment Specialist

**Craig Walker, Director of Science, Monitoring, and Special
Education**

Rebecca Logan, NAEP Director

Pam Thompson, Executive Assistant

Molly Brown, Administrative Assistant

Samantha Sheppard, Administrative Assistant

Elise Kauffman, Administrative Assistant