

# District Test Coordinator 101

Supplemental Training  
for New District Test Coordinators



**OKLAHOMA**  
Education



# Today's Agenda

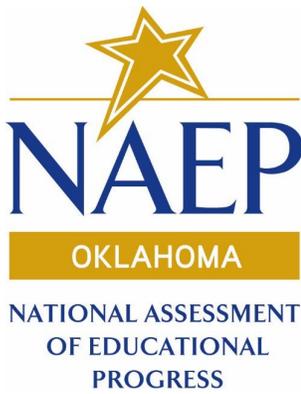
- National Assessment on Educational Progress (NAEP)
- Assessing English Learners
- Assessing Students with Disabilities
- DTC Resources
- College- and Career-Readiness Assessments (CCRA)
- OSTP/CCRA Test Security
- OSTP/CCRA Testing Window Activities – Help!
- Questions and Answers

# National Assessment of Educational Progress (NAEP)

Questions?

Contact [Rebecca.Logan@sde.ok.gov](mailto:Rebecca.Logan@sde.ok.gov)

# NAEP in Oklahoma



## What is NAEP?

- The National Assessment of Educational Progress, otherwise known as the [Nation's Report Card](#), is the largest ongoing assessment of what U.S. students know and can do in various subjects.
- NAEP is a congressionally mandated program and school participation is required.
- NAEP includes a range of subjects at grades 4, 8, and 12 to provide a comprehensive look at the wide array of academic areas that are a part of a student's education.

## How are students selected for NAEP?

- Since NAEP is not designed to report results for individual students or schools, it is not necessary for every student in every school to take the assessment.
- NAEP is given in a sample of schools whose students reflect the varying demographics of a specific jurisdiction.
- If selected, district superintendents are notified over the summer, site principals shortly after.



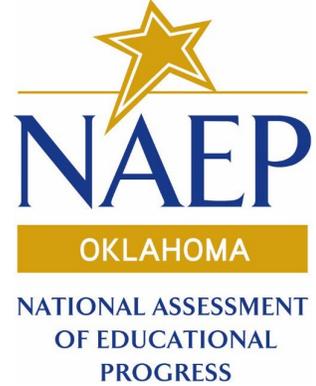
# NAEP in Oklahoma

## How is NAEP different from state assessments?

- States have their own assessments, which are designed to provide individual student data about achievement based on different content standards, unique to each state.
- **NCES administers the same NAEP assessment** in every state, providing educators, policymakers, and parents with a common measure of student achievement that allows for direct comparisons among states.
- NAEP is not designed to provide results for individual students or schools.

## How are NAEP results reported?

- NAEP results are reported for the nation and for states, as well as select urban districts that participate in the Trial Urban District Assessment (TUDA).
- Results are reported as scores and as percentages of students reaching NAEP achievement levels—NAEP Basic, NAEP Proficient, and NAEP Advanced.
- NAEP monitors overall educational progress for different groups of students, including students with disabilities and English learners.



# Assessing English Learners

Questions?

Contact [Yuseli.Freire@sde.ok.gov](mailto:Yuseli.Freire@sde.ok.gov)

# Determining EL Status

- The best resource to review a student's EL-specific assessment and identification history is the **Accountability Reporting** application housed in Single Sign On.
- If the student has been previously identified as EL and is coded incorrectly in your SIS, a conflict will generate.
- Please review the [English Proficiency Coding and the Accountability Reporting Application](#) guidance for additional assistance in determining the correct English Proficiency Code.

# OSTP English Learner (EL) Accommodations

- EL accommodations must be:
  - Selected from the approved list in the [OSTP EL Accommodations Manual](#).
  - The accommodation must be documented on the student's current English Academic Plan (ELAP).
  - Students use the accommodations as part of classroom instruction on a **regular basis**.
  - Grades 5 and 8 Extended Response sections can receive Text-to-Speech or Human Reader provided in English.
  - First and Second-year monitor students may continue to be eligible for OSTP EL testing accommodations dependent upon OSTP ELA test performance.

# Specific Testing Accommodations for ELs

- EL accommodations must be indicated for each student by choosing either with or without accommodations.
  - For paper testers this must be bubbled on the back of a paper answer document.
  - For online testers, “with accommodations” must be checked under the Delivered Locally section in the testing platform
- Accommodation Code **EL 2**: An English Test Form & Spanish Audio Files.
- Accommodation Code **EL 4**: An English Test Form & English Text-to-Speech (embedded accommodation).
- Accommodation Code **EL 8**: A Spanish Test Form & Spanish Text-to-Speech (embedded accommodation).
- All other accommodations fall under the **Delivered Locally** section in the testing platform.

# EL CCRA: SAT/ACT Accommodations & Supports

- Both SAT and ACT require schools to request appropriate EL supports or accommodations for students with a documented need.
- EL supports or accommodation needs should be addressed during the development of the grade 11 student's English Language Academic Plan (ELAP).
- CCRA EL support or accommodation requests must be submitted to SAT or ACT during the designated window and approved before a student can be provided their SAT- or ACT-specific accommodations.
- For more information, please refer to the following:
  - SAT: [Accommodations on College Board Exams](#)
  - ACT: [Accommodations and English Learner Supports](#)
- Please review the [OSTP EL Accommodation Manual](#) for reference.

# Assessing Students with Disabilities

Questions?

Contact [Caroline.Misner@sde.ok.gov](mailto:Caroline.Misner@sde.ok.gov)

# Assessing Students with Disabilities

- All students are required to participate in State assessments.
  - Without Accommodations
  - With Accommodations
  - A current Individualized Education Program (IEP), 504 Plan, or English Academic Plan (ELAP) must be in place.
  - Oklahoma Alternate Assessment Program (OAAP)
    - For students with the most significant cognitive disabilities **AND** adaptive behavior deficits.
    - The OAAP is aligned to different standards than the OSTP: DLM Essential Elements.
    - Assessed through the Dynamic Learning Maps (DLM) platform.
    - Typically, the number of students participating in DLM should not exceed more than 1.0 percent of your district's testing population.

# Providing Accommodations for Test Day

- Building Test Coordinators should reach out to Special Education Teachers in their building to request a list of testing accommodations each student will be receiving.
- BTCs will then access the Cognia OSTP Portal to confirm that the correct accommodations are selected for each testing session the student will participate in.
- The BTC will keep the record of accommodations for each student in case of any technical errors to ensure the students are in fact receiving the appropriate accommodations or if it needs to be manually entered on the day of testing.
- Please remember that testing accommodations should only be provided if the student is receiving that accommodation in the classroom daily and is used to using the accommodation. The accommodation needs to be on the IEP or on the 504 plan. The accommodations also need to match in EDPlan under classroom accommodations and testing accommodations to justify the student receiving it during testing.

# Oklahoma Alternate Assessment Program (OAAP)

Indicators of a student who may qualify for OAAP:

- The student has a significant cognitive disability **AND** significant deficits in adaptive behavior. Evidence of these evaluations needs to be in EDPlan to support the student meeting these criteria.
- The student is instructed using the Essential Element Standards and requires maximum levels of instructional support and scaffolding to make academic progress.
- The student is an emerging communicator and/or uses assistive technology to communicate.
- The student requires moderate to maximum assistance/support to complete daily living skills and will likely require these throughout their life.

Please remember the population of students in your district that should be receiving instruction using the Essential Element Standards and being assessed through OAAP is a very small percentage of your overall student population. **To comply with ESSA, OSDE is required to submit a Waiver along with justification that explains why we are over the 1% threshold and what actions we are taking to lower that percentage.**

# DTC Resources

The Office of Assessments website hosts many resources available for District Test Coordinators.

# DTC Resources

- OSTP Resources can be found at <https://sde.ok.gov/office-assessments>
  - The DTC Corner contains training resources and past GovDelivery messages.
  - The “Year at a Glance” can be found on the DTC Corner
- Testing resources are also posted to <https://oklahoma.onlinehelp.cognia.org/>
  - OSTP Spring 2022 Key Dates Document

# Helpful Links - Assessing SWD

- [Special Education Listserv Sign Up](#)
  - Receive OAAP and Special Education Updates
- [Special Education Services Webpage](#)
- [OAAP Webpage](#)
- [DLM Oklahoma Webpage](#)
- [OSTP Accommodation Manuals and Companion Documents](#)
  - Accommodation Request Forms, Calculator Policy, IEP/504/EL Accommodation Manuals

# DLM/OAAP, IEP, or 504 Plan Questions?

- DLM Help Desk: 844-261-6481
  - [DLM-support@ku.edu](mailto:DLM-support@ku.edu)
- Office of Assessments: 405-521-3341
  - Caroline Misner: 405-522-1677
  - [caroline.misner@sde.ok.gov](mailto:caroline.misner@sde.ok.gov)
- Special Education Services: 405-521-3351
  - Kristen Coleman: 405-522-1463
  - [kristen.coleman@sde.ok.gov](mailto:kristen.coleman@sde.ok.gov)

# Helpful Links - ACT

- [College- and Career-Readiness Assessments webpage](#)
  - ACT & SAT Links; CCRA Information; Naturalization Test
- [Oklahoma ACT Webpage](#)
  - Schedule of Events; Numbered List of Tasks
- [ACT Website](#)
  - National Test Day information; ACT Test Overview; Educators Info
- [ACT Test Coordinator Information Manual](#)

# ACT Questions?

- Oklahoma Questions: 319-337-1599
- ACT General Questions: 800-553-6244 ext. 2800
  - [Contact form](#)
- Accommodations: 800-553-6244 ext. 1788
  - [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)
- SDE Office of Assessments: 405-521-3341
  - [assessments@sde.ok.gov](mailto:assessments@sde.ok.gov)
  - Catherine Boomer: 405-522-0283
  - [catherine.boomer@sde.ok.gov](mailto:catherine.boomer@sde.ok.gov)

# Helpful Links - SAT

- [College- and Career-Readiness Assessments Webpage](#)
  - ACT & SAT Links; CCRA Information; Naturalization Test
- [SAT Website](#)
  - National Test Day information; SAT Practice; Educators Info
- [SAT Test Coordinator Information Manual](#)
- [Resources for SAT School Day](#)

# SAT Questions?

- OK SAT Questions: 866-630-9305
  - [OKSAT@collegeboard.org](mailto:OKSAT@collegeboard.org)
  - [jromberg@collegeboard.org](mailto:jromberg@collegeboard.org)
- Accommodations: 844-255-7728
  - [ssdinfo@collegeboard.org](mailto:ssdinfo@collegeboard.org)
- SDE Office of Assessments: 405-521-3341
  - [assessments@sde.ok.gov](mailto:assessments@sde.ok.gov)
  - Catherine Boomer: 405-522-0283
  - [catherine.boomer@sde.ok.gov](mailto:catherine.boomer@sde.ok.gov)

# College- and Career- Readiness Assessments ACT & SAT/College Board

Questions?

Contact [Catherine.Boomer@sde.ok.gov](mailto:Catherine.Boomer@sde.ok.gov)

# Current Tasks - ACT

- Distribute the [Informed Consent forms](#) for parents to sign
  - Allows students to fill out survey questions on myACT
  - Keep on file at school
  - English & Spanish versions available
  - On CCRA webpage and on Oklahoma ACT page
- Receive materials for paper testing (week of March 7<sup>th</sup> for most) – check and verify immediately; order more if needed
- Register for [March 10<sup>th</sup> ACT Webinar](#)

# Tasks for IT Coordinators - ACT

- Validate configuration and freeze test environment for online testing
  - Must be done by March 17<sup>th</sup>
- [Technical Coordinator Checklist](#)
- [ACT Online Testing Site Readiness Plan](#)
- [Mock Administration Guide](#)
- Several tutorial videos available on the [Oklahoma ACT webpage](#) (under Step 2)

# Ongoing Tasks - ACT

- Now – March 25<sup>th</sup> – Order additional standard time materials
- Now – April 1<sup>st</sup> – Request qualified exceptions to the deadline for ACT accommodations.
- Now – April 1<sup>st</sup> – Verify enrollment; submit enroll or unenroll student file; review/correct student identifying information
- Now – April 14<sup>th</sup> – Create and assign students to test sessions

# Coming Soon - ACT

- After materials arrive – distribute MyACT non-test instructions and *Taking the ACT* to all students
  - Students must complete the non-test in MyACT (have consent forms on file)
  - Students have until two days after testing to complete this
- Train room supervisors and proctors
  - There are training materials on the [Oklahoma ACT webpage](#)
  - Under Step 4

# Coming Soon (*Continued*) - ACT

- April 1-14 – IT Coordinators will need to precache test content
  - Will need to purge this April 14<sup>th</sup>
- April 5-15 – Administer the ACT on paper with accommodations/supports
- April 5 – 14 – Administer the ACT online (standard and accommodated)
- April 18 – Return test booklets from accommodated paper testing; return online test materials

# ACT Spring Window

Testing Window	Dates
Standard Online Testing Window	April 5 – 7 & April 12 – 14
Accommodated Testing Window	April 5 – 8 & April 11 - 15
Makeup Date	April 19 - 21

# Current Tasks - SAT

- Distribute the [Informed Consent forms](#) for parents to sign
  - Allows students to fill out survey questions
  - Keep on file at school
  - English & Spanish versions available
  - On CCRA webpage
- Starting March 2<sup>nd</sup> – Required Online Training is available

# Tasks for IT Coordinators - SAT

- Please view slides 38-46 on the [SAT Administration Training Slide Deck](#) for information on Test Device Specifications, Bandwidth Needs, Digital Preparedness, and Technical Readiness.
- Also note that [Digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org) has links to all of this pertinent information as well as a [Step-by-Step Guide to Digital Testing](#).

# Ongoing Tasks - SAT

- Now – Test Administration
  - Train your staff
  - Hall & Room Monitor training is available
- March 4<sup>th</sup> – TIDE Provisioning
  - Create test sessions
  - Assign students to sessions
  - Print test tickets
  - See test roster

# Coming Soon - SAT

- Conduct pre-administration session before testing (early April)
  - This session will allow students to answer profile questions, indicate where they would like their score reports to be sent, and identify if they want to opt-in to the Student Search Service.
  - The parent forms are for this extra info.
  - This session saves time on test day.
  - Allows students to log in and test the digital platform before test day.

# SAT Spring Testing

Testing Window	Dates
Standard Online Testing Window	April 13 – 15 & April 19 - 20
Accommodated Testing Window	April 13 - 26
Makeup Date	April 26

# OSTP/CCRA Test Security

Questions?

Contact [Assessments@sde.ok.gov](mailto:Assessments@sde.ok.gov)

# Test Proctors and Roving Proctors

- See the guidelines on the SDE Assessment page > Test Security & Assessment Monitoring
- A Roving proctor may be used only when simultaneous test sessions are occurring. The RP must rotate between test sessions every 15-20 mins and cannot be assigned to more than five sessions at any given time.
- ALL proctors must be trained and WILL submit a TP Observation Log.
- No proctors can be related to the TA or any testing student.

# Test Security

- ALL TAs and TPs must be trained with the provided Modules AND pass with an 80% or better. If you take (and pass) the TA Training, you are covered to serve in EITHER role. A DTC should have certificates for any trained TAs/TPs.
- There are 5 Test Security Forms to sign and keep copies of: Sup., DTC, BP, BTC, and each TA. These can be accessed under “Forms” (links) on the Cognia Help page. See the Qualtrics Training from 3/1/2022. A TA will only submit 1 TA Security form for all testing.
- Make sure all your testing personnel understand the following:
  - FACEBOOK/TWITTER, etc. are not appropriate places to air testing concerns/grievances.
  - No pictures of any testing screen

# Online Testing Reminders

- For IEP/504 or EL students who need TEXT-TO-SPEECH on non-Reading tests, this must be marked in the portal “Embedded” before a test is scheduled. It is expected that the student is very familiar with this process. Headphones on a NON-MUTED device are needed. PRACTICE! If the TTS is assigned to an ELA test in error, you will receive an error message when scheduling.
- If a 5th /8th ELA tester has accommodation for TTS, they can have that marked for the Writing passages/prompt before the test.

# Online Testing Reminders

- IF A STUDENT LOGS IN to test and does NOT have the TTS accommodation marked, they must proceed with a HUMAN READER and a Test Proctor employed by the District. This should be marked as an irregularity.
- If a student needs to pause their test, they will need a Proctor Passcode to get back in. The PP will be auto-reset every day. You cannot edit this. The Proctor Passcode does not work for the 5th/8th Writing section.
- All devices should be checked BEFORE and DURING testing for wifi/power/battery issues.

# Irregularity vs. Invalidation

- A testing **irregularity** is an out-of-the-ordinary situation which does not affect the outcome of the test and does not require students to retest.
  - Requires DTC to submit a Test Irregularity Form through SDE-provided Google Form.
- A testing **invalidation** is caused by a situation where the test or test security has been compromised and student must retake the test.
  - Requires DTC to submit a Test Invalidation request through the Testing Status application in the SDE SSO.

# Test Invalidations

- Become familiar with the situations that necessitate an invalidation.
- Must be submitted through SSO Testing Status
- If the SDE approves the invalidation, the student will be considered a nonparticipant/non-tester unless a Breach Assessment (EQ) is administered. Follow the directions you receive.
- A Breach test is a completely different form. Whether paper or online, it must be "ordered".
- There is no “breach” of a “breach”

# OSTP/CCRA Testing Window Activities – Help!

Questions?

Contact [Assessments@sde.ok.gov](mailto:Assessments@sde.ok.gov)

# The Office of Assessments is here to help!

## Office of Assessments

2500 North Lincoln  
Boulevard, Suite 214  
Oklahoma City, OK 73105

Phone: (405) 521-3341

Fax: (405) 522-6272



[Susan.Hickey@sde.ok.gov](mailto:Susan.Hickey@sde.ok.gov)



[Susan.Viles@sde.ok.gov](mailto:Susan.Viles@sde.ok.gov)

# Help!

- Thoroughly READ your Manuals! You will likely refer to them MANY times. All are available on both the SDE and COGNIA pages.
- Become very familiar with the Assessments section on the SDE Website as well as the Cognia Help page.
- The Cognia HELP page is your GO-TO for forms and information. Once you in the Cognia portal, you can still click on the link the Help page at the top right.
- Susan Viles and Susan Hickey are retired District Test Coordinators who are available for guidance and support. Their email addresses are below:
- [susan.viles@sde.ok.gov](mailto:susan.viles@sde.ok.gov)
- [susan.hickey@sde.ok.gov](mailto:susan.hickey@sde.ok.gov)

# Test All Eligible Students

- All students must be accounted for at the time of testing.
- Test all students including IEP/504/ELL **with** or **without** accommodations. If a student is testing “with”, this must be noted on the Student Accommodation page in the Cognia portal. Students > Edit > Accommodations
- Federal law requires that no less than 95% of all students be tested. (**applies to sub-groups as well**)
- Please try to give every absent student an opportunity to take the tests within the state’s testing window. The student must take sections in proper order.
- Retained students must participate in grade-level assessments even if they have taken the test in previous years. ALL accountability provisions apply to these students.

# Testing Accommodations

- There are “standard” and “non-standard” accommodations. All Non-standard accommodations require SDE approval. This is the ONLY reason a read-aloud or TTS would be allowed on an ELA test (except Section 3, Writing).
- Any testing accommodations must appear on the “state-approved” lists. See the TPM or the Accommodation Manuals for more information.
- Testing accommodations should correspond to accommodations documented in the student’s IEP/504/ELAP and should be provided on a regular basis. If Text-to-speech is selected, it is assumed that that student receives a comparable accommodation regularly with most testing. A student should be familiar with the TTS process and how it works in the OSTP test.
- Must be bubbled or checked as “with” accommodations in Cognia.
- Understand the difference between “Delivered Locally” and “Embedded.”

# Scheduling

- Use the Schedule Template from the Cognia Help page.
- Your schedule should be updated as changes/makeup sessions occur. **USE THIS FORM** to keep track of training for your BTCs, TAs, and TP/RPs. There is also a column to keep track of Security Forms.
- These tests are not timed. Students should be given extra time as an immediate extension of the testing session. **NOTE:** To more than double the suggested time limit has proven to be counterproductive.
- All sections **MUST** be administered in sequential order on consecutive instructional days. (Exception: Section 3 of the 5th or 8th ELA test may be given before the multiple-choice portions.)
- Do not begin a test unless there is enough time to complete it!

# Scheduling (cont.)

Cognia Service Desk 866.629.0220 7:30AM – 4:30PM CST (M-F 6:AM – 6:PM during the test administration) oktechsupport@cognia.org

**cognia** Test Coordinator Information Portal Guides Testing Materials **Forms** DTC Correspondence Training FAQs

## Forms

### Required Forms

These forms must be completed and retained at the district and/or school level. A copy of these forms will be required by the OSDE for districts and/or schools that are being monitored.

 Test Proctor Observation Log – **Required** (Download)
  **Official Schedule of Testing – Required** (Download)

Name: Sample Elementary School

Date	Time testing began	Grade(s)	Subject	Section(s)	Room	Number of Students	Test Administrator Full Name	Test Proctor Full Name	Notes	TA Trained	TP Trained	TA Sec. Form	Observed
10/22	8:30 AM	5	ELA	3	101	20	John Smith	Jane Doe	Small Group	X	X	X	



# Questions and Answers