The DTC is the OSDE’s contact for all testing activities.

### Training Opportunities
- **July**
  - Attend optional Assessment Update.

- **August**
  - Superintendent completes DTC Designation Form.

- **September**
  - OSTP Online Readiness Tool is available for Grades 3-5.

- **October**
  - Attend optional Assessment and Accountability Update.

- **January**
  - Pre-code is pulled through the Accountability Reporting application in Single Sign On (SSO).
  - Complete and submit Non-Standard Accommodation (NSA) Forms and Unique Accommodation Forms in the Single Sign-on (SSO) as needed. Deadline February 1.

- **February**
  - Attend Mandatory DTC Training.
  - Complete Site Readiness Tests.
  - Configure accommodations for online testing in OSTP Portal.
  - Begin creating a testing schedule using the Official Schedule of Testing.
  - Email SDE for off-site testers.

- **March**
  - Train BTCs, TAs, and TPs using SDE training materials/modules, and keep a record of these trainings.
  - Monitor SSO for SDE responses to NSA/Unique Accommodation Forms.

- **April**
  - Testing Begins!
  - Submit Emergency Exemption and Invalidation requests as needed through SSO.
  - Monitor SSO for SDE responses to Emergency Exemption and Invalidation requests.
  - Complete Irregularity Forms on the Cognia Help and Support site as needed throughout the testing window.
  - Begin reviewing Demographic Overlay in the SSO.

- **May**
  - Ensure all security forms are completed.
  - Attend optional DTC Post-Administration meeting.
  - Certify Demographic Overlay report in the SSO.

- **June**
  - Review preliminary test data.
  - Complete accountability data verification requests, if needed.

---

SDE Office of Assessments Contact Info: (405) 521-3341 or assessments@sde.ok.gov