Agenda – OSTP Required Forms

• Oklahoma School Testing Program (OSTP) Required Forms Kept at the Local Level
  • Official Schedule of Testing
  • Test Proctor Observation Log

• Test Security Forms Training – March 1, 2022
  • https://oklahoma.onlinehelp.cognia.org/training-presentations/
OSTP Required Forms

Official Schedule of Testing
Official Schedule of Testing - Accessing

- Can be downloaded from the Oklahoma Help & Support Site
  - [https://oklahoma.onlinehelp.cognia.org/forms/](https://oklahoma.onlinehelp.cognia.org/forms/)
Official Schedule of Testing Overview

- Required form used to document all Oklahoma School Testing Program (OSTP) assessments and College- and Career-Readiness Assessments (CCRA).
  - CCRA: US History and Science
  - CCRA: ACT or SAT, including the writing portion
  - Grades 3-8 Subject Areas
  - Small Group and Accommodated Sessions
  - Make-up Sessions
  - Paper/Pencil Testing Sessions

March 29, 2022
Official Schedule of Testing Overview (cont.)

• All Fields on the Official Schedule of Testing should be completed.
  • Each testing site should be documented using the schedule.
  • Test Administrators (TAs) – Names must match training modules and security forms.
  • Test Proctors (TPs) – Names must be accurate and reflect training modules. No longer required on the Test Administrator Security Form.
  • Test Dates – Must reflect what occurred at the site and should match Test Proctor Observation Logs and the OSTP Data Portal.

• Retained locally for five years.
  • Submitted to OSDE as requested.
Official Schedule of Testing - Errors

• Test sessions in OSTP Portal are not listed on the test schedule.
  • TA/TP for unlisted test sessions is unknown.

• The “Section(s)” column on the test schedule (column E) has a 1 on every row.
  • “1” indicates Section 1 of an ELA, Math, Science, or US History test.
  • “2” indicates Section 2 of an ELA, Math, Science, or US History test.
  • “1 & 2” indicates both Sections 1 & 2 in a test session.
  • “3” indicates the Writing section of an ELA assessment for 5th or 8th grades.
• DTC/BTC is listed as the Test Administrator or proctor when other test sessions are active.

• Several rows are left blank in the Test Proctor column.
  • If you are using a roving proctor, his/her name should be listed in every row of a test session he/she is monitoring.
  • Remember the new guidelines when using roving proctors: https://sde.ok.gov/test-support-teachers-and-administrators
Official Schedule of Testing - Tips

• Use the provided schedule template found on the Cognia Help page > FORMS. Excel is the best format. Reach out if you need assistance.

• Include SAT/ACT on the schedule.

• Take advantage of the columns on the schedule that can help you keep track of trainings and Test Security form completion. A TA must submit ONE Test Security form but should appear on the schedule every time they serve as a Test Administrator.

• Every testing section should be entered on the schedule.

• Each proctor, regardless of type, should appear on the schedule for EACH/EVERY session for which they proctor.

• Keep your schedule updated so your final copy reflects all small groups, makeups, etc.
OSTP Required Forms

Test Proctor Observation Log
Test Proctor Observation Log - Accessing

- Can be downloaded from the Oklahoma Help & Support Site
  - [https://oklahoma.onlinehelp.cognia.org/forms/](https://oklahoma.onlinehelp.cognia.org/forms/)

### Test Proctor Observation Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Grade</th>
<th>Subject</th>
<th>Section</th>
<th>Observation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Instructions: Please note any odd or unusual occurrences observed during the test session. Please use additional sheets as required. One sheet may be used for multiple test session observations.
Test Proctor Observation Log Overview

• Required form used to document all Oklahoma School Testing Program (OSTP) assessments and College- and Career-Readiness Assessments (CCRA).
  • CCRA: US History and Science
  • Optional for CCRA: ACT or SAT. ACT/SAT require their own forms.
  • Grades 3-8 Subject Areas
  • Small Group and Accommodated Sessions
  • Make-up Sessions
Test Proctor Observation Log Overview (cont.)

• Every test session must be documented using a Test Proctor Observation Log.
  • Sites may document multiple sessions using one form. This is new for 2022.
    • Use the date for the last session proctored when signing.
  • Test Proctors – Names must be accurate and reflect training modules. Test proctor names are no longer required on the Test Administrator Security Form.
    • Test Dates – Must reflect what occurred at the site and should match the Official Schedule of Testing and the OSTP Data Portal.

• Retained locally for five years.
  • Submitted to OSDE as requested.
Test Proctor Observation Log - Errors

• The Test Proctor Observation Log (TPOL) mentions a scenario that required a Test Irregularity Form to be completed. However, a form was not submitted.
  • [https://oklahoma.onlinehelp.cognia.org/forms/](https://oklahoma.onlinehelp.cognia.org/forms/)
  • Once on the **Forms** page, scroll down to **Test Irregularity Form**.

• The Test Proctor (TP) does not match TP listed on the test schedule.

• The Test Proctor Observation Log is blank, but the TP did not check the box at bottom of the log indicating that no odd or unusual occurrences or testing invalidations were observed during test sessions.

• The Test Proctor Observation Log does not correlate to any session on the schedule.
Test Proctor Observation Log - Tips

- Do your TPOL forms match your Official Test Schedule?
- Do you have a TPOL for every person who served as a Test Proctor?
- Each TP only needs to submit ONE TPOL. There are spaces for multiple times/dates when they served in this capacity. This should match your official schedule. It is possible a TP could have more than one TPOL.
- If a TP appears on the schedule for five sessions, there should be five listings on the TPOL, even if the TP observed nothing of note.
We are here to support you!

Office of Assessments
(405) 521-3341 | Assessments@sde.ok.gov

- Cora.James@sde.ok.gov, Executive Director of State Assessments
- Kurt.Johnson@sde.ok.gov, Asst. Executive Director of State Assessments
- Catherine.Boomer@sde.ok.gov, Director of CCRA
- Susan.Viles@sde.ok.gov, Assessment Monitoring Specialist
- Susan.Hickey@sde.ok.gov, Assessment Monitoring Specialist