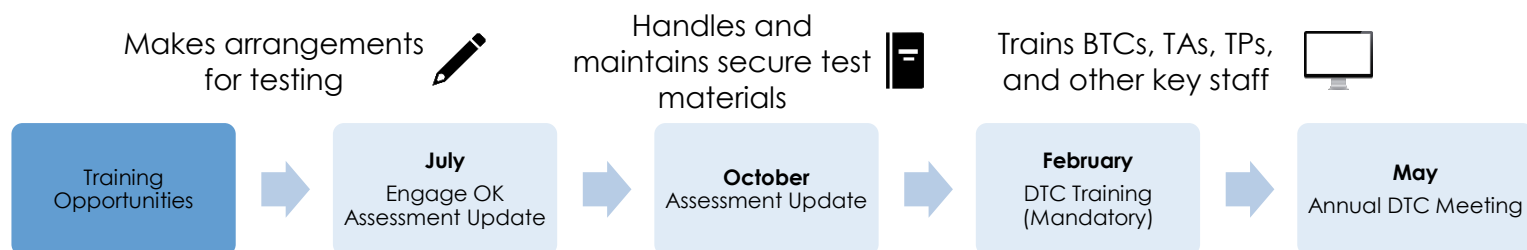


DTC Year at a Glance

A successful administration of the Oklahoma School Testing Program hinges on a prepared District Test Coordinator. The Office of Assessments has created a collection of documents intended to assist DTCs through the various expectations that accompany the role of DTC.



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



Occurs in		Tasks
<input type="checkbox"/>	July	<ul style="list-style-type: none"> Attend the Engage OK Assessment Update.
<input type="checkbox"/>	August	<ul style="list-style-type: none"> Superintendent completes DTC Designation Form.
<input type="checkbox"/>	September	<ul style="list-style-type: none"> OSTP Online Readiness Tool is available for Grades 4-5.
<input type="checkbox"/>	October	<ul style="list-style-type: none"> Attend optional Assessment Update.
<input type="checkbox"/>	January	<ul style="list-style-type: none"> Pre-code is pulled through the WAVE Complete and submit Non-Standard Accommodation (NSA) Forms and Unique Accommodation Forms in the Single Sign-on (SSO) as needed. Deadline February 1.
<input type="checkbox"/>	February	<ul style="list-style-type: none"> Attend Mandatory DTC Training. Complete Site Readiness Tests. Upload accommodations in OSTP Portal. Begin creating testing schedule. Email SDE for off-site testers.
<input type="checkbox"/>	March	<ul style="list-style-type: none"> Train BTCs, TAs, and TPs using SDE training materials/modules, and keep record of these trainings. Monitor SSO for SDE responses to NSA/Unique Accommodation Forms.
<input type="checkbox"/>	April	<ul style="list-style-type: none"> Testing Begins! Submit Emergency Exemption and Invalidation requests as needed through Testing Status Application in the 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.
<input type="checkbox"/>	May	<ul style="list-style-type: none"> Ensure all security forms are completed through DocuSign. Attend optional DTC Post-Administration meeting in OKC. Certify Demographic Overlay report.
<input type="checkbox"/>	June	<ul style="list-style-type: none"> Review preliminary test data. Complete accountability data verification requests, if needed.