

Academic Assessment Monitoring Program

2020-2021 Desk Monitoring



OKLAHOMA
Education



Purpose

- To meet federal requirements, Oklahoma's AAMP evaluates school district implementation of both federal- and state-required academic assessments.
- All public school districts will be monitored at least once during the established five-year cycle.
- An electronic version of the five-year monitoring cycle is updated on an annual basis and posted to the [Test Security and Assessment Monitoring](#) page
 - The Desk and On-site Monitoring Checklists has been revised
 - All monitoring types require districts/sites to submit information contained in the desk monitoring checklist
 - Districts will be notified of on-site monitoring at least 10 working days before the opening of the testing window.




AAMP Handbook

NEW!

- Located at the Test Security & Monitoring Webpage
 - <https://sde.ok.gov/test-support-teachers-and-administrators>
- Designed to help districts prepare for the AAMP
- Aligned to the Desk Monitoring Checklist

Oklahoma State Department of Education ACADEMIC ASSESSMENT MONITORING (AAMP) HANDBOOK	
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OKLAHOMA STATE DEPARTMENT OF EDUCATION | AAMP HANDBOOK



Required Documentation



Desk Monitoring

- 2 types on documentation
 - District/site provided documentation
 - Line items 1 – 12
 - State collected documentation
 - Line items 13 – 17



District and Site Provided Documentation



Line Item 1 - Training

- Provide evidence of training for Building Test Coordinators, Test Administrators, and Test Proctors.
 - BTCs were trained by either their OSDE-trained DTC or via an OSDE Test Prep In-service training.
 - Certificate of training from TA/TP modules



Provide evidence of training for Building Test Coordinators

BTCs were trained by either their OSDE-trained DTC or via an OSDE Test Prep In-service training.

- Certificate from attendance to the OSDE provided DTC training
- Sign-in sheet from attendance to an in-service training
 - Training must be provided by an OSDE-trained DTC
 - Record of training must include:
 - Date training occurred
 - Agenda of training
 - Printed names and signature of BTCs in attendance



Provide evidence of training for Test Administrators/Test Proctors

Record of training from TA/TP modules

- Only training certificates for the TA/TP modules will be accepted as a record of training
 - Name on the certificate must match the name used to sign security documentation.
 - Date of training on the certificate must be prior to administering/proctoring tests
 - Altered certificates will not be accepted



Line Item 2 – Testing Schedule

- Provide the site Official Schedule of Testing.
 - Schedule must include all testing sessions conducted at the site

Official Schedule of Testing

Official Schedule of Testing									
School 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
4/3/2020	8:30 AM	3	ELA	1	101	3	John Smith	Jane Doe	Small Group



Line Item 3 – Test Security

Provide a detailed, written plan describing your district's specific procedures to maintain the security of test booklets, test tickets, answer documents, and access codes.

Building Test Coordinator

The BTC will act as the liaison between the DTC and all TAs and TP's. The BTC is responsible for making all arrangements for testing, including handling and maintaining the secure distribution and collection of test materials at Jefferson Elementary. The BTC schedules make-up tests and ensures administration of tests by qualified TAs and TPs who the building principal has approved. During the actual testing days, the BTC is available to troubleshoot, answer questions, provide guidance, and generally run the program. If a TA or TP were to become ill or unable to fulfil their duties, the BTC is also in charge of finding a qualified replacement. Upon completion of all testing, the BTC verifies all test materials are present and accounted for, secures tests in provided boxes, and returns testing materials to the Union ESC for check-in.

Secure Test Materials

The BTC will be notified, by a member of the office staff, when secure test materials have arrived at Jefferson. The BTC will immediately transfer testing materials from the main office to classroom #65, securing all test booklets and answer documents behind a locked door. This is the location where all testing materials will be stored, processed and distributed at the beginning of each testing session, and collected at the end of each testing session. The BTC will be responsible for keeping classroom #65 locked at all times in order to keep test materials secure.

Test Administrators

The Test Administrator is responsible for checking test materials in and out of Room # 65. Test Administrator will initial the OSTP Security Checklist Form next to the unique ID # listed for each test booklet and answer document checked out. The Test Administrator is responsible for returning all test materials to Room #65 immediately following the administration of the test, and again provide initials to indicate the return all test materials.

SECURITY

3. Provide a detailed, written plan describing your specific procedures to maintain the security of test booklets, test tickets, answer documents, and access codes when not in use.

Upon arrival of testing materials to the district, the DTC and BTC immediately inventory all boxes and secure all testing materials in the DTC's office. Tickets/Access Codes for online testing are printed by the DTC and are also secured in the DTC's office. This office is monitored by cameras and has very limited access. The DTC is the only staff member with the administrative login credentials needed to setup testing sessions and print tickets/access codes. Immediately prior to each testing session, the testing materials needed for the specific session are checked out to the BTC by the DTC and then are checked out to the TA by the BTC. Immediately following each testing session, testing materials are returned to the BTC who then returns them to the DTC. All materials are held secure until they are returned for scoring.



Line Item 4 – Test Security

- Provide your district's detailed, written plan for the transfer of secure testing documents to and from an Alternate Site of Instruction (e.g., hospital, juvenile detention center, homebound, etc.). **Required, even if your site did not use and alternate testing site.**



Line Item 5 – Calculator Use

- Provide your plan for implementing the state calculator policy, including who will implement the plan. Plan must include how it is used, which faculty member is in charge of implementation, and how students have access.



Line Item 6 – Emergency Plan

- Provide your detailed, written communication plan in case of emergencies including: student illness, power failure, fire/tornado alarm, and evacuation of building. This must include:
 - what will be done with secure test materials,
 - how this will affect students,
 - what will be done to handle the testing environment, and
 - who will complete the Test Irregularity form.



Line Item 7 - Accommodations

- Provide your detailed, written school plan and procedures for providing testing accommodations. This must include:
 - who is responsible for verifying the accommodation received is documented on a student's IEP, 504 Plan, or ELAP.



Line item 8 – Students Needing Additional Time

- Provide your detailed, written school plan for unaccommodated students who need additional time. This must include:
 - the location where students will continue testing,
 - how materials will be handled, and
 - how a secure testing environment will be ensured.



Line Item 9 – Security Breaches

- Provide your detailed, written school plan and procedures for handling test security breaches. Plan must include:
 - Who determines a breach has occurred
 - Who requests a test invalidation in the Testing Status Application
 - How will testing be completed



Line Item 9 – Security Breaches

Provide your detailed, written school plan and procedures for handling **test security breaches** in the **Testing Status Application**

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Test Invalidation

- Reasons for possible test invalidations include, but are not limited to:
 - Cheating;
 - Large-scale security violation;
 - Presence of a cell phone (or other smart technology including smart watches) in the testing environment;
 - Testing outside the test window;
 - TA/TP/Student are related in the testing room;
 - Student received read-aloud on ELA and was not supposed to;
 - ELA writing section was started and didn't finish until days after;
 - TP not employee of district for Human Reader.
- If the SDE approves the invalidation, the student will be considered a nonparticipant unless a Breach Assessment is administered.



[Single Sign On](#)

[Home / Applications](#)

[Applications](#)



[Accountability \(Testing Status Application\)](#)



[Testing Status Application](#)



Line Item 10 – Test Irregularities

- Provide your detailed, written school plan and procedures for self reporting test irregularities. Plan must include:
 - Who completes the Test Irregularity Form
 - How (if applicable) will testing be completed



Line Item 10 – Test Irregularities

Provide your detailed, written school plan and procedures for handling **self-reporting test irregularities** using the **Test Irregularity Form**

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Testing Irregularities

- Testing Irregularities
 - Sickness
 - TA/TP is distracting
 - Student received read aloud for Math/Science and should not have
 - Misread script
 - Parent picked up student during testing
 - Wrong accommodation
 - Sections not given on consecutive days in correct order
 - Technical issues during online testing

 [Test Coordinator Information](#) [Portal Guides](#) [Testing Materials](#) **Forms** [DTC Correspondence](#) [Training](#) [FAQs](#) 

Forms

Other Forms



Test Irregularity Form
OSTP Grades 3-8
CCRA: Grade 11 Science & U.S. History



Line Item 11 – Emergency Accommodations

- Provide your plan for implementation of Emergency Accommodations (EA Form). **Required, even if your site did not use an Emergency Accommodation.**



Line Item 11 –Emergency Accommodations

Form EA: Emergency Accommodation Form for State Assessments

Directions: If prior to or during testing, the school principal (or principal's designee) determines that a student requires an emergency accommodation for a short-term medical condition that affects the student's physical dexterity or a special setting accommodation, this form must be completed and submitted to the District Test Coordinator (DTC) for approval. A copy of this form must be filed in the testing archives.

School District:		School Site:	
Student Name:		D.O.B.:	
Grade:		STN#	
Name(s) and Title of Person(s) Completing This Form:			
Staff Member's Name:		Title/Position:	
Staff Member's Name:		Title/Position:	
Staff Member's Name:		Title/Position:	
Reason for requesting an emergency testing accommodation (attach documentation if requested by DTC):			
Describe what the testing accommodation will be:			
Who will administer the accommodation?			
Staff Member's Name:		Title/Position:	
Principal's Signature:		Date:	
DTC Signature:		Date:	

[Test Coordinator Information](#)[Portal Guides](#)[Testing Materials](#)[Forms](#)[DTC Correspondence](#)[Training](#)[FAQs](#)

Test Coordinator Information



Emergency Accommodation Form

- [Form EA](#) (Emergency Accommodations):
 - If prior to or during testing, the school principal (or designee) determines that a student requires an emergency accommodation (e.g., broken hand), Form EA must be completed and submitted to the DTC for approval.
 - Form EA must be retained at the district level for five (5) years for monitoring purposes.



Line Item 12 – Nonstandard Accommodations

- Provide your plan proper implementation of Nonstandard Accommodations (ELA Test Read-Aloud & Unique).
Required, even if your site did not use these accommodation types.



Line Item 12 – Nonstandard Accommodations

Proper implementation of
Nonstandard Accommodations
(ELA Test Read-Aloud & Unique)

[Home / State Testing Resources](#)

State Testing Resources

■ [Nonstandard Accommodation Overview & Resources](#)



- [OSTP ELA/Reading Test Read-Aloud Protocol](#)
- [Unique Accommodation \(Form U\)](#)
- [Nonstandard Accommodation Test Interpretation](#)

Non-Standard Application Timeline - Now Open

Application Deadline	OSDE Response
February 1, 2020	March 15, 2020

The ELA/Reading Read-Aloud accommodation (NS1) and Unique Accommodation (NS2) application for Spring 2020 must be submitted to the OSDE by February 1, 2020. The OSDE will provide a response around March 2020.

Please see the [SSO Nonstandard Accommodation Manual](#) . All requests, including documentation, must be uploaded through the SSO Nonstandard Accommodation Application.

Please submit all documentation, as outlined in the [OSTP ELA/Reading Test Read-Aloud Protocol](#) , in a combined PDF file (30 MB Max):

- All pages of the IEP/504,
- Evaluation Reports/MEEGS,
- PAR Administration Results (or AEM Navigator, as appropriate), and
- OSTP ELA/Reading Test Read-Aloud Nonstandard Accommodation Protocol.

Files must be named as follows: "Last name, First Name, MI NS1". Name and STN must match WAVE entry; otherwise, file review will be delayed or rejected. Prior year forms will not be accepted.



[Single Sign On](#)



State Collected Documentation



Line Items 13-16 – Vendor Supplied Information

- District Test Coordinator (DTC) attended Test Preparation In-service Training provided by the OSDE.
- District and Building Security forms, and TA Security forms completed via DocuSign with the correct County-District-Site (CDS) codes.
- Test Security forms and seating charts completed and returned to ACT/SAT (HS Only)
- All test booklets and materials accounted for from current administration. (missing test books reported to the OSDE by the testing vendor).



Line Item 17 – IEP/504 Plans

- Students designated as Special Education or 504 must have valid eligibility documentation and have an IEP or 504 Plan in effect for the current school year. The OSTP approved accommodations used by students must be documented on an IEP or 504 Plan and they must be routinely used as part of classroom instruction and assessments. The OSDE may sample a selection of IEPs for review through EdPlan.



Submitting Documentation

- Monitoring documentation received at SDE by **June 23, 2021**. Failure to submit documentation by this date may result in an automatic non-compliance status.
- Submitting Documentation
 - Email to Assessments@sde.ok.gov with subject line: Desk Monitoring
 - Mail flash-drive to:
Office of Assessments
2500 N Lincoln Blvd, Suite 500
Oklahoma City, OK 73105-4599

