

# 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 have been revised.
  - All monitoring types require districts 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 trained by either their OSDE-trained DTC or via an OSDE Test Prep In-service training
  - Certificate of training from TA/TP modules
  - Completed and Signed [Test Proctor Observation Logs](#) for all testing sessions



# 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, and
    - Printed names and signature of BTCs in attendance.



# Provide evidence of training for Test Administrators/Test Proctors

## Record of training from TA/TP modules

- Training is completed through OKEdge.
- Submit TA and TP training certificates or copies of the Course Record Report for TA and TP training modules.
  - Records must match the name the TA/TP uses to sign security documentation.
  - Date of training completion must be prior to administering/proctoring tests.
  - Altered training certificates will not be accepted.
  - Reports must be submitted in the CSV format.

## Directions for Accessing TA and TP Training Records



# Line Item 2 – Testing Schedule

- Provide the site [Official Schedule of Testing](#).
  - Schedule must include all testing sessions conducted at the site.
  - Schedule can be found at:  
<https://oklahoma.onlinehelp.cognia.org/forms/>.

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.



# 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.).
- **This is required, even if your district did not use an 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 oversees 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:
  - The person responsible for verifying the accommodation received is documented on a student's IEP, 504 Plan, or ELAP; and,
  - Emergency Accommodations and Nonstandard Accommodations should be addressed in your Testing Accommodation Plans.



# 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** in the **Testing Status Application**.

- Testing invalidations are caused by situations where the test security has been compromised forcing the student to retake the test.
  - Requires the DTC to submit a Test Invalidation Request through the Testing Status Application in the SDE Single Sign On.
  - If the invalidation is approved by OSDE, the students are considered nonparticipants unless a Breach Assessment is administered.

Examples include cheating, a large-scale violation, presence of a smart device, testing outside the test window, and the ELA writing section finished days after it was started.



# 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, and
  - The procedure for completing testing.



# Line Item 10 – Test Irregularities

- Test irregularities are self-reported by the TA or TP at the site where the irregularity occurred.
  - Must be reported using the Test Irregularity Form found at <https://oklahoma.onlinehelp.cognia.org/forms/>.
  - Re-administer the same test form as necessary.
  - Maintain an electronic or hard copy of submitted Testing Irregularity Forms for district's records
- Examples include student illness, distractions, misread script, and parent pickup during testing.



# 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, and
  - How (if applicable) will testing be completed.



# 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

- Used if, prior to or during testing, the school principal or designee determines the student is need of an emergency accommodation for a short-term medical condition.
- The Form EA must be completed and submitted to the district testing coordinator for approval.
  - Should be retained at the district level for no less than five years.
  - Can be found at <https://oklahoma.onlinehelp.cognia.org/forms/>.



# Line Item 12 – Nonstandard Accommodations

- Requests for Nonstandard Accommodations are submitted by the district via the Nonstandard Accommodation Application in Single Sign On.
  - ELA Read Aloud
  - Unique Accommodation
- Requests are due February 1 of each year.
- Nonstandard accommodations must be approved by OSDE prior to use on an OSTP assessment.



# 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.**



# 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 are 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).
- All security forms must be completed and signed electronically using DocuSign no later than the last day of the OSTP testing window.



# 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](mailto:Assessments@sde.ok.gov) with subject line: Desk Monitoring, or
  - Mail flash-drive to:  
Office of Assessments  
2500 N Lincoln Blvd, Suite 500  
Oklahoma City, OK 73105-4599

