



OKLAHOMA STATE DEPARTMENT OF EDUCATION

September 9, 2013

Dear District and Building Test Coordinators:

During October and November 2013, the Student Assessment staff from the Office of Accountability and Assessments will conduct the Oklahoma School Testing Program (OSTP) Test Preparation In-services. **Attendance at these sessions is required each school year** by Oklahoma law 70 O.S. §1210.505, for all District Test Coordinators (DTCs) and all Building Test Coordinators (BTCs). The State Board of Education rules for the OSTP require school districts to send **a minimum of one representative from each school site to this in-service**. DTCs must ensure that all BTCs have attended a Test Preparation In-service and that each Test Administrator and Test Proctor has been trained prior to testing. **It will be necessary for you to bring copies of the Test Preparation Manuals that will be sent to your district as copies will not be available at the in-services.**

The sessions will focus on the specific responsibilities of DTCs, BTCs, Test Administrators, and Test Proctors in regard to the following:

- Overview of the Oklahoma School Testing Program (OSTP)
- Administration for all OSTP Oklahoma Core Curriculum Tests (Grades 3-8 and End-of-Instruction) and the Oklahoma Modified Alternate Assessment Program (End-of-Instruction for 2<sup>nd</sup> Time Testers)
- Statutes and rules
- Security
- Allowable accommodations for testing special education students and English language learners
- Timeline for distribution, retrieval, and return of test materials
- Testing Windows and other important dates

The Test Preparation In-service schedule which lists dates, locations, and times is attached. If inclement weather results, please choose another session. Please consider attending an afternoon session when both morning and afternoon sessions are available. Maximum seating

capacities of rooms will be enforced by the hosting site. If you have any questions, please call the Office of Accountability and Assessments at (405) 521-3341.

Sincerely,

Joyce DeFehr  
Executive Director State Testing  
Office of Accountability and Assessments

c: Superintendents