

Demonstrated Mastery Guide

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Introduction to the Demonstrated Mastery Law

In May of 2013, the Oklahoma Legislature passed Senate Bill 559, which exempts students from taking certain End-Of-Instruction (EOI) exams (Algebra II, English III, Geometry or United States History) if they are able to demonstrate mastery over the subject through the means of an alternate exam.

To qualify for an exemption, students must score at least 10% above the proficient cut score approved by the State Board of Education for ACE graduation purposes on the following exams (see [Appendix A](#) for the actual scores):

- The American College Testing Program (ACT)
- The Scholastic Aptitude Test (SAT)
- The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)
- Advanced Placement (AP) exams
- International Baccalaureate (IB) exams
- The College-Level Examination Program (CLEP)
- The ACT WorkKeys assessment
- The ACT Aspire assessment

Finding the Demonstrated Mastery Application

The Demonstrated Mastery Application is accessible through the [Single Sign On system](#). After entering in your Username and Password, you will be taken to the Home/Applications page of the Single Sign On system. You should select the Accountability (A-F Report Cards) application. This application is easily identifiable by the ABC chalkboard.

Upon entering into the application, you will be asked to review a FERPA agreement, and select the “I Agree” button in order to progress. Once you are in the Accountability (A-F Report Cards) application, you will notice a blue bar at the top of your screen.



Accountability (A-F Report Cards)



Click on the Applications link to continue.

Once in the Applications page, you should click on the following link to submit applications for exemptions or to review previous submissions.



Viewing Existing Alternate Exam Records

When you first enter the application, you can view all alternate exam records that have previously been entered for your school or district.

You may use the filters at the top of the list to facilitate your search for specific records. To set the filters, you can click on the “Apply Filters” link. To remove them, you select the “Clear Filters” link. You can filter by the following fields:

- Year of the exam
- Original submitter of the record
- Source (imported by SDE or submitted by a district)
- Exam Type
- Demonstrated Mastery status (records with exemptions already verified, records that are still eligible for exemptions, etc.)
- Student Name (via typing in the name rather than using a drop-down menu)

[Click Here To Submit A New Alternate Exam](#)

ALTERNATE EXAM RECORDS				Viewing 327 of 327 records
Year: All	Source: User Submitted	D.M. Options: All		Apply Filters · Clear Filters
Submitter: All	Exam: All	Student: Begin typing here to search for a student		

Submitting an Alternate Exam Record

Before You Begin

Before you begin, you should have a few things readily available:

- The student’s name or STN;
- The date of testing for that student;
- The test scores; and
- The student’s current enrollment and schedule.

Add a New Record

To submit an alternate exam score, you must click on the “Click Here to Submit A New Alternate Exam” link above the blue Alternate Exam Records Bar. [Click Here To Submit A New Alternate Exam](#)

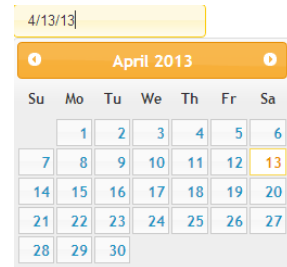
Select a Student

Once there, you will see a text box where you can enter in the student's name. You select a student by entering either the student's name or State Testing Number (STN). As you type, possible students will appear in a drop down menu, similar to Google's predictive search feature. You will see some demographic information about the student (including Full Name, STN, DOB, Gender, and Grade Level) in order to help you ensure that you are selecting the correct student. **You must select the student by clicking on their name, even if they are the only student listed.** Once you have selected your student, they will appear in the box below the text box. Until you select a student it will look like this:

Selected Student	STN	Birth Date	Sex	Gr	School
Nobody selected.					

Test Date

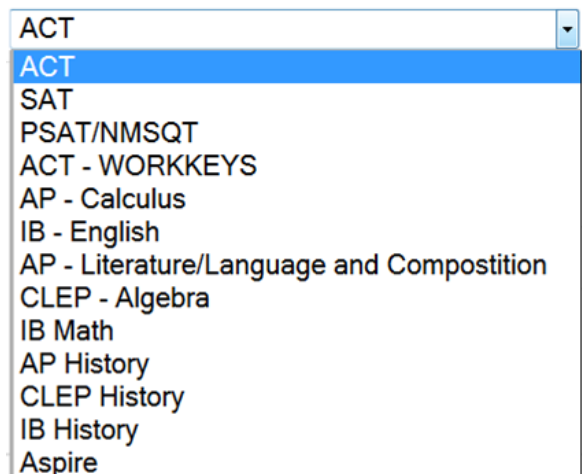
With your student selected, you will then enter in the Test Date. This is the date on which the student actually took the exam, not the date of testing for the exam you are attempting to exempt. A calendar is provided here for your convenience. You may either type in the date or scroll through the calendar to find the correct date.



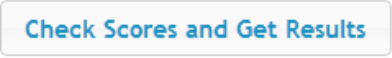
Exam Type

Next, you must provide the exam type. The exam you select will affect the scores required in the next step. The options from the dropdown menu include:

- ACT
- SAT
- PSAT/NMSQT
- ACT Workkeys
- AP Calculus
- IB English
- AP Literature/Language and Composition
- CLEP Algebra
- IB Math
- AP History
- CLEP History
- IB History Test Scores
- ACT Aspire



For this step, it is imperative that you review the scores that you enter multiple times to ensure that the correct scores are entered. Depending on the exam type that you selected, you will see different text boxes to fill. Fill every box, and take a minute to review everything one last time. Make sure that the proper student has been selected, make sure the test date matches your documentation, and make sure that the proper scores are entered under the correct subjects. Once you are absolutely sure that everything is entered in correctly, you can click on the “Check Scores and Get Results” button. **Once you click this button, you will not be able to go back and edit anything that you have entered thus far.**



If you find that you have entered an exam into the system incorrectly, you must contact the State Department of Education. We will review the situation and delete the entry. You must then re-enter all of the student’s data. To see the required cut scores by exam type, click [here](#).

Exemption Request

Once you have clicked on the “Check Scores and Get Results” button, your screen will refresh and information will appear in the Output section. Listed there, you will see the subject and the results of the test scores. There are several possible results.

- Qualifies for EOI Exempt – The test scores that you have entered qualify this student for an exemption in the listed subject.
- Already Passed – SDE has determined through our records that this student has already passed the exam for the listed subject.
- Already Demonstrated Mastery – A Demonstrated Mastery exemption has already been claimed for this student.
- Score Does not Qualify for Exemption – The test scores entered did not meet the required cut scores to demonstrate mastery.

Subject	Result	Enrolled In This Subject For 2014
Algebra II	Qualifies for EOI Exempt	<input type="checkbox"/>
English III	Qualifies for EOI Exempt	<input type="checkbox"/>
Geometry	Qualifies for EOI Exempt	<input type="checkbox"/>

If the results indicate that the student’s test scores qualify them for an exemption, you must confirm that they are currently enrolled in the course in order to claim the exemption. If the student has not yet enrolled in the course, you should not check the box under that subject. If the student enrolls in the course in a later school year, you will be able to go back and check the box at that time. You will not need to enter in the data again at a later date.

Note: In order for these exemptions to appear on the reports issued by the testing vendor, you must schedule a test session for the student. The exemption will then be applied to the test record just as any other state approved code.

Supporting Documentation

Once you have selected the proper exemptions, you should upload any and all supporting documentation that you have to support this exemption request. This documentation could come in

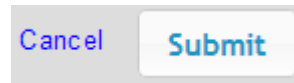
many forms. Most often, they will be copies of the score report from the test vendor (ACT, SAT etc.). This documentation can be uploaded directly to the application by clicking on the “Choose File” button, and will be stored by the State Department of Education in the event of any audit. If you do not submit documentation through the application itself, the district must keep the documentation in their own records. The district must have this documentation readily available should the State Department of Education request copies at a later date or during a site visit.

Certification

Once you have reviewed your exemption request one final time, you will need to certify the accuracy of your request in order to submit. You should read the certification statement and then check the box.

Certify: By checking this box you are attesting that all information has been entered correctly and confirm that you have the authority to enter this application on behalf of this student. You are also attesting that you have appropriate documentation of the test score and can provide verification if requested.

The last step of the submission process is clicking on the “Submit” button. If you select the “Cancel” button, all of your progress will not be saved.



Prepopulated Data

In the following years, we will be working with other vendors in order to obtain additional test scores and relieve some of the burdon on districts. When available, the Department will prepopulate alternate exams it receives directly from the vendor (e.g., ACT). If the test qualifies one of your students for an exemption, you will see a note under the Additional Information column on the main page of the application. As with exams that are entered manually, the student must be currently enrolled in the course in order to claim an exemption from the respective EOI. If you determine that the student was enrolled in the course, you should click on the blue “Edit” button to the left of the record. This will allow you to check the “Enrolled In This Subject” box. No supporting documentation is required for these items as the scores came directly from the test vendor.

Enrolled In This Subject For 2014
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Student Records

Any alternate exam that is entered (even if it doesn’t qualify for an exemption) will be listed on the student’s record in the Accountability (A-F Report Cards) application. This tool allows the district to review all of the student’s exams in one place, which will be useful for ACE Graduation determinations. There is also a link to add additional exams on the student page.

ALTERNATE EXAMS - Add New						
View Details	Year	Exam	Demonstrated Mastery Records			Year Enrolled In Class
			Subject	Performance Level	EOI Exempt	
	2014	PSAT	Algebra II	0	Score Does not Qualify for Exemption	
			English III	3	Exemption Verified	2014
			Geometry	0	Already Passed	

Appendix A: Alternate Cut Scores

EOI Exam	Alternate Exam	Proficient/Exempt	Advanced/Exempt
ACE Algebra II	ACT®:Mathematics Subtest	22	25
	AP® Calculus	2	3
	CLEP® College Algebra	40	50
	IB® Math Method (Standard Level)	2	3
	IB® Math Studies (Standard Level)	2	3
	IB® Mathematics (Higher Level)	2	3
	PSAT/NMSQT®: Mathematic Subtest (for tests taken prior to October 2015)	51	55
	PSAT/NMSQT®: Mathematic Subtest (for tests taken October 2015 and beyond)	540	570
	SAT®: Mathematics Subtest	523	575
	WorkKeys®: Applied Mathematics	5	6
	ACT® Aspire	435	439

EOI Exam	Alternate Exam	Proficient/Exempt	Advanced/Exempt
ACE Geometry	ACT®:Mathematics Subtest	20	23
	AP® Calculus	2	3
	IB® Math Method (Standard Level)	2	3
	IB® Math Studies (Standard Level)	2	3
	IB® Mathematics (Higher Level)	2	3
	PSAT/NMSQT®: Mathematic Subtest (for tests taken prior to October 2015)	46	52
	PSAT/NMSQT®: Mathematic Subtest (for tests taken October 2015 and beyond)	510	540
	SAT®: Mathematics Subtest	479	535
	WorkKeys®: Applied Mathematics	5	6
ACE U.S. History	AP® US History	2	2
	CLEP® History of United States I and History of the United States II (total score for both tests)	Combined 60	Combined 80
	IB® US History (Higher Level)	2	3

EOI Exam	Alternate Exam	Proficient/Exempt	Advanced/Exempt
ACE English III	ACT® Aspire: Reading Subtest ACT® Aspire: English Subtest AND ACT® Aspire: Writing	424 430 434	430 440 438
	ACT®: Reading Subtest ACT®: English Subtest AND ACT®: Writing (for tests taken prior to September 2015)	Combined 35 (with neither below 17) AND 9	Combined 46 (with neither below 22) AND 10
	ACT®: Reading Subtest ACT®: English Subtest AND ACT®: Writing (for tests taken September 2015 and beyond)	Combined 35 (with neither below 17) AND 25	Combined 46 (with neither below 22) AND 32
	AP® English Language and Composition	2	3
	IB® English (Higher Level)	2	3
	IB® English (Standard Level)	2	3
	PSAT/NMSQT®: Reading Subtest (for tests taken prior to October 2015)	41	53
	PSAT/NMSQT®: ReadingSubtest (for tests taken October 2015 and beyond)	23	29
	SAT®: Critical Reading Subtest	435	555
	WorkKeys®: Reading for Information AND WorkKeys®: Business Writing	4 AND 4	5 AND 5

Frequently Asked Questions

Does the student have to be enrolled in the course, and why?

Yes, the student MUST be enrolled in the course to qualify for an exemption. The alternate exam score exempts a student from the EOI exam taken at the end of the course. An exemption cannot be applied to a nonexistent EOI exam.

When is the deadline for entering exemptions?

All exemptions must be entered by the end of the Spring Assessment correction window (generally around July 3), so that they may accurately be applied to the A-F report Cards.

Does my student need to be entered into a test session?

While this is not required for accountability purposes, entering the student into a test session is the only way to have the exemption show up on vendor reports. Furthermore, the test session can be used as an alternate method of verifying enrollment in case you forget to check the enrollment box in the application itself.

What do I need to mark on the test that will be exempted?

You need to apply the label or bubble in the student's demographic data and send the test back with your scorables. The Demonstrated Mastery exemption will override the "Did Not Attempt" (DNA) status of the test.

I certified data, but now it appears that I made a mistake. It won't allow me to change the data. What do I do?

If you have certified data in error, you must contact the Office of Accountability at (405) 522-5169. We will delete the record in question. We ask that you please review your data very carefully before you click on either the "Check Scores and Get Results" button or the "Submit" button.

What kind of documentation do I need to submit?

The most common documentation submitted should be the score reports from the test vendor. Any official score documentation that has the student's name and test scores should be sufficient.

I don't have access to the Single Sign On system/Accountability (A-F Report Cards) application. What do I do?

Your district logon administrator can give you the access you require.

How does this affect my A-F Report Card?

Students who are awarded an exemption through this application will also be awarded a Performance Level of Proficient or Advanced (both worth 1 performance point) depending on their exam scores. There will be no OPI score, and the student will not be included in the growth calculation. As the student did not actually take an exam, s/he will not be included in either the numerator or denominator of the participation rate.

What if my student wants to take the EOI exam?

The purpose of the Demonstrated Mastery exemptions is to exempt the student from taking the exam. If the student desires to take the EOI exam, then there is no reason to apply for the Demonstrated Mastery exemption.