



District Test Coordinator 101

Sonya Fitzgerald, Executive Director of State Assessments

Office of Assessments

Oklahoma State Department of Education

Sonya.Fitzgerald@sde.ok.gov

(405) 521-3341

Topics

- Testing Terminology
- Oklahoma School Testing Program Overview
- Testing Contractors
- District Test Coordinator Responsibilities
- Training Requirements/Opportunities
- Assessment Website
- SDE Approval
- Testing Exemptions and Exceptions
- OSTP Accommodations
- Committees
- Questions

Testing Terminology

OSTP = Oklahoma School Testing Program which is mandated by state law, 70 O.S. § 1210.505 and governed by OAC 210:10-13 (Oklahoma Administrative Code: Title 210, Chapter 10, Subchapter 13)

OAS = Oklahoma Academic Standards which direct teacher instruction and which are measured by the OSTP

OCCT = Oklahoma Core Curriculum Tests refers to the Criterion Referenced tests intended for End-of-Instruction (EOI) as well as the Grades 3-8 assessments for the majority of Oklahoma students.

Testing Terminology

OAAP = Oklahoma Alternate Assessment Program refers to the assessments used to measure achievement of alternate academic standards of the state curriculum for children with the most significant cognitive disabilities.

Testing Window = a period of time in which the students must take a state assessment. The window is preset by the Oklahoma State Department of Education (OSDE).

Optional Retest Window = the “optional” retest window is specifically for students who are taking the End-of-Instruction online assessment for a second time.

Oklahoma School Testing Program

- Criterion reference tests
- Assess the Oklahoma Academic Standards
- Fulfills Federal and Oklahoma's state testing requirements
- Provides scores used for the A-F Report Card

Oklahoma School Testing Program

- Every student enrolled in a tested grade level in an Oklahoma public school must participate in testing.
- Students will be administered either an
 - OCCT general assessment with or without accommodations or
 - OAAP test
 - Portfolio or
 - Dynamic Learning Map (DLM)

OCCT General Assessments for Grades 3-8

Grade	Math	Reading	Science	Geography	Social Studies/U.S. History	Writing
Grade 3	★	★				
Grade 4	★	★				
Grade 5	★	★	★		★	★
Grade 6	★	★				
Grade 7	★	★		★		
Grade 8	★	★	★		★	★



Federal and State Mandated tests



State Mandated tests

OCCT General Assessments for End-of-Instruction (EOI)

Algebra I	Algebra II	Biology I	English II	English III	Geometry	U.S. History
						

 Federal and State Mandated tests

 State Mandated tests

Assessment Format

- Grade 3: paper/pencil, separate Reading and Math consumable test booklets, two sections per test
- Grades 4 – 5: paper/pencil, separate answer document, two sections per test
- Grades 6 – 8: online, paper/pencil accommodated form available
 - Grade 8 Science and U.S. History also online
- EOIs: online, paper/pencil accommodated form available, two sections per test
- OMAAP: paper/pencil consumable test booklet

Assessment Format

Test Formatting Options	Paper Only 	Online Only 
3-5 ELA/Math/Science/Social Studies & 5/8 Writing	X	
6-8 ELA/Math/Geography		X
8 th Grade Science/Social Studies		X
All EOIs		X
Braille Tests	X	
Large Print tests may be provided on paper format for Online Only tests.	*	*

Testing Contractors

- Measured Progress
 - OCCT grades 3-8
 - OCCT EOI
- Dynamic Learning Maps (DLM) Alternate Assessment System
 - OAAP Math, English/Language Arts, and Science
- PearsonAccess
 - OAAP Social Studies

District Test Coordinator (DTC) Responsibilities

- Serves as the main contact for all testing activities.
- Responsible for making all arrangements for testing; handling and maintaining the secure distribution and collection of test materials.
- Trains Building Test Coordinators, Test Administrators, Test Proctors, and other key staff.
- Serves as the point of contact for Measured Progress and the SDE and as the liaison between Building Test Coordinators and Measured Progress.
- Responsible for disseminating all information to the proper persons within your district.
- Ensures all test security is maintained throughout the test administration.

Training Requirements/Opportunities

- State Department of Education
 - Test Preparation In-services
- Testing Vendor Trainings
 - Technical trainings
 - Online administration trainings

Training Requirements/Opportunities

- Assessment Basics
- ELL/IEP/504 Accommodations
- Reporting and Interpreting Reports
- RES and Data Update training
- Test Administrator/Test Proctor Training

State Department of Education Webpage

www.sde.ok.gov

- Services
 - Assessment
 - Assessment Home
 - State Testing Resources
 - Assessment Technology
 - Assessment Materials
 - The Nation's Report Card (NAEP)

Testing Calendar

- The testing calendar for 2015-2016 can be found on the State Department's website:
<http://ok.gov/sde/sites/ok.gov.sde/files/Testing%20Calendar%20-%202015-2016.pdf>

Testing Calendar

Grade	Paper/Pencil Testing Window	Online Testing Window	Assessments
Grade 3	April 11 - 22, 2016		• Reading
	April 11 - May 6, 2016		• Mathematics
Grade 4	April 11 - May 6, 2016		• Mathematics / Reading
Grade 5	February 23 - 25, 2016		• Writing
	April 11 - May 6, 2016		• Mathematics / Reading / Science / Social Studies
Grade 6	April 11 - May 6, 2016 *	April 11 - May 13, 2016	• Mathematics / Reading
Grade 7	April 11 - May 6, 2016 *	April 11 - May 13, 2016	• Mathematics / Reading / Geography
Grade 8	February 23 - 25, 2016		• Writing
	April 11 - May 6, 2016 *	April 11 - May 13, 2016	• Mathematics / Reading / Science / U.S. History
End-of-Instruction (EOI)	Paper/Pencil Testing Window	Online Testing Window	Assessments
Optional Retest		Nov 16 - Nov 25, 2015	
Winter	Nov 30 - Dec 18, 2015	November 30, 2015 - January 8, 2016	Algebra I / Algebra II / Geometry / English II / English III / Biology I / U.S. History
Trimester	Jan 18 - Feb 5, 2016	Jan 18 - Feb 12, 2016	
Optional Retest		March 28 - April 8, 2016	Oklahoma Modified Alternate Assessment Program (OMAAP) <i>(only for repeat testers with previous OMAAP scores in the same subject)</i> Algebra I / English II / Biology I / U.S. History
Spring	April 11 - May 6, 2016	April 11 - May 13, 2016	
Summer	May 30 - July 29, 2016	May 30 - July 29, 2016	
National Assessment of Educational Progress (NAEP) - Sampled Grades 4, 8, and 12 - January 25 - March 4, 2016			
Program for International Reading Literacy Study (PIRLS) - Sampled Grade 4 schools - March 30 - May 29, 2016			

Test Materials

2015

- Test Preparation Manual shipped late November and early March.
- PSTGs shipped early spring.

2016

- Test Preparation Manual will be shipped in October and include all 2015/16 information.
- PSTGs will ship late October/early November including Braille.

SDE Approval Required

- SDE approval is required for the following:
 - ELL 1st Year in the U.S. Exempt (Reading, Writing, and English II and III);
 - Emergency Exemptions;
 - Non-Standard Accommodations;
 - Other Placement; and
 - Invalidations.
- Request approvals on the SDE Single Sign-On
 - Complete the online Testing Status Application form; or
 - Complete the online Non-Standard Accommodations Application.

Testing Status Application



Accountability (A-F Report Cards)



SDEAccountabilityAdmin - SDE Admins in the accountability office only

The application interface for Accountability (A-F Report Cards). It features a green chalkboard icon with the letters 'a b c' and a white chalk. Below the icon, the text "SDEAccountabilityAdmin - SDE Admins in the accountability office only" is displayed.

Home | Districts | Manage | **Applications** | Students | Reports

The navigation menu consists of several items: Home, Districts, Manage, Applications, Students, and Reports. The "Applications" item is highlighted with a red oval.

Testing Status Application

Applications



Testing Status Application:

Use this tool to submit Invalidations, ELL 1st Year In U.S. Exempt, and Emergency Exempt, and Other Placement requests to be approved by assessment staff. This tool replaces the Testing Status Application from the school district reporting site.

Alternate Exams / Demonstrated Mastery Application: [Watch the training video here!](#)

Use this tool to submit requests for student exemptions from EOJ exams (Algebra II, English III, Geometry, U.S. History) due to demonstrated mastery of content on an alternate test (ACT, SAT, PSAT/National Merit Scholarship Qualifying Test, AP Exam, ACT WorkKeys, CLEP, or IB alternate tests)

[Click to Read More](#) ✨



Alternate Exams / Demonstrated Mastery



Testing Status Application

Testing Exemptions and Exceptions

- Students who do not receive instruction in Oklahoma public schools may demonstrate mastery in required subjects in one of the following ways:
 - Submit documentation of proficiency on an equivalent state end-of-instruction test in the state in which instruction was received.
 - Attain at least Proficient/Satisfactory score on an Oklahoma EOI test.
 - Meet the approved level of proficiency on a state approved alternate test.
 - Demonstrate mastery through an end-of-course project.

Testing Exemptions and Exceptions

- A student may take more than one alternate test to meet the graduation requirements.
- One alternate test can be used to meet more than one test requirement.
- A proficient score on the EOI Algebra II test can also count for Algebra I, and a proficient score on the EOI English III test can count for English II.
 - Students receiving instruction in Oklahoma must have taken the Algebra I test and the English II test before applying a Proficient score for Algebra II and English III.
- Students with extenuating circumstances may appeal to the Oklahoma State Board of Education for a waiver for an individual EOI.

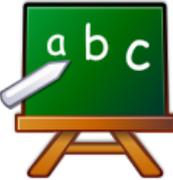
Testing Exemption/Mastery Demonstrated

- Students who have a score that is equal to or above the cut scores approved by the State Board of Education:
 - AP course exams
 - ACT Workkeys
 - CLEP
 - IB
- Algebra II, English III, Geometry, and/or U.S. History
 - In order to apply an exemption, the student must be enrolled in the class and assigned to take the test.
 - Districts must apply for the exemption through the Mastery Demonstrated Application on the State Department's Single Sign-On.

Testing Exemption/Mastery Demonstrated



Accountability (A-F Report Cards)



SDEAccountabilityAdmin - SDE Admins in the accountability office only



Home | Districts | Manage | **Applications** | Students | Reports

Testing Exemptions/Mastery Demonstrated

Applications



Testing Status Application:

Use this tool to submit Invalidations, ELL 1st Year In U.S. Exempt, and Emergency Exempt, and Other Placement requests to be approved by assessment staff. This tool replaces the Testing Status Application from the school district reporting site.

Alternate Exams / Demonstrated Mastery Application: [Watch the training video here!](#)

Use this tool to submit requests for student exemptions from EOJ exams (Algebra II, English III, Geometry, U.S. History) due to demonstrated mastery of content on an alternate test (ACT, SAT, PSAT/National Merit Scholarship Qualifying Test, AP Exam, ACT WorkKeys, CLEP, or IB alternate tests)

[Click to Read More](#) 



[Alternate Exams / Demonstrated Mastery](#)

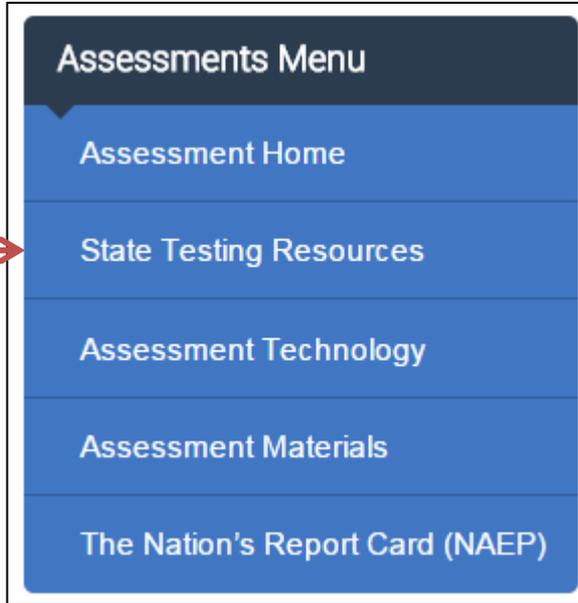


[Testing Status Application](#)

Testing Exemptions and Exceptions

- The State Board of Education will consider the addition of the ACT Aspire for both Alternate Tests and Mastery Demonstrated Exemption on June 25th.
- Districts/sites will be responsible for purchasing exams.

OSTP Accommodations



Manuals

- [Spring 2015 Test Preparation Manual](#)
- [2014-2015 Winter/Tri Test Administration Manual](#)
- [2014-2015 Winter/Tri Test Preparation Manual](#)
- [2013-2014 Test Interpretation Manual](#)
- [2012-2013 Test Interpretation Manual](#)
- [2014 OCCT Grades 3-8 Technical Manual](#)
- [2013 OCCT Grades 3-8 Technical Manual](#)
- [2014 OCCT EOI Technical Manual](#)
- [2013 OCCT EOI Technical Manual](#)
- [IEP/504 OSTP Accommodations | Nonstandard Accommodation Overview & Resources](#)
- [OSTP ELL Accommodations Manual](#)
- [Archived Technical Manuals](#)

OSTP Accommodations

Webcast 1: OSTP Accommodations

This overview will assist educators in developing their knowledge of non-standard accommodations. Explanations of non-standard accommodations and standard accommodations are provided, as well as criteria for student participation. If you have questions or would like further information, please contact the Office of Assessments at (405) 521-3341.

Note: Please download the Materials before viewing the webcast.



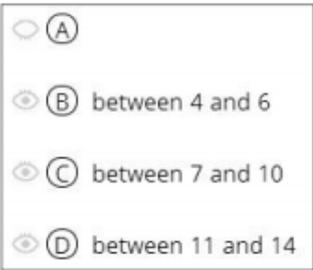
Materials

- [Form U: Unique Accommodations Request](#)
- [OSTP Accommodations Manual](#)
- [OSTP Accommodations PowerPoint Presentation](#)
- [OSTP ELA/Reading Test Read Aloud Protocol](#)
- [Special Education Accommodations Guide](#)

<http://ok.gov/sde/overview-non-standard-accommodations>

OSTP Accommodations

Universal tools that are available to all students for online testing.

Name	Assessment/Content Area	Tool Icon
Line Reader (Items with a stimulus only)	EOI - All Content Areas Grades 6-8 - All Content Areas	
Answer Masking (Multiple-choice items only)	EOI - All Content Areas Grades 6-8 - All Content Areas	
Sketch & Highlight*	EOI - All Content Areas Grades 6-8 - All Content Areas	

* The Sketch & Highlight tool is not available on iPads.

OSTP Accommodations

Calculators

Calculators are available to all students for specific assessments and content areas.

Name	Assessment/Content Area	Tool Icon
Scientific Calculator	EOI - Algebra I, Algebra II, Geometry, Biology I Grades 6-8 - Not Available	
Graphing Calculator	EOI - Algebra II Grades 6-8 - Not Available	

Grade 8 Science will be provided an online calculator in 2015-16.

OSTP Accommodations

Name	Assessment/Content Area	Tool Icon
Read Aloud*	EOI - Mathematics, Science, Social Studies Grades 6-8 - Mathematics, Geography	
Screen Zoom*	EOI - All Content Areas Grades 6-8 - All Content Areas	
Color Contrast	EOI - All Content Areas Grades 6-8 - All Content Areas	
General Masking	EOI - All Content Areas Grades 6-8 - All Content Areas	
Basic Calculator	Grade 6 Mathematics Only	
Read Aloud Reading*	EOI - ELA Grades 6-8 - Reading	
Turn Off All Universal Tools	EOI - All Content Areas Grades 6-8 - All Content Areas	Line Reader, Answer Masking, and Sketch & Highlight tools will not be available

* Screen Zoom, Read Aloud, and Read Aloud Reading are not available on Chromebooks, iPads, or tablets. Students requiring these accommodations must test on a Windows, Mac, or Linux desktop or laptop.

OSTP Accommodations

- Built in text-to-speech audio is available for all online tests.
 - Dependent on Operating System installed voice pack
 - Headphones must be used for the online testing client
- The online testing client will allow testing over several sessions. Students will not be able to view/answer items viewed in a previous test session.
 - In order to get a student back into the test, the BTC will need to contact the SDE for a Proctor Password. This is only to be used for students with this accommodation on their IEP.
 - All other students are expected to complete a section in one setting.

OSTP Committees



JOY HOFMEISTER

STATE SUPERINTENDENT of PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT of EDUCATION

OSTP Teacher Committee Member Nomination Form

TO: Superintendents, District Test Coordinators
FROM: Office of Assessments
DATE: April 15, 2015
SUBJECT: 2015 Oklahoma School Testing Program Nomination of Educators

The Office of Assessments at the State Department of Education is seeking recommendations for highly qualified educators to participate in the upcoming Grades 3-8 and End-of-Instruction (EOI) Oklahoma Core Curriculum Tests (OCCT) Standard Settings, Blueprint Writing, Content/Bias Reviews, and Performance Level Descriptors Writing Committees.

To ensure that an adequate representation of educators from around Oklahoma is selected, district personnel should submit the names of highly qualified teachers in Grades 3-8 Reading, Math, Writing, Science, Social Studies, Geography, and U.S. History and EOI Algebra I, Algebra II, Geometry, English II, English III, Biology I, and U.S. History. We are also seeking highly qualified educators in special education. Please consider educators from your district who:

- 1) demonstrate depth of knowledge in their content area;
- 2) demonstrate instructional expertise;
- 3) increase student achievement through the use of proven research-based practices;
- 4) participate in ongoing professional learning;
- 5) provide leadership among their colleagues;
- 6) represent the ethnic and regional diversity of your district;
- 7) teach diverse and/or exceptional student populations, including visually and hearing impaired students;
- 8) receive recognition for their contributions to teaching and learning; and
- 9) bring a fresh perspective to the OCCT development process.

To ensure a balanced, representative committee, not all nominees will be selected. Districts are encouraged to nominate first-time participants. All submissions will be required to provide one additional professional reference. Participants are assigned to groups based on the information submitted in the nomination form including teaching position and experience, and committee preferences.

Click link to submit a nomination form: <http://goo.gl/forms/9Wp41Tnb3>

- Item/Bias Review Committees
- Standard Setting Committees
- Blueprint/Test & Item Spec Committees
- IEP/504/ELL Committees
- Passage Review Committees

Questions



Office of Assessments

- Sonya Fitzgerald – Executive Director of State Testing
- Craig Walker – Assistant Executive Director of State Testing
- Amy Nicar – English/Language Arts and Social Studies Assessment Specialist
- Angela Bilyeu – Math Assessment Specialist
- Tony Cortez – Science Assessment Specialist
- Rebecca Logan – Executive Director of National and International Assessments
- Molly Brown – Administrative Assistant
- Samantha Sheppard – Administrative Assistant
- Elise Kauffman – Administrative Assistant