

Test Administrator (TA)

The Test Administrator (TA) must be a certified employee of the school district and cannot be related to the Test Proctor (TP) or any student in the test session. The TA must be trained via the Test Administration Module prior to testing to ensure standardization across administrations.

Before Day of Testing:

- Complete training provided via the Online Test Administrator/Test Proctor Module; individual certificates indicating successful completion of the module must be retained at the district level as the record of training.
 - **Note: Training Modules are available on the Oklahoma Help and Support page: oklahoma.onlinehelp.cognia.org**
- Review [Appendix A](#), Test Security and Validity Rules.
- Remove or cover bulletin boards or posters in the testing site that contain visual aids.
- Preview the *Test Administration Manual* several days prior to testing.
- Review both the *OSTP IEP/504 Accommodations Manual* and the *OSTP EL Accommodations Manual* for guidance and procedural requirements.

Before Start of Testing:

- Inventory test materials received from the BTC using the electronic Classroom Security Form.
- Secure additional materials needed for testing (e.g., pencils, scratch paper or unmarked grid paper, and math reference sheets for grades 6, 7, and 8 math, writer’s checklist for grades 5 and 8 ELA, periodic table for grade 11 CCRA Science).
- Ensure all proper policies are followed for students who require special accommodations. These policies are outlined in the *Test Administration Manual* (TAM).
- Ensure the script from the TAM is read verbatim or play the prerecorded test administration directions posted on the [Oklahoma Help and Support page](#).
- Ensure electronic communication devices are not present while in the test administration site (e.g., cell phones, cameras, smart watches, etc.)
- Ensure all desks are cleared and that each student has two sharpened No. 2 pencils with erasers.
- Approved calculators may be used by Grade 6–8 Mathematics students and Grades 8 and 11 Science students. Ensure that the memory has been cleared and/or programs have been disabled. (See [Appendix D](#): Calculator Policy.)
- Confirm that enough Test Proctors are present for the test administration site. For online testing, one Test Proctor is required for 1–50 students. For test sessions with more than 50 students, additional Test Proctors are needed. For paper testing, one Test Proctor is required for 1–35 students. For test sessions with more than 35 students, additional Test Proctors are needed.
- Place a “TESTING: DO NOT DISTURB” sign on all doors to the classroom to minimize interruptions.

Paper:

- Complete the electronic Classroom Security Form with *Student Name*, *Unique Test Book ID Number*, and *Form Number*.
- Student labels should be applied to the appropriate answer documents. If you did not receive a student label, the student’s Name, Date of Birth (DOB), and Student Testing Number (STN)/State Student ID (SSID) and demographic information must be bubbled on the answer document.

During Testing:

- TAs and TPs must remain in the testing session at all times to maintain and oversee security of tests.
- Notify the BTC of any possible test invalidations, violations, or irregularities.
- Actively monitor students to ensure that students are working productively and maintaining test security.
- Record any observations in a log. Only TPs are required to complete this.

Online:

- Ensure that students are able to log in to their scheduled test and that they understand how to navigate through the test.
- Notify the BTC of any technical issues as soon as they occur.

After Testing:

- Collect all test materials (booklets, answer documents or student login test tickets and scratch paper) from students after each testing session.
- Ensure that the calculator memory has been cleared. (See [Appendix D: Calculator Policy](#).)
- Move students who need additional time to the predetermined location.
- Sign the electronic Test Administrator Test Security Form. Please see the instructions posted on the Help and Support site. oklahoma.onlinehelp.cognia.org
- Return all test materials to your BTC.

Paper:

- Verify test book ID numbers against the electronic Classroom Security Form.
- Separate scorable and nonscorable test materials.
 - **Scorable test materials:**
 - OSTP integrated test booklets (Grade 3 ELA, Grade 3 Math, Grade 5 ELA Book 2, and Grade 8 ELA Book 2)
 - OSTP used answer documents
 - Any booklets/documents transcribed from Braille, Large-Print, R1 Accommodation (mark answers in test booklet), or R3 Accommodation (typed responses).
 - **Nonscorable test materials:**
 - OSTP unused integrated test booklets
 - OSTP unused answer documents
 - OSTP used and unused test booklets
 - OSTP used and unused Braille and Large-Print test booklets
 - Student Login Test Tickets
 - Scratch and/or unmarked grid paper
 - This includes all printed math reference sheets, writer's checklists, and periodic tables.

In the presence of a Test Proctor:

- Inspect each scorable answer document/test booklet to confirm:
 - it has a student label, or the demographic information is bubbled properly,
 - it has no stray marks that would hinder the machine scoring, and
 - it is in good condition, free of eraser bits, rough drafts, scratch paper or additional writing pages.
- Transcribe student responses from accommodated tests to standard scorable answer documents/test booklets, and place the original student response in the inside front cover of the scorable answer document/test booklet or,
- For Large-Print and Braille, the student responses must be transcribed into the standard scorable answer documents/test booklet provided in the kits. Return the original Large-Print and Braille test documents with the nonscorable materials.
- Verify test booklet ID number to Student Name on the Classroom Security Form.
- Count the number of used standard answer documents you are returning separately for each grade. As you count, arrange the answer documents so that the student name grids on the front covers are facing up (the booklets do not need to be alphabetized).
- Do not use paperclips, rubber bands, or any other fasteners that might damage the edges of the scorable integrated test booklets or answer documents.
- Ensure that sticky notes were not placed on any scorable materials. If sticky notes were placed on an integrated test booklet or answer document, please remove them.

This is extremely important since any damage will interfere with proper machine scanning.

Test Invalidations/Irregularities

Reasons for possible test invalidations/irregularities include, but are not limited to:

- Cheating,
- Security violation,
- Presence of a cell phone or smart device in the testing environment,
- Improper test administration,
- Technical problems, or
- Testing outside the test window.

For a more detailed explanation of test invalidations and irregularities, please refer to [Appendix K](#).

Invalidations/irregularities must be immediately reported to the BTC, who must report the incident to the DTC, who will in turn contact the State Department of Education (SDE) and/or complete the Test Irregularity Form. The SDE will determine if the student can complete their assessment or if an alternate form will be administered.