

# Academic Assessment Monitoring Program (AAMP)

2026



**OKLAHOMA**  
Education



# Purpose

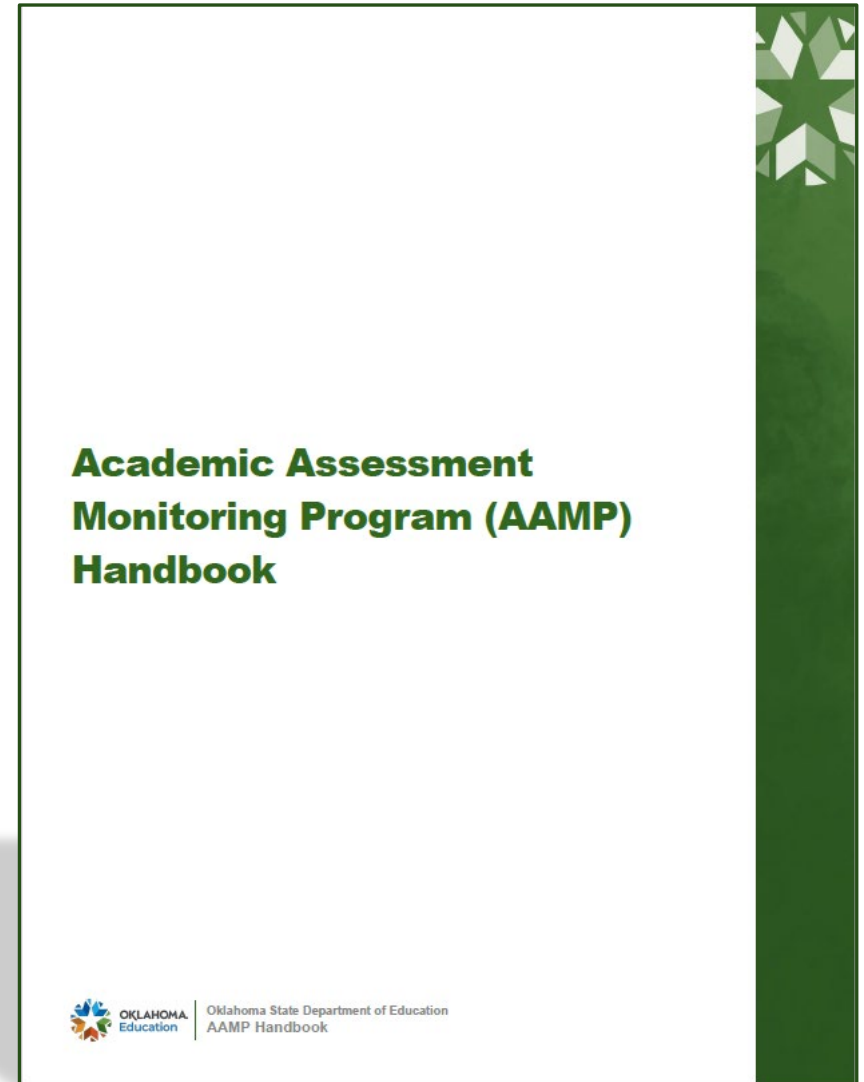
- To meet federal requirements, Oklahoma's AAMP evaluates school districts' implementation of both federally- and state-required academic assessments.
- All public-school districts will be monitored **at least** once during the established five-year cycle.
  - **The five-year cycle starts over with the 2026 Spring Test Administration**
- An electronic version of the current 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 monitored districts, whether desk or on-site, are required to submit desk monitoring information. Please review the Desk Monitoring Checklist for more information.

# ACT

- The ACT is considered part of the Oklahoma School Testing Program (OSTP). As such, all security and training procedures apply to ACT administrations, including:
  - Training TAs/TPs using the OSDE Canvas Modules
  - Listing ACT sessions on the Official Schedule of Testing
  - Completing Test Proctor Observation Logs (TPOs) for all ACT sessions
  - Completing Test Security Forms for all Test Administrators

# AAMP Handbook

- Located at the Test Security & Monitoring Webpage
  - [Test Security & Assessment Monitoring](#)
- Designed to help districts prepare for the AAMP
- Aligned to the Desk Monitoring Checklist
- Examples are included



# AAMP Canvas Course

# AAMP Monitoring Desk/Onsite

- Enrollment into the CANVAS course is located at:

<https://osdeconnect.instructure.com/enroll/WRBB3X>

Sites being Desk and On-site monitored will enroll in the course to submit needed documentation.

- Only one person (DTC) per district needs to enroll.
- No more mailing flash drives!



# Upload to Canvas

- Navigate to the assignment
- Click “Start Assignment”

## 2. Official Schedule of Testing

Due Jun 12 by 11:59pm    Points 0    Submitting a file upload    File Types xlsx and xls    Available Feb 25 at 12am - Oct 1 at 11:59pm

Below is a link to the Template for the **Official Schedule of Testing**. Please complete the Excel sheet with your district's schedule for all OSTP and CCRA testing, including ACT and make-up sessions, for the '25-'26 school year and upload an Excel version of your schedule(s) below.

[Official Schedule of Testing template](#) 

◀ Previous

Next ▶




Start Assignment

# Upload to Canvas

- Select and upload your file
- Submit assignment at the bottom

File Upload    Studio


Upload a file, or choose a file you've already uploaded.



Drag a file here, or  
[Choose a file to upload](#)

[+ Add Another File](#)

Comments...



# Monitoring

- The monitoring checklist includes two types of documentation:
  - District- and Site-provided documentation
    - Items 1 – 12
  - State-collected documentation
    - Items 13 – 17
- **All documentation is due June 12, 2026.**



# District- and Site- Provided Documentation

Training Items 1 & 2

# 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 the OSDE-provided DTC Assessment Administration and Technology training
  - Certificates of training from TA/TP modules

# Item 1 – Training

- What we verify:
  - Proof of training for BTCs
    - Certificate from OSDE DTC Assessment Training
    - A copy of the in-person training sign-in sheet(s), the agenda for the training, the date the training occurred, and printed names with signatures of BTCs in attendance
  - TA training module certificates for all teachers who administered a test
  - TP training module certificates for all teachers who proctored a test
  - Remote proctoring training module certificates for all remote sessions (OSTP only)

# Item 2 – Testing Schedule

- Provide the site [Official Schedule of Testing](#).
  - Schedule must include all testing sessions, including ACT and make-up sessions.
  - Completed and signed [Test Proctor Observation Logs](#) for all testing sessions must be submitted
  - Follow the link for all required forms and schedule template: <https://oklahoma.onlinehelp.cognia.org/forms/>.

# Item 2 – Testing Schedule

- On-Site Monitoring schedules must be submitted to the Office of Assessments as soon as possible, but no later than the due date listed below:
  - CCRA is due **Friday, March 13<sup>th</sup>**
  - OSTP is due **Monday, April 6<sup>th</sup>**
- **Update the Office of Assessments of any schedule changes leading up to the on-site visit.**
- Schedules should be emailed to [Alyssa.tyra@sde.ok.gov](mailto:Alyssa.tyra@sde.ok.gov)
- Along with your schedule, please include the following:
  - Physical address of building
  - Directions for where to park
  - Overview of check-in procedures for OSDE staff
- Final schedules will be submitted to Canvas with desk monitoring documentation

# Item 2 – Testing Schedule

- What we verify:
  - Testing schedule aligns with sessions logged on the OSTP portal
  - Test schedule aligns with submitted TPOs
  - All testing sessions are accounted for, including ACT and make-up sessions
  - Names on training certificates and names on schedule match

# Item 2 – Testing Schedule

- What we verify:
  - TPOs are complete and signed
  - All sessions have a corresponding TPO
  - Ensure irregularities have been submitted via the Test Irregularity Google Form

# Item 2 – Testing Schedule



## Test Proctor Observation Log

Test Proctor's Full Name (printed or typed): Rachel Gellar

Instructions: A log must be kept for each test session. Please note any unusual occurrences observed during each test session. Please use additional sheets as needed. One sheet may be used for multiple test session observations. Please note that the form should be fully completed and signed with every column and row filled out for each testing session proctored.

- Sample TPOL:

Test Date:	Test Start Time:	TA Full Name: (same as training certificate)	Grade(s):	Subject:	Section(s):	Observation:
4-13	8:35am	Monica Bing	3	ELA	1+2	<input type="checkbox"/> Irregularity
4-13	8:35am	Phoebe Buffay	4	ELA	1+2	<input checked="" type="checkbox"/> Irregularity Student had phone in pocket was not accessed during test session
4-14	9:00am	Monica Bing	5	ELA	1	<input type="checkbox"/> Irregularity Student fell asleep and had to be awoken
4-14	11:00am	Monica Bing	5	ELA	2	<input type="checkbox"/> Irregularity
4-15	8:00am	Phoebe Buffay	5	science	1+2	<input checked="" type="checkbox"/> Irregularity computer shut down proctor password used

If the observation column above is left blank, check below:

By checking this box, I certify that no unusual occurrences or testing invalidations were observed during the test session(s).

By signing this document, I acknowledge and certify that I will not divulge the contents of the test, generally or specifically, to anyone, nor will I copy any part of the test.

R. Gellar  
Signature

4-15-26  
Date

# District- and Site- Provided Documentation

Security Items 3 & 4

# Item 3 – Test Security

- Provide a detailed plan describing how security of the test materials is maintained.
- Include specific procedures to maintain the security of test booklets, test tickets, answer documents, and access codes prior to, during, and after testing sessions.

# Item 4 – Test Security

- Provide a detailed plan for the transfer of secure testing documents to and from an Alternate Site of Instruction (e.g., hospital, juvenile detention center, etc.).

**This is required, even if your district did not use an alternate testing site.**

# District- and Site- Provided Documentation

Administration Procedure Items 5 - 12

# Items 5 – 8

- Calculator Policy
- Emergency Plan
- Accommodations
- Additional Time



## 5. Calculator Policy Plan

Available until Oct 1 at 11:59pm | Due Jun 12 at 11:59pm



## 6. Emergencies

Available until Oct 1 at 11:59pm | Due Jun 12 at 11:59pm



## 7. Accommodations

Available until Oct 1 at 11:59pm | Due Jun 12 at 11:59pm



## 8. Unaccommodated Students

Available until Oct 1 at 11:59pm | Due Jun 12 at 11:59pm

# Items 9 & 10

- Invalidations/Breaches
- Irregularities



## 9. Security Breaches

Available until Oct 1 at 11:59pm | Due Jun 12 at 11:59pm



## 10. Test Irregularities

Available until Oct 1 at 11:59pm | Due Jun 12 at 11:59pm

# Items 11 & 12

- Emergency Accommodations
- Nonstandard Accommodations



## 11. Emergency Accommodations

Available until Oct 1 at 11:59pm | Due Jun 12 at 11:59pm

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## 12. Nonstandard Accommodations

Available until Oct 1 at 11:59pm | Due Jun 12 at 11:59pm

# Items #3-#12

- What we verify:
  - District- and/or site-specific
  - Detailed enough that OSDE can verify that the district is following stated policies and procedures
- Exemplars are provided on Canvas
  - **Note, the TPM indicates that plans should be created and in place even if a district/site is NOT being monitored.**

# State-Collected Documentation

Items 13 - 19

# Line Items 13-17

<p style="text-align: center;"><b>State-Collected Documentation</b></p> <p style="text-align: center;">The OSDE will complete steps 13 – 19. Please keep a copy for district records and in case they are requested.</p>	COMPLETE	MEETS CRITERIA	DOES NOT MEET CRITERIA
13. District Test Coordinator (DTC) attended the OSDE-provided DTC Assessment Administration and Technology training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. District and Building Security forms and TA Security forms completed. At least one form per role must be submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Test Security forms and seating charts completed and returned to ACT (HS Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. All test booklets and materials accounted for from current administration. (Missing test books reported to the OSDE by the testing vendor).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Students receiving accommodations must have valid IEPs, 504 plans, or ELAPs for the current school year. OSTP-approved accommodations must be documented on the IEP, 504 plan, or ELPA, and must be routinely utilized in the classroom. OSDE will review IEPs through EdPlan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Item 14- Security Forms

- What we verify:
  - Completed security forms for the following roles:
    - Superintendent
    - DTC
    - BTCs
    - Building Principals
    - All TAs
  - **Remember, you must submit a form for each role that you fill.**

# Item 17- Accommodations

- What we verify:
  - Randomly check students from each grade band (3-5, 6-8, 11)
  - Verify that accommodations listed in the OSTP portal are listed on the students' IEP/504 Plans
  - Verify that OSTP accommodations mirror classroom accommodations

# Items 18 & 19

- Document Submission
- Document Verification

<p>18. Monitoring documentation received at SDE by June 12, 2026. Failure to submit documentation by this date may result in an automatic non-compliance status.</p> <p>Date Received by SDE: <input type="text"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. SDE verification of documentation complete.</p> <p>Reviewer: <input type="text"/> Date Completed: <input type="text"/></p> <p>Designation: <input type="text" value="Compliant"/></p> <p>Verified Checklist Completion: <input type="text"/> Date: <input type="text"/></p>			

# Most Common Errors

- TAs completing the incorrect training
- TAs/TPs failing to complete training by not signing the attestation statement.
- Districts not maintaining training certificates
- Official Schedule of Testing does not list ACT or make-up sessions
- Missing security forms

# Most Common Errors

- Not enough detail in district plans
  - Calculator Policy only contains state policy
  - Extended time at lunch or end of day not addressed
- Accommodations not provided in OSTP portal
  - Embedded accommodations must be selected in the portal prior to placing a student in a test session
  - “Delivered Locally” should be selected for any accommodations that are not embedded (e.g., small-group, separate location, etc.)

# Onsite Visit

# What to Expect:

- Office of Assessment staff will arrive approximately 30 minutes before the scheduled test session.
- Upon checking in to the front office, our staff will ask to speak to the BTC.
- A short interview and walkthrough will be conducted.
- Office of Assessment staff will then observe a testing session.
- At the completion of the session, the Office of Assessment staff will once again speak to the BTC to wrap up the visit.
- Please see the [Onsite Monitoring Checklist](#) for more information.

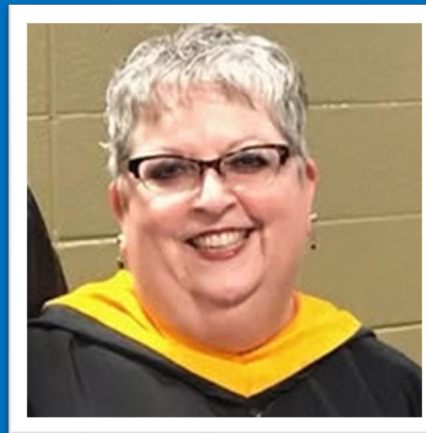
# The Office of Assessments is here to help!

## Office of Assessments

2500 North Lincoln Blvd.  
Oklahoma City, OK 73105

Phone: (405) 521-3341

[Assessments@sde.ok.gov](mailto:Assessments@sde.ok.gov)



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**THANK YOU!!!!**